

Contact Agreement for Technology Enabled Contact Sessions.

In response to the Coronavirus (Covid-19) many organisations have had to rethink the way that they operate and it is recognised that the changes put in place now might change the way that Child Contact is delivered well into the future. In order to continue offering your family a service the Child Contact Centre have completed a risk assessment and concluded that it is safe and appropriate to use technology to enable your child to spend time with parent(s) and in some circumstances other individuals they do not live with. This document outlines agreements made between the centre and the family members engaging in this service.

Names of Children Engaging in Contact Sessions.	

Names of Parents.			
	Name	Will this Person be a Part of the Contact Session? (please tick)	
		Yes	No
Resident Parent			
Non-Resident Parent			

Others Engaging in Contact			
Name	Relationship with Child	Adult of Child?	Regularity of Engagement in Sessions?

Only the people named above will be present during contact sessions. No other person will engage with the session or be in the vicinity of the session (not able to see or hear) whilst

the session is taking place, other than the person supervising the session on behalf of the Child Contact Centre.

Contact Session Planning.

Whilst it is accepted that plans might be subject to change. The following outline shows the plans in place for video contact moving forward. A review will be offered at session number ?? whereby we will agree how to move forward.

Date	Session Start	Session End	Notes (e.g. who is engaging)

The Technology being used for these Contact Sessions.

The technology used to facilitate this will be ????. This has been assessed by the Child Contact Centre to be appropriately secure, when used appropriately, as set out in this agreement.

Parents will be sent invites to the session ?? minutes prior to the session taking place. These invites will be sent to the email address we have on file for you, unless you specify a different address. The contact centre has taken any steps reasonable to ensure that your personal information is not visible to other parties engaging in the contact centre. If you have concerns about this, you should discuss this with us at the nearest opportunity.

Arrangements Prior to Each Session.

Staggered arrivals into the tech will take place to ensure that people feel ready and able to engage in the session. The following arrangements are in place to facilitate this:

- ✓ Children will join the session first. (Time)
- ✓ Non-resident parent will make contact with the Child Contact Centre, by phone prior to the session to talk about anything that might feel pertinent. (Time)
- ✓ The resident parent is welcome to make contact with the centre to share information that should be recorded or shared with the other parent. (For example, child sickness and core messages relating to the child) (Time)

Agreements

1. For all engaging in this contact session the primary consideration of all participants is the welfare of the children. Where appropriate the centre will provide advice / feedback to facilitate this.
2. The child(ren) will join the contact session from their home (change as appropriate). This contact will take place in one room, for example Lounge or Dining room table (change as appropriate). Children will be encouraged not to move around the house and adults should not encourage this, unless previously agreed.
3. It is not be considered appropriate for one of the parties to be in a public place where information could easily be overheard or accidentally shared, whilst contact is taking place.
4. Other than the people named in this document, or otherwise agreed in advance both parents will take all possible measured to ensure that nobody is able to see or hear the contact session taking place.
5. Still or moving imagery will not be captured of anything that happens during video contact. Sessions are fully recorded by the contact supervisor.
6. Parents are required to respect each other's privacy.

No recordings of this contact appoint may be made by either parent or to attempt to obtain any other personal information about the other parent. To do so will be a breach of this Agreement and a breach of the Data Protection Act 2018 and GDPR.
7. All parties agree to not abuse the technology to access unagreed information.
8. Where there are specific conversations that should not take place, these are to be recorded here.
9. No person engaging in the contact session will do so under the influence of drink or drugs. If this is suspected sessions will be suspended.
10. Other information from your usual contact agreement that might be deemed appropriate. For example: who will have the contact reports and how will then be provided? Payments? And so on.

All parties named below, have agreed to the content of this agreement and it is on this basis that contact will continue. Any actual or suspected breach of this agreement and the conditions laid out within this may result in the service being suspended or permanently

terminated. Those named on this document have confirmed with the centre, in writing that they will work to the agreements in this document and this agreement is stored with this document.

Name	Date Agreed	Relationship to Child
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