**Supervised Contact Terms and Conditions**

Between

**Catholic Social Services Dunedin**

**And Visiting Parent**

**And Day-to-day Parent/ Caregiver**

**And Funder**

It is hereby agreed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will have supervised contact with the child/ children named below for the agreed period of time per visit

Children :

Supervised Contact will occur at: **CSS Office, 42 Macandrew Road Dunedin**

On:

Duration:

Further dates and times will be negotiated after this visit between the parties.

* Supervised Contact Supervisor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pick up and drop off is by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* These sessions are funded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other venues for contact such as nearby parks or restaurants will also be considered as alternative venues and may be negotiated on a week by week basis with agreement of all parties.

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The children’s needs and wellbeing is the most important thing.

**I/we agree to:**

1. **Attendance**
* Attend the contact session at the set dates and times and arrive on time.
* Give at least 24 hours’ notice to the agency, if contact is to be cancelled or there is likely to be lateness for any reason including sickness etc. Note that visits will be cancelled if the visiting parent is later than twenty minutes (without notice).
* Please note that a cancelled visit will not automatically be able to be re-scheduled and will depend on agreement and availability of all parties.
1. **During the session, it is agreed that:**
* Parent and child interactions must be in plain sight and hearing of the contact supervisor at all times.
* There is to be no whispering or note passing during the session.
* Nappy change/ toileting is the responsibility of the visiting parent but must be in view of the Supervised Contact Supervisor. Please note, there are no facilities on site for the disposal of soiled nappies and wipes. Therefore soiled nappies and wipes will be wrapped/ bagged and go home with the child’s belongings.
* Mobile phones to be turned off and no phone calls permitted during the contact. If there is an impending crisis which requires availability, this should be discussed with the Supervised Contact Supervisor at the beginning of the session.
* Photos are/ not permitted to be taken and can be shared/not shared (details):

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* Catholic Social Services promote healthy eating. Please bring healthy food choices such as milk or water rather than fizzy or energy drinks; fruit, vegetable sticks, cheese and crackers rather than ‘treat food’. Please note, it is generally the visiting parent who has the responsibility to provide any food/snacks.
* Bringing activities for the session and small gifts such as stickers, books, small toy cars allowed. Birthday and Christmas gifts as negotiated. (agreement between parties recorded here:)

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* The following people are the only approved parties attending the contact sessions:
1. **Behaviour**
* All adults are expected to use an acceptable standard of language and behaviour at all times during contact sessions.
* No adult matters are to be discussed in the presence of the child. For example talking about court orders; what you think about / or asking questions of the child about what they think about the social worker, contact caregiver, or how the other person is parenting the child etc. Refrain also from making promises for the future.
* If the visiting parent is feeling overwhelmed they may take a break or be asked to take a break from the supervised contact session room (while remaining on the property) and may speak to a staff member available and returning in a calm manner to re-engage with children.
* Intoxication or impairment from drugs or alcohol is not acceptable. Supervised contact supervisors have the right to cancel/stop a session if parties show signs of being intoxicated or impaired from alcohol or drugs.
* Smoking is not permitted during contact or at any time whilst in the venue
1. **Respect the contact session**
* Be respectful towards the Supervised Contact Supervisor and follow all instructions given by them. Contact sessions may be stopped if the safety of the children and/or Supervised Contact Supervisor is compromised due to unacceptable behavior from the visiting parent or if they are unwilling to abide by the supervisors instructions.
* Please respect all equipment including toys and the playground and encourage children to do so.

We agree to abide by the terms and conditions of supervised contact:

Visiting Parent : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day-to-day Parent/Caregiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervised Contact Administrator,

Michelle Morris: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If at any time you have concerns please contact Catholic Social Services to make a time to discuss.