

## Do's & Do Not's of Family Time for Social Workers and Family Time Workers.

### Do's

- Make sure that an introduction meeting has taken place between parent/s and family time worker with clear expectations set out of what and how family time should happen. (Unless this is a cover due to leave or absence). Undertaken by Family Time Planning & Reviewing Officer and Family Time Worker.
- Ensure that a family time plan has been written and shared with all parties and uploaded onto LL. This will save confusion and courts proceedings being delayed.
- Reviews of family time in court proceedings to be reviewed every 6 weeks if going well sooner if problems or issues arise. To be completed by Family Time Planning & Reviewing Officer.
- Reviews of family time for long term looked after children to be review every 6 months. If problems arise or issues need addressing, then sooner if required. To be completed by family time planning & reviewing officer.
- Share all recordings of family time, in a timely fashion with parent/s this includes recordings that are less positive to ensure that parent/s are able to make improvements at the earliest opportunity. This will support court assessments & proceedings.
- **Goodbye family times - ALWAYS** complete a written risk assessment/plan with parent/s, family time workers and carer's & the family time planning & reviewing officer. This must be shared with all relevant persons and the police if the risk of flight is high.

### Do Not's

- **Do Not:** Request a family time worker undertakes a goodbye family time without completing a risk assessment and all necessary provisions are put in place for this.
- **Do Not:** Email a family time worker telling them that parents are sharing news with child, young person of an event that has or is occurring to the parent/s for example that Mum is pregnant, a close family member has died, parent/s getting married or has new relationship. **This information should be shared with them by the social worker prior to family time.**
- **Do Not:** Tell parent/s that it is ok to change a time and date of a family time session without first consulting the family time worker as their diary may not allow this and you may have to cover the change of time of date of the session/s
- **Do Not:** Request a family time worker to undertake a family time session/s within the home until a written and approved (by your manager) risk assessment has been completed with a contingency plan in place that has been shared and agreed with everyone.