

PRIOR TO CONTACT

- Was the child eager/reluctant to go to contact?
- Was the child in good humour/subdued during journey?
- Any reluctant conversation or negative/positive comments?

IF PARENT/FAMILY NOT PRESENT UPON ARRIVAL

- Was the child anxious/oblivious/unaffected?
- Was the child anticipating their arrival/asking where they were?
- If late did they give explanation? Did child accept/reject explanation?

UPON MEETING PARENT/FAMILY

- Who greeted who?
- How did the parent/child respond?
- Was there any physical contact? Who initiated this and how was it received?
- Did parent bring gifts/food, if so how did child receive them?
- How did siblings greet one another?

INTERACTION

- Brief description of activities during contact
- Who initiated activity?
- Who decided what? Was child in agreement? Was child offered choice? Did child appear obligated? Was child allowed to explore?
- Did parents sit at child's level/give full attention?
- Was play imaginative/structured/age appropriate/fantasy/creative?
- Did parent communicate with child verbally and how did child respond?
- Was the conversation appropriate?
- Did child seek affection/was it given freely and how did child respond?
- Did child demand affection/attention?
- Is affection accepted or rejected by child/parent
- Is there any shared body language – smiles/eye contact/facial expressions/play noises?
- Did parent meet child's personal needs – feeding, toileting, nappy changes?
- Is there any boundary setting?
- Are instructions carried through?
- Were idle threats used/bribery/behaviour contact/unfulfilled promises?
- Were safety issues considered?
- Was encouragement and praise offered?
- Did parents need prompting – if so what?
- Did child come to you more than parent?
- How much input did the contact officer have?
- Is parent happy to take advice and work with department?

- Are parenting skills improving/deteriorating?
- How was interaction between siblings?
- How was interaction between parents – did they have different parenting styles, did they communicate well, was there a dominant/passive partner?

ENDING

- Who initiated the ending?
- Who tidied the room?
- Was the child anxious/upset/happy/comfortable with the ending?
- Physical /emotional goodbyes – who kissed who, how did the child respond?
- How was the child during the return journey?

COMMENTS

- General overview of contact?
- Was it positive for child /parent?
- Any information parents requested to pass on to foster carer or social worker?
- Attitude to contact officer

CONCERNS

- Note any inappropriate behaviour or conversation
- Did parents present as they usually do?
- Did they appear under the influence of intoxicants, if so explain
- Was parent's attitude conducive to contact?
- Did contact officer have to intervene, if so how?