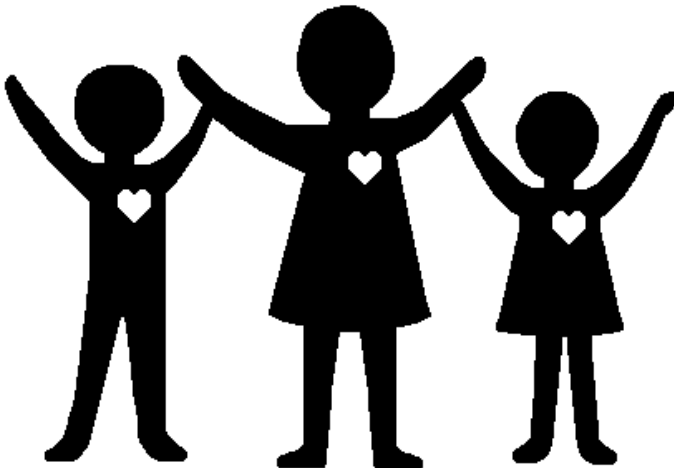


FAMILY TIME AGREEMENT BOOKLET



Spending Quality Time With Your Child



Spending quality time with your child

If a child is separated from their birth family and is a child in the local authority care it has a legal duty to arrange reasonable contact between them.

The contact must be in the best interest of the child and their welfare is the main consideration.



The Beach House offers a warm and welcoming environment where good quality Family Time between your child and you can take place. It is essential to maintain relationships that are important to your child and you

Your Family Time sessions will be overseen by a Family Time Officer

There are different types of Family Time sessions; your Social Worker will decide which is the most appropriate for your family situation. Your Social Worker will discuss with you any changes that need to be made.

- Fully Supervised—A Family Time Officer will remain with you throughout your session.
- Monitored—A Family Time Officer will drop in to your session throughout Family Time.

On occasions you may be able to visit local areas but this will need to be agreed with the Social Worker first.

Some Reasons Why You Have Family Time

- To maintain positive relationships between your child and you.
- To help develop parenting skills, where needed.
- To help the Social Worker when making long-term decisions about your child and in completing assessments which determine the future of your family.

What is the Role of The Family Time Officer

- Record what happens during the session, including all interactions between your child and you.
- Record all sessions securely on our electronic system and share with the Social Worker.
- Intervene if they are concerned about the safety and well-being of your child or you.
- Provide the support and guidance you may need to remain a very important person in your child's life.
- Liaise with the Social Worker to support with parenting plans.
- Ensure parents adhere to all ground rules identified in this

Photographs

Permission to take photographs must be sought from your Social Worker. The Family Time Officer allocated to your session will be able to offer advice and guidance as to how / where photographs can be taken.

Healthy Eating/Hot Drinks

- The service promotes a healthy eating policy and therefore families will be asked to bring healthy snacks and drinks where possible.
- Sweets and sugary treats should be kept to a minimum.
- No energy drinks are to be consumed on the premises.
- A kitchen is available for parents to use with their child/ren, please ask a member of the team for further details.
- Parents are responsible for cleaning any areas, crockery etc after use.
- Hot drinks are not to be consumed during Family Time sessions unless they are in a sealed container which has a cold exterior.

Issues/ Changes to Family Time Sessions

- If any problems arise while families are using the centre these should be raised with your allocated Family Time Officer in the first instance, who will endeavour to resolve any issues.
- If they are unable to resolve the issue your concerns should be passed on to the Senior Family Time Officer or Team Manager. If you still feel that your concerns have not been listened to or resolved to appropriately and wish to make a formal complaint then please email the following address PSPA@redcar-cleveland.gov.uk with the subject line 'Complaint' detailing your concerns.
- The Social Worker will inform the Family Time Service of any required changes to the Family Time arrangements.
- Approval must be sought from the Social Worker if you wish for anyone else to attend your session and risk assessments completed, prior to this taking place.
- If you require any changes to be made to your Family Time session, you must discuss this with your Social Worker.

Practical Arrangements

- You will be expected to make your own way to the venue arriving no earlier than 15 minutes.
- You will be informed in advance of the dates, times and venues for your Family Time sessions.
- If you arrive 15 minutes after the session start time and have not been in touch directly with the Beach House the session will be cancelled and your child/children will be returned to their carer.
- If the service needs to make any changes to the arrangements the service will notify you in advance wherever possible.
- Parents are responsible for their children during the Family Time session.
- Family Time sessions are not provided on bank holidays and contact cannot be rescheduled by the Family Time Service to accommodate birthdays, medical appointments or court dates etc. Speak to your Social Worker regarding any alternative arrangements.
- Any items such as toys or pushchairs left on the premises are left at the owners own risk. The Family Time Service will not be responsible for any damage or theft of such items
- Children are transported as agreed to and from the sessions by family/friend, Foster Carer, Social Worker , Family Time Officer or Integrated Transport, a Redcar & Cleveland Borough Council approved taxi service or a Redcar & Cleveland member of staff insured to transport. Family Time Officers will not transport parents.

Mobile Phones

- So that the quality of the session is not interrupted, parents should switch off mobile phones or place them on silent.

What is Expected of You

- It is important to make every effort to keep to the Family Time arrangements. If you do not attend, or arrive late it can be very upsetting for your child. If you are unable to attend you must contact The Beach House to inform of the reason giving as much notice as possible. Family Time sessions cannot be rearranged if you do not attend.
- When you arrive you must not be under the influence of drugs or alcohol, or we will not allow the session to take place.
- Any form of aggression towards children or any adult will not be tolerated and the session will be ended immediately .
- All adults involved in Family Time are expected to respect each other.
- Parents are expected to ensure they tidy their allocated room and kitchen areas if used, before the session is due to end encouraging their children to help.
- Parents/family members are asked to say goodbye to their children within the centre as this can be a distressing time for all. Please do not escort your child/children to the carers car or allocated transport , this ensures children are able to leave the building in a safe manner without the risk of accidents.

Covid-19 Guidance—TO BE UPDATED IN-LINE WITH GOVERNMENT GUIDANCE AS REQUIRED

In line with the government and health and safety guidance we are asking all family members/carers and staff to adhere to the following guidelines.

These guidance notes will continue to be reviewed as further advice and guidance is given by the government and Redcar & Cleveland Borough Council's Health and Safety Department:

- Covid 19 risk assessments will be completed by all family members and carers prior to any sessions scheduled.
- On arrival carers are to park in the alley behind the Beach House and call 01642 771666 for a member of staff to come and collect the child(ren) from the vehicle. They will be returned to carer in the alley.
- Family members will enter the building through the front entrance on Coatham Road and leave via the side entrance, per the one-way system on Victory Terrace.
- You will be asked if you have any corona virus symptoms before you enter the building – if you do then access will not be granted.
- Upon entering and leaving the building **HANDS MUST** be washed/sanitised – this applies to everyone.
- All visitors are required to wear PPE including a face covering during any INDOOR SESSIONS.
- Carers should not enter the building unless there has been a previous agreement with management.
- Due to the current situation we are unable to rearrange **any** sessions.

Covid-19 Guidance cont...

- The one-way system detailed within the Beach House must always be followed by staff and all visitors unless an emergency evacuation is in place for example, fire alarm goes off.
- Once in your allocated family time room you must not leave that room until the end of the session unless an emergency evacuation is taking place.
- If your allocated room does not have a bathroom please use the bathroom which is allocated to your room, (usually opposite your room).
- Social distancing must be followed at all times between all staff and family members around the building and during family time sessions within the room, unless absolutely unavoidable.
- Please only use the pedal bins provided within the room for any waste/rubbish.
- Should you wish to speak with a member of staff other than your allocated worker, please ask your worker who will arrange this for you.
- Carer must supply any toys/equipment that children may wish to use during sessions, as these are what children are already using within their placement.
- Carers are to supply any food and drinks for the children to consume during the family time session.
- Any food brought in by parents should be pre-packed from a shop in sealed containers/bags and not home made.
- Any clothes, toys or gifts brought in by parents need to be quarantined for 72 hours before being brought in.
- If babies require bottles/highchairs during the session, we are to be informed in advance and the appropriate equipment will be placed in the room prior to the session starting.

Smoking

- Smoking is not allowed within the building or on Local Authority grounds. Cigarette breaks during Family Time are not permitted, this includes E Cigarettes.

Declaration

I understand the terms of this agreement and agree to its conditions.

Child's Name:

Parent/Other Adult:..... Date:

Family Time Officer:Date:

**If you need to cancel your session or need to
speak to a member of the Family Time Service
please
telephone 07500606916 / 01642 771666**

**The Beach House
35 Coatham Road
Redcar
TS10 1SA**

**Team Manager Claire Foxton
Senior Family Time Officer Samantha Jones
Senior Business Support Officer Kathryn Murray**