

Agency Referral form for Supported Contact

Name of Child Contact Centre:

Birmingham Salvation Army Child Contact Centre
24 St Chads Queensway,
Birmingham, B4 6HH

*(The Centre sessions are alternate Saturdays
10am-12noon.)*

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.

Office use only

Referral received	
Date of pre-visit	
Date of first contact	
Dates reviewed	
Contact ended	

Please print clearly

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)			Yes No
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:	
4. Referrer			
Name:		Profession:	
Address:			
Postcode:			
Email:		Telephone:	
5. CAFCASS, Contact Orders & Contact			
a. Is there an allocated CAFCASS officer?		Yes	No
If 'Yes', please give details: Name:			
Name of CAFCASS office:			
Address:			
Postcode:		Telephone:	
b. When and where did contact last take place?			
c. Is there a Child Arrangement Programme in place		Yes	No
If 'Yes', please either send a copy or indicate what it specifies.			
e. Can the child(ren) be taken out of the Centre?		Yes	No
f. What is the next court date (if any)?			

6. Arrival at the Child Contact Centre		
a. Are the parents willing to meet?	Yes	No
b. Will the adult with whom the child(ren) reside be bringing them to and collecting them from the Centre?	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	
7. Information Relating to Safety of the Child		
a. Are there or have there been sexual / child abuse allegations made in this family ? If 'Yes', please give details	Yes	No
b. Is this family known to Social Services? If 'Yes', please give details		
	Yes	No
c. Has any person who will be involved in the contact ever been convicted of an offence against a child(ren)? If 'Yes', please give details		
	Yes	No
d. Has there been or is there likely to be a risk of abduction?	Yes	No
If 'Yes', are procedures in place for holding passports, etc	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.		

8. Health & Medical Requirements		
a. Do any of the children have any illness, allergy, impairment, special needs or medical requirements? If 'Yes', please give details	Yes	No
b. Do any of the adults involved suffer from long-term physical / mental illness or an impairment? If 'Yes', please give details	Yes	No
9. Additional Information		
a. What language is spoken at home?		
b. Is an interpreter required? If 'Yes', please give details of the interpreter to be used (include name and organisation if any)	Yes	No
c. Has this family ever used another Child Contact Centre? If 'Yes, please give details (this Centre may be contacted).	Yes	No
d. Additional background information		

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 is at risk.

Please return this form to:

birminghamchildcontactcentre@salvationarmy.org.uk