

ENFIELD FAMILY CONTACT CENTRE**Referral form**

Contact cannot commence until this form has been completed in full and received by the Centre co-ordinator at
admin@enfieldcontactcentre.org.uk

All information will be treated in the strictest confidence

Please read the 'guidelines for referrers' before completing the form

OFFICE USE ONLY

Referral received.....

Date of first contact.....

Contact ended

Referrer:	Name:		
Address:			
Telephone number:			
		E mail address:	
Adult with whom child/ren reside	Name:		
	Relationship to child:		
	Address:		
	Telephone number:		E mail address:
Solicitors name and practice:			
Address:			
Telephone number:			
Adult requesting contact	Name:		
	Relationship with child/ren:		
	Address:		
	Telephone number:		E mail address:
Solicitors name and practice:			
Address:			
Telephone number:			
Names of children:		Date of birth	Boy (B) Girl (G)
Is there a Social worker/ mediation officer/CAFCASS officer involved? (Please underline if involved)			
Name:			
Address:			
Telephone number:		E mail address:	
When and where did contact last take place?			
Is there a court order relating to contact? Yes No			
If yes please send a copy with referral or specify what it says.			
Next court date:			

What other court orders have been made in relation to the child/ren and when?	
If there is no contact order, have the parents agreed that the child/ren can be taken out of the centre? (please circle)	Yes No
Are the parents willing to meet? (please circle)	Yes No
Will the adult with whom the child/ren resides be bringing them to the centre? If No, who will bring the child/ren to the centre?	Yes No
What is the suggested date for the first contact at the centre?	
Contact will initially take place fortnightly, in line with the Centre's opening hours	
How long will contact be for (maximum 2.5 hours)	
Is anyone else allowed to attend contact with this child/these children? If so, please add names here.	
Are there or have there been sexual/child abuse allegations made in this family? (Please circle)	Yes No
If Yes, please give details here:	
Is this family known to Social Services? (please circle)	Yes No
If yes, please give details here:	
Has any person who will be involved in contact ever been convicted of an offence against child/ren? Yes No	
Please give details of any undertakings, injunctions or convictions relating to violence involving either party, their respective families or children	
Do any of the children have any specific additional needs or medical needs that we need to know about?	Yes No
If Yes, please give details here:	
Do any of the adults involved have any disabilities that we need to be aware of?	Yes No
If Yes, please give details here:	
What language is spoken at home?	
Has this family ever used another contact centre in the past?	Yes No
If Yes, please tell us where the centre was, how long you used it for and when did you use it	
Is there any additional background information that you think we need to know?	
Please use a separate sheet if necessary	
Prior to your first contact session we will need to have a pre visit with each parent, separately, on a date and time agreed as mutually agreeable	
Signed:	Date:

Please e mail this form to admin@enfieldcontactcentre.org.uk

Guidelines for referrers

Enfield Contact Centre is open on alternate Saturday afternoons from 2pm – 4.30pm

We are based in Enfield Baptist Church, Cecil Road, Enfield, EN2 6TG

Our phone number is 07983497767

We are accredited (by NACCC) as a supported contact centre only, we cannot provide supervised contact.

We are entirely volunteer run so there is no cost to families

Before completing a referral form please phone the number above to discuss availability and whether supported contact is appropriate.

Pre visits by both parents, prior to contact starting are mandatory.

Only people named on the referral form will be allowed admittance to the centre.

Parents are responsible for their children during the time they are in the centre

Only CAFCASS officers are authorised to visit the centre to observe the contact, in order to write a report for the courts. We will only provide dates and times of contact sessions to the referrer prior to any court appearance.

We have NACCC approved child protection and safeguarding procedures in place

Unless there are exceptional circumstances, our centre will not accept anybody who has been convicted of offences against or involving children.

The Centre reserves the right to refuse or terminate contact if it is felt it is not in the best interest of the child/ren.

Abusive or aggressive behaviour will not be tolerated under any circumstances and may result in the termination of contact at the centre.

Parents are responsible for ensuring that they inform the Centre if arrangements for contact are going to change or if contact is to cease.

The centre maintains the authority to cancel any contact arrangements if parents do not communicate with them about any changes.