**Text, calendar

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Family Time Supervisor Notes

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**FAMILY TIME** **SUPERVISORS – PREPARING YOUR NOTES**

WHAT INFORMATION SHOULD BE INCLUDED IN YOUR NOTES?

Family time notes usually follow a proforma template containing some / all the following headings:

Arrival Observations

Has the parent arrived on time? Has the parent complied with any conditions for contact? (i.e. not under the influence of any substance / alcohol?) Has the parent abided by any agreements regarding what they can and cannot take into the family time session i.e. mobile phone switched off? Detail how the child appears during the handover and coming in to family time to join the parent. Does the child appear happy / sad? Enthusiastic / anxious?

Observations of family time

* Detail the interaction between parent and child. Is this child-centred?
* Who is responsible for leading the play activities? Parent or child?
* How does the parent manage any care arrangements – i.e. does the parent notice when the child requires a nappy change/toilet break/needs a drink / snack? – how do they manage these tasks? Do they require prompting or assistance with these tasks?
* Is the parent aware of safety issues? i.e. does the parent anticipate/have knowledge of safety matters or does the supervisor need to intervene?
* Are the parent’s conversations with the child appropriate?
* Keep any information factual. Write down what you observe

Departure Observations

* How does the parent deal with the end of the family time session? i.e. does the parent deal with this in a planned way? Do they prepare the child that family time is coming to an end?
* How does the parent manage the goodbye?
* How does the child manage the goodbye?

Advice/Feedback given

* Detail any advice / feedback given during the family time session
* Detail how the parent responded to any given advice / feedback

WHAT INFORMATION SHOULD NOT BE INCLUDED IN YOUR NOTES?

* Do not include the names of any persons unconnected to the child in your notes. If the child is the subject of court proceedings, it is likely the family time notes will need to be shared within those proceedings, as part of the local authority’s evidence. To ensure that the notes are compliant with General Data Protection Regulations (GDPR), it is important that they do not include information regarding 3rd parties.
* If the parent / child refers to friends or other family members during the family time, refer to them by their initials or title such as Auntie AD.
* Do not include email correspondence within the family time notes (for example, if a parent emails about family time arrangements). Emails are likely to include personal information such as a parent’s email address which should not be disclosed within family time notes.