

## Self Referrals – Referral Form and Agreement

### Office use only

Referral received: Letter sent Leaflet given

Date of Pre-visit /First contact: Contact ended:

### 1 Non resident parent Contact Details

This form should be completed in full before any contact is allowed to commence

Name:

Address:

Telephone Number:

Mobile:

Email:

Children's Names	DOB:	Age:	Gender
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### 2. Resident Parent Contact Details

Name:

Telephone Number:

Mobile

### 3. Relationship

When did your relationship with the children's father/mother end?

Why did your relationship with the children's father/mother end?

Who has parental responsibility?

<b>4. Has your family ever been known to or been involved with any of the following</b>		
CAFCASS	Yes	No
If yes please give dates and details		
Social Services	Yes	No
If yes please give dates and details		
The Courts	Yes	No
If yes please give dates and details		
Mediation services	Yes	No
If yes please give dates and details		
Do you have any concerns relating to domestic violence, drugs alcohol or mental health issues?	Yes	No
If yes please complete risk assessment and give details		
Do you or the resident parent have any convictions?	Yes	No
If yes please give details		
<b>5. Previous Contact</b>		
When and where did contact last take place?		
Who was involved in the contact?		
Why did the contact breakdown?		
If they are old enough to understand and have a view, how do the children feel about having any contact?		

<b>6. Arrangements for Contact</b>		
When would you like contact at the centre to take place and for how long?		
Will anybody else be involved in the contact?		
Will anybody be accompanying you on your visits to the centre?	Yes	No
Are you in contact with/able to talk to the other parent/adult involved?	Yes	No
Are you prepared to meet the children's father/mother?	Yes	No
Will staggered arrival and departure times be required?	Yes	No
Photos/ Videos and giving of presents agreed or not?	Yes	No
Will you be hoping to take the children out of the centre in the future?	Yes	No
Do any of the children have any illnesses or allergies?		
What language is spoken at home?		
Will an interpreter be needed?	Yes	No
Are there any other issues you feel the centre needs to be aware of?		

**Agreement**

- I confirm that the information contained within this form is to the best of my knowledge both accurate and true.
- I agree to abide by the rules of the centre if I am offered a place
- I understand that the centre reserves the right to either refuse or terminate contact if I have withheld any information or behave in a way that breaks the centres rules.

Signed		Non- Resident Parent
Print name		Non- Resident Parent
Signed		Child Contact Centre
Date		

# Birmingham Salvation Army Child Contact Centre Guidelines

All correspondence should be sent to:  
Child Contact Centre Coordinator  
Birmingham Salvation Army Child Contact Centre  
24 St Chad's Queensway, Birmingham, B4 6HH

Email: [admin@bsaccc.org.uk](mailto:admin@bsaccc.org.uk)

Web: [www.bsaccc.org.uk](http://www.bsaccc.org.uk)

Our Child Contact Centre is based at Birmingham Salvation Army Church on alternate Saturdays from 10am to 12 noon.

Please note that our Child Contact Centre offers **supported contact** only. Supported contact takes place in a variety of neutral community venues where there are facilities to enable children to develop and maintain positive relationships with non-resident parents and other family members. Supported Child Contact Centres are suitable for families when no significant risk to the child or those around the child has been identified.

The basic elements of **supported contact** are:

- Impartiality
- Volunteers are available for assistance but there is no close observation, monitoring or evaluation of individual contacts or conversations
- Several families are usually together in one room
- Encouragement for families to develop mutual trust and consider more satisfactory family venues
- Apart from attendance dates and times, no detailed report will be made to a referrer, CAFCASS, a party's solicitor or Court, unless there is a risk of harm to the child, parent or Centre worker
- An acknowledgement that it is to be viewed as a temporary arrangement which will be reviewed after an agreed period of time

1. The Centre Coordinator should receive a completed referral form. The Centre will then contact you to arrange a pre-visit interview.
2. Separate pre-visit interviews for all parties prior to the start of contact sessions will ensure that everyone knows what facilities are available and what to expect at the Centre.
3. Only people named on the referral form will be allowed admittance to the Child Contact Centre. This may be varied by written agreement by both parties. We can also facilitate Handovers when a written agreement by both parties enables the non-resident parent to spend

some of the Contact session time outside the Centre. Different arrival and departure times are agreed for non-resident and resident parents.

4. Parents are responsible for their children at all times whilst they are at the Child Contact Centre.
5. This Child Contact Centre provides Supported Contact and therefore will not knowingly accept a referral when somebody involved has been convicted of any offence relating to a) physical or b) sexual abuse of any child.
6. The Child Contact Centre reserves the right to reduce or terminate contact if it is felt to be in the best interest of the child.
7. Parents should note that the welfare of the child is paramount.
8. The Centre should be viewed as a temporary facility to help establish contact. The Coordinator will be asking for your assistance to review your family's progress usually after six months.
9. Please notify the Coordinator if the arrangements for contact are going to change or if contact is going to cease.

Birmingham Salvation Army Child Contact Centre is a member of the National Association of Child Contact Centres and operates in accordance with its National Standards for Child Contact Centres. We have working policies on the following:

- Child Protection and Safeguarding
- Compliments, Comments and Complaints
- Confidentiality
- Data Protection
- Disclosure and Barring Service
- Domestic Abuse
- Equal Opportunity and Diversity
- Health and Safety
- Toys
- Volunteers

All these policies are available at the Centre or on our website.

Anyone wishing to contact the Coordinator may do so on 07717335699 or by email [admin@bsaccc.org.uk](mailto:admin@bsaccc.org.uk)

