

Job Description

Peripatetic Contact Supervisor

Sessional-Bank staff: 0 Hours Contract

**Rate:** £15.00 – £20.00 per hour

**Mileage** £0.40 per mile

Reports to: Supervised Contact Centre Manager Jennifer Wheelhouse

LOCATION: Spalding, Lincolnshire

**Job Purpose:**

To provide peripatetic contact supervision to children and young people and their families (who are separated and /or in court proceedings), during agreed periods of Supervised or Supported Contact Sessions. **Support & Supervised Family Contact Centre Ltd** is an Enhanced accredited member of the National Association of Child Contact Centres which promotes Safe child contact within a national framework of Child Contact Centres.

Support & Supervised Family Contact Centre Ltd holds the following values: ➣ Ensuring safety. ➣ Child-centred within the family. ➣ Promoting equality, celebrating diversity. ➣ Independent and impartial. ➣ respecting individuals, preserving confidentiality. ➣ Valuing and supporting voluntary service. ➣ Sharing skills and expertise to achieve better outcomes for children and their families.

Main Duties and Responsibilities:

1. To supervise contact sessions as allocated between children and family members at a number of community-based contacts or within Support & Supervised Family Contact Centres premises. Throughout various local or neighbouring counties whilst ensuring the child’s welfare is protected at all times.

2. To attend Contact Agreement Meetings as chaired by the manager where possible.

3. Undertaking risk assessments before each session.

4. To ensure venues are made inviting and age appropriate for the Family

5. Facilitate contact that is safe, positive and promotes the family-child relationship

6. Observe the interactions and behaviours of all those present at the Contact, make factual notes during sessions.

7. To offer practical parenting skills, advice, and guidance as and when necessary

9. To keep accurate factual written records of work undertaken and prepare assessments/reports to a professional standard

10. To attend regular 1 to 1 supervision sessions and staff meetings as agreed

**Generic Responsibilities:**

To carry out all responsibilities regarding Support & Supervised Family Contact Centre Ltd.’s Equality & Diversity Policies and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer. Support & Supervised Family Contact Centre Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Principal Accountabilities for Supervised Contact Sessions

* To support the delivery of safe and effective supervised contact sessions.
* To ensure you have an understanding of and comply with Support & Supervised Family Contact Centres ltd procedures for promoting and safeguarding the welfare and safety of children and vulnerable adults whilst undertaking risk assessments before each session.
* To assess the quality of parenting observed during the supervised contact and use this evidence to complete reports as and if required by the court or principal social worker.
* To ensure that all supervised contact sessions are managed to ensure as positive experience for the children as possible.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the organisation mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the Company to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Director of Support & Supervised Family Contact Centre Ltd reserves the right to make changes to your job description following consultation.

10.04.2022 Completed by Jennifer Wheelhouse

Owner-Director-Manager of Support & Supervised Family Contact Centre Ltd

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