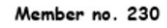


(Parent living with their child/children)



Referral Form

Woking Family Contact Centre
White Rose Lane
Woking
GU22 7HA

Tel: 07826 745627

About the person completing this form

Name			
Telephone number		Email address	
Address including postcode			

About the child(ren) requiring family time

	Name	Date of birth	Age	Gender
Child 1				
Child 2				
Child 3				
Child 4				

Do any of the children named above have any disabilities, health, or additional support needs? Please also list allergies here.	Yes	No
	☐	☐
Comment		

Please use this space to tell us about previous contact and when and why the relationship ended.	
Comment	

Who has parental responsibility?	
Comment	

If the child (ren) is old enough to understand and have a view, how does the child(ren) feel about family time and what work has been done to prepare them?	
Children's feelings, views wishes and preferences	Work completed to prepare children for family time

Court Proceedings

Has the court ordered this family time?	Yes ☐	No ☐
Comment (If yes, please detail the nature of the court order, as well as the date it was made and the court who wrote this)		

Type of order	Yes	No	Date order made	Comment
Child arrangements order	☐	☐		
A child arrangements order may determine where a child will live and with whom, and whether, how and when they will spend time with a parent or people including relatives other than those they normally live with.				
Prohibited steps order	☐	☐		
A prohibited steps order (PSO) is an order that forbids someone from exercising parental responsibility in a particular manner, e.g. forbidding a parent from: 1.) removing the child from the UK; 2.) changing the child's name, or 3.) changing the child's school.				
Specific issues order	☐	☐		
A specific issue order (SIO) is an order made by the Family Court where a dispute arises about a question of how parental responsibility is exercised.				
Non-molestation order	☐	☐		
A non-molestation order is typically issued to prohibit a person from using or threatening physical violence, intimidating, harassing, pestering, or communicating with the victim of these actions. An order could prevent the abuser coming within a certain distance of a person, or address. It could also include children in certain circumstances. An order will also prevent an abuser from instructing or encouraging others to do any of those actions.				
Any other order or convictions?				
Name:				

Are there any court proceedings in the family court?	Yes	No
	☐	☐
Comment If yes, please detail the nature of the order, as well as the date it was made and the Court who wrote this.		

Is it possible that any of the parties might initiate new proceedings in the family court?	Yes ☐	No ☐
Comment (If yes, please detail the nature of the order, as well as the date it was made and the Court who wrote this)		

Details of any professionals working with the family

Name			
Organisation			
Telephone number		Email address	
Nature of involvement			

About the service required

Please read the following before completing the table below.

Supported family time

A supported contact centre provides supported family time to keep children in touch with the parent that they no longer live with, if trust has broken down or communication is difficult. Parents do not have to meet, and several families use the facilities at the same time.

This is a form of family time where the level of risk is assessed to be lower than might be the case for supervised family time. It is also used to progress from supervised family time.

In supported family time, direct observations are not made, and no reports are written. Staff or volunteers will be present to ensure the comfort of those engaging in the service.

Supervised family time

Is there a potential risk of harm? A supervised contact centre provides supervised family time, and ensures the physical safety and emotional well-being of children in a one-to-one observed setting.

This is a form of family time where the level of risk is assessed to be higher risk than might be the case for supported family time, or if a family's circumstances are more complex. These sessions will be supervised by staff who are experienced in this role.

Observations will be made, and reports will be written. It is generally expected that staff will remain within sight and sound of children at all times.

Woking Family Contact Centre

Woking Family Contact Centre offers supported family time and a hand-over service (to allow parents to drop off and collect children without meeting or interacting).

If you require supervised family time, we are not the correct service. Please visit <https://naccc.org.uk/find-a-centre/> to find the correct service to meet your needs.

What support do you need from Woking Family Contact Centre?

	Tick as appropriate	Comments
Supported family time	☐	
Hand-over service	☐	

Why is the service needed?

Nature of concern	Risk			Comments
	Yes	No	Allegations	
	Tick appropriate option			
Physical abuse	☐	☐	☐	
Sexual abuse	☐	☐	☐	
Neglect	☐	☐	☐	
Emotional abuse	☐	☐	☐	
Domestic abuse	☐	☐	☐	
Drug misuse	☐	☐	☐	
Alcohol misuse	☐	☐	☐	
Abduction	☐	☐	☐	
Conflict	☐	☐	☐	
Mental health	☐	☐	☐	
Culture / Religion	☐	☐	☐	
Finance	☐	☐	☐	
Learning difficulties	☐	☐	☐	
Parenting capacity	☐	☐	☐	
Physical impairments	☐	☐	☐	
Wider family	☐	☐	☐	
Current crime	☐	☐	☐	
Convictions	☐	☐	☐	
Pets	☐	☐	☐	

Other	Please provide information about any other risks in the space below.
If you have ticked yes to any of the concerns listed on the previous page, please provide additional information.	

Family time is usually a short-term arrangement. How do you feel about using this service? Do you have any ideas about how and / or when your family might be ready to move on from the service?

Will anyone else be coming with you when you bring your child/children to our Centre for family time? Please give their name and relationship to you below.	Yes ☐	No ☐

Is an interpreter required for your family?	Yes ☐	No ☐
Languages spoken		
If yes, we will ask the parent attending family time to organise the interpreter. This must be a reputable professional.		

Are you agreeable to the children's father/mother taking photographs?	Yes ☐	No ☐

Please sign below to confirm the following	
1. I confirm the information included in this referral is accurate and truthful. 2. I have read and understood the Centre's Privacy Policy as shown on the website: https://wokingfamilycontactcentre.org.uk	
Resident parent signature: (Parent living with their child/children) Print name: Date:	