Northamptonshire Children’s Trust

**Family Time Agreement for the Family Time Service  
During Covid 19**

**This Agreement lists the expectations of everyone involved in the family time sessions to ensure the child’s safety, welfare and wellbeing. Please ensure that you understand each point before signing this Agreement.**

The Family Time Agreement for the Service must be signed by all parties to be put in place for the duration of the Covid 19 Period

Discussions must have taken place between Social Worker, Family Time Supervisor, Parents and Foster Carers to inform them of the session arrangements and how these will be managed either face to face or Virtual

The Family Time Supervisor / Social Worker must inform the parent that Face to Face Family Time is offered on the agreement of all parties concerned adhering to guidelines and precautions set out in the risk assessment and Family Time agreement for the duration of the Covid 19 Period

The Family Time Supervisor must support Parents, Carers and Child/ren to make the family time session as positive as possible in this situation

**The Family Time Supervisor**

A risk assessment needs to be undertaken to ensure safety requirements are met; Family Time Supervisors must adhere to the risk around those parents who cannot take photos during face-to-face sessions and will not allow photos or videos to be shared.

**Parents**

Parents must inform the Family Time Supervisor if they have or previously had any Covid 19 symptoms.

Parents will not be allowed to enter the venue prior to the family time session starting and must wait outside.to be collected by the Family Time Supervisor

Parents must not be under the influence of alcohol or drugs and must be in a fit state to attend the session with their child/ren

Parent/s must not bring any other persons in the family time session – unless agreed in advance with the Social Worker.

To promote social distancing family time will be restricted to small groups consisting of no more than 4 households room size permitting, including parents/family members and child(ren)/young person(s)

The use of larger rooms and outdoor garden spaces will support with social distancing.

Parent(s) should attend on time no more than 10 minutes prior to the start of the session. A maximum of 15 minutes will be allowed for lateness before the session is cancelled by the Family Time Supervisor

Neither party should speak negatively about the other in front of the child. Neither party should discuss legal issues or complaints regarding their situation in front of the child (for example Court proceedings / alleged abusive adults / allegations of abuse / future plans, etc.).

There must be no whispering, no use of foreign language without an interpreter present, no swear words, no name-calling, no ridiculing, no loud talk and no note passing.

There must be no arguing in front of any of the children. Abusive or aggressive behaviour, racist or other offensive remarks will not be tolerated. If any of this occurs during the family time session the Family Time Supervisor will end the session.

There must be no verbal confrontation between supervisors, parents, carers during the session. While staff recognise that a party may have differences of opinion, it is not appropriate to discuss them in front of the child/ren.

There should be no prolonged goodbyes, and the parent/s must remain in the family time room whilst the child/ren are taken out at the end of the session. Timing of each session must be adhered to which is currently 1 hour.

During the course of the family time session, the Family Time Supervisor may **terminate the session** if any of the above rules are violated, including removing of mask during the session.

No taking of photos of any Family Time Supervisor is allowed.

**Prior to face-to-face family time sessions going ahead we will need you to sign in agreement of the following statements:**

**HEALTH RISKS:**

**I will provide a current medical exemption letter to evidence that I am exempt from wearing a face mask. If an exemption letter is not available then a medical record or note is required. The service will not accept printed copies of exemption taken from the internet where they are available**

**If I do not supply this, I will be advised that a face mask or visor will be worn for the duration of the family time session.**

**If I travel to the Family Time venue using public transport, car share or use a taxi I agree to wear a face covering along with other passengers in the same vehicle.**

I will notify my child’s social worker and the Family Time Supervisor if I or a member of my household become unwell and the session will be cancelled. If you have any of the symptoms of coronavirus, or if anyone in your household has symptoms you will be required to isolate for 10 days. You will be required to book a test and wait for the results before returning to face to face family time sessions. Virtual sessions will be offered instead.

The Family Time Supervisor has the authority to cancel the family time session if a parent/family member attends the session and presents as being unwell. In this situation the parent or family and the members of their households will not be permitted to attend a Family Time centre for 10 days.

I understand that no parent/carer will be allowed into the buildings until told otherwise by the Family Time Supervisor

I understand that parents/carers need to undertake as stringent practice as possible to reduce transmission of the virus and other illnesses. I will wash my hands in the venue and use antibacterial hand gel during and after the session.

I understand that my child/ren may be brought to and from family time sessions by NCT transport which have social distancing measures in place and staff wearing PPE / face masks.

I understand that the Family Time Supervisor will collect and return my child/ren from and to the transport vehicle and I will leave the venue straight away at the end of the session when the Family Time Supervisor returns to the room and will remove my PPE / Face mask for disposal by them.

I understand that the Family Time Supervisor will try to maintain social distancing, but there may be occasions when they are closer than 1 metre plus to myself and the child/ren

I understand that whilst the venue is regularly cleaned and rooms are cleaned after each session, and whilst I will engage in frequent handwashing, the service are unable to guarantee a virus-free venue.

All toys used in the family time session will be cleaned after each session and FC’s will be requested to provide toys for the session. Toys may be brought in for the child/ren to play with in the session and left in the regular venue, in a lidded and labelled box

Any gifts, items of clothing and cards will need to be brought to the family time session in a black sack tied up. This will be given to the Carer who will take and store for 72 hours before being given to / used by the child/ren. This is to minimise the spread of the Covid virus in line with guidelines as set out in the risk assessment for the Family Time Service. Child/ren who are transported by taxi will not be able to take these items back to placement. The Social Worker / Family Time Supervisor will make arrangements for the collection/delivery of them.

I agree to wear PPE - face mask or face shield, If I refuse to wear PPE then the session will not go ahead.   
If I take my Face Mask/Shield off during the session I understand that the session will be terminated.

I understand that children aged 11 and above will be required to wear a face mask indoors.

I will ensure that I maintain high levels of hygiene and cleanliness to reduce the risk of transmission by washing my hands on arrival and use hand gel during the session. I will apply hand sanitiser when requested to do so by the Family Time Supervisor.

I agree that only wrapped/sealed food will be brought to the session / consumed in the session indoors including fast-food such as McDonalds. Children may also be provided with drinks/snacks by the Foster Carer if needed.

I agree that food/drink can be consumed in a community food outlet, again abiding by the washing of hands and use of antibacterial gel.

If I provide food and drink for my child in the community this must be wrapped and sealed or bought in an establishment that provides food and drink.

I will provide a Negative Lateral Flow Test result at the beginning of each session if I want to kiss my child/children. It is my responsibility to provide the Lateral Flow Test as the Family Time Service are not able to provide these.

I agree that I will NOT remove my face mask/ shield to kiss my child/ren at the start, during and at the end of the session indoors, unless I have provided a Negative Lateral Flow Test result

I agree that I will not take any photographs of any member of staff / Family Time Supervisor before, during or after the family time session.

I agree to place any used Face Masks in the disposal bags provided and tie these up. The Family Time Supervisor will place the PPE in a dedicated PPE bin which is in a designated area in the Family Time centre

To reduce the risk of spreading the infection I agree that family time sessions will be limited to a maximum of one (1) hour.

**CLOTHING / PERSONAL ITEMS**

I will attend the venue and adhere to the guidelines of putting bags, coats and any other items that could potentially transmit the virus outside into a plastic lidded box which will be placed in the session room for the duration of the session.

**ILLNESS**

I understand that no child will be brought to family time sessions if they are unwell. If they have any of the symptoms of coronavirus, or if anyone in the household has symptoms, the child and the whole household will be required to isolate for 10 days, and you will be informed. If this is the case, a virtual family time session will be offered in its place

I understand that if my child becomes ill during the session, the session will be ended, and the child returned to their placement immediately and placed in isolation in accordance with government guidance.

***I understand that the Family Time Service Practices during the Covid 19 period are under constant review and that this could lead to changes in family time arrangements at short notice according to Government Guidelines***

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAMILY TIME SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL WORKER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_