

# Referral Form for Child Contact Centres

Name of Child Contact Centre: KNOCK CHILD CONTACT CENTRE



Wherever possible this form needs to be seen and completed by both parties' solicitors and any other professionals involved with the family.

Contact cannot commence until this form has been completed in full and received by the Centre Coordinator.

All information will be treated in the strictest confidence.

**Please print clearly**

Office use only	Ref No:
Referral received	
Info appt resident adult	
Info appt contact adult	
Date of pre-visit	
Date of first contact	
Dates reviewed	
Contact ended	

1. Children			
Name(s)	Age	Date of birth	Boy (B), Girl (G)

2. Adult requesting contact	
Name:	
Relationship to child(ren):	
Does this person have legal parental responsibility? (please circle) <span style="float: right;">Yes      No</span>	
Length of time since:	a) They met children
	b) They lived with children
Address:	
Postcode:	Telephone:
Solicitor's name:	Solicitor's ref:
Name of practice:	
Address:	
Postcode:	
Email:	Telephone:

3. Adult with whom the child(ren) reside	
Name:	
Relationship to child(ren):	

Address:			
Postcode:		Telephone:	
Solicitor's name:		Solicitor's ref	
Name of practice:			
Address:			
Postcode:			
Email:		Telephone:	
<b>4. Referrer</b>			
Name:		Profession:	
Address:			
Postcode:			
Email:		Telephone:	
<b>5. Court Welfare Officer/Social Worker, Contact Orders &amp; Contact</b>			
a. Is there an allocated Court Welfare Officer / Social Worker? (please circle)		Yes	No
If 'Yes', please give details: Name:			
Name of Social Services office:			
Address:			
Postcode:		Telephone:	
b. When and where did contact last take place?			
c. Is there a court order relating to the contact? (please circle)		Yes	No
If 'Yes', please either send a copy or indicate what it specifies.			
d. What other court orders have been made in relation to the child(ren) and when?			
e. Can the child(ren) be taken out of the Centre? (please circle)		Yes	No
f. What is the next court date (if any)?			

<b>6. Arrival at the Child Contact Centre</b>		
a. Are the parents willing to meet? (please circle)	Yes	No
b. Will the adult with whom the child(ren) reside be bringing them to and collecting them from the Centre? (please circle)	Yes	No
If 'No', who will be bringing / collecting the child(ren)?		
c. What is the preferred date of first contact at the Centre?		
d. How frequently will contact take place?		
e. For how long will each visit last?		
f. Names of other people allowed to participate in contact at the Centre:		
Name	Relationship to child	
<b>7. Information Relating to Safety of the Child</b>		
a. Are there or have there been sexual / child abuse allegations made in this family? (please circle). If 'Yes', please give details (over page)	Yes	No
b. Is this family known to Social Services? (please circle) If 'Yes', please give details (over page) If 'Yes', please give details (over page)	Yes	No
c. Has any person who will be involved in the contact ever been convicted of an offence against a child(ren)? (please circle)	Yes	No
If 'Yes', please give details		
d. Has there been or is there likely to be a risk of abduction? (please circle)	Yes	No
If 'Yes', are procedures in place for holding passports, etc. (please circle)	Yes	No
e. Please give details of any allegations, undertakings, injunctions or convictions relating to violence involving either party, their respective families or the children.		
<b>8. Health &amp; Medical Requirements</b>		
a. Do any of the children have any illness, allergy, impairment, special needs or medical requirements? (please circle) If 'Yes', please give details	Yes	No

b. Do any of the adults involved suffer from long-term physical / mental illness or an impairment? (please circle) If 'Yes', please give details	Yes	No

**9. Additional Information**

a. Can the contact adult take photos of the child/children?	Yes	No
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b. Can the contact adult bring presents for the child/children	Yes	No
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c. What language is spoken at home?		
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d. Is an interpreter required? (please circle)	Yes	No
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If 'Yes', please give details of the interpreter to be used (include name and organisation if any)		
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e. Has this family ever used another Child Contact Centre? (please	Yes	No
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If 'Yes, please give details (this Centre may be contacted).		
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f. Additional background information (Please use a separate sheet if necessary).		
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**I have explained the rules of the Child Contact Centre to my client and given them a copy of the Centre's leaflet / guidelines. This form has been completed accurately and to the best of my knowledge.**

Signed: .....

Date: .....

**N.B. Only dates and times of families attendance will be disclosed unless it is felt that anyone using the Child Contact Centre or a volunteer / staff member is at risk of harm.**

Please return this form to the relevant Child Contact Centre. A list of contact details should be available in the court.