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| For Office Use Only |
| Ref Number |
| Date Opened |
| Fees Received |

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Description automatically generated

**CHILD CONTACT REFERRAL FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Referred by: |  | Organisation: |  |
| Contact No: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dumfries Contact Centre |  | Stranraer Child Contact Centre |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Type: | Supervised  (2hr max) | Supported  (3hr max) | Handover  (6 months max) |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Frequency of contact: | | | |
| Weekly | Fortnightly | Monthly | Other |
| No. of hours per contact: | | | |

|  |
| --- |
| Reason for referral: |

|  |  |  |
| --- | --- | --- |
| Child(ren) is/are subject to: (include copy of any court order with the referral) | | |
| Court Order: | Supervision Order: | Other: |
| Please provide details: | | |

|  |  |  |
| --- | --- | --- |
| Pending dates | | |
| Welfare hearing: | Children’s hearing: | Other: |
| Please provide details: | | |

|  |  |
| --- | --- |
| Child/ren Full Name | Date of birth |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Name of person with care of child/ren | Name of person(s) having contact with child/ren |
|  |  |
| Relationship to child/ren | Relationship to child/ren |
|  |  |
| Address | Address |
|  |  |
| Email: | Email: |
| Contact No.: | Contact No.: |
| Solicitor name/address/email | Solicitor name/address/email |
|  |  |

|  |  |
| --- | --- |
| Are any of the named persons placed on the sex offenders’ register, have or face criminal convictions/ prison sentences? | |
| Yes: | No: |
| If yes please provide details: | |

|  |  |
| --- | --- |
| Do any of the named persons have a history of domestic abuse? | |
| Yes: | No: |
| If yes please provide details: | |

|  |  |
| --- | --- |
| Is there involvement from another agency/agencies? | |
| Yes: | No: |
| If yes include named person’s contact details: | |

**SERVICE FEES (may not apply to local authorities)**

**Supervised Contact**

£150 is payable in advance before any arrangements can be made. All costs go towards meeting some of the expenses of registration, individual information appointments for parents, preparation of contact agreement, visits by parents and child(ren) to one of our centres, etc. An hourly fee of £90 is payable for first and subsequent supervised contact sessions. Maximum 2 hour contacts.

**Supported Contact**

£150 is payable in advance before any arrangements can be made. All costs go towards meeting some of the expenses of registration, individual information appointments for parents, preparation of contact agreement, visits by parents and child(ren) to one of our centres, etc. An hourly fee of £80 is payable for first and subsequent contact sessions. Maximum 3 hour contacts.

**Handover Contact**

£100 is payable in advance before arrangements can be made. All costs go towards meeting some of the expenses of registration, individual information appointments for parents and preparation of contact agreement etc. An hourly fee of £30 is payable for first and subsequent contact sessions if parents/ carers are in receipt of Legal Aid. If not, we kindly request a voluntary contribution. We will facilitate handover contacts for a maximum period of 6 months. (**From 1st September 2025)**

**Supervised Contact Reports**

A £150 charge is payable (for each block of six contact sessions) in advance for each supervised report requested, a copy of which will be provided to the person requiring the report, each parent and if applicable to acting solicitors, referrers, etc.

**Supported Contact Reports**

A £50 charge is payable (for each block of twelve contact sessions) in advance for each supported report requested, a copy of which will be provided to the person requiring the report, each parent and if applicable to acting solicitors, referrers, etc.

**Handover Contact Attendance Reports**

Attendance records can be provided: £50 for a record of up to 6 visits or £80 if it is for between 7 and 12 visits. Payment should be made in advance for an attendance report, a copy of which will be provided to the person requiring the report, each parent and if applicable to acting solicitors, referrers, etc. (**From 1st September 2025)**

**Please Note:** We require a minimum of two full weeks’ notice for any report required and reports will **not** be produced without payment.

If contact is required by the Court or requested via a solicitor, Legal Aid may be available to help in meeting the costs. We urge you to discuss this with your legal representative.

**Re-referral Fee**

There will be no fee for re-referrals made within 2 years.

**Referral Fee**This is non-refundable and covers the work our staff will have carried out with regards to admin, individual information meetings etc.

**Cancellation policy**

When appointments are not kept or are cancelled with less than 24 hours’ notice we reserve the right to forfeit the advance payment. We reserve the right to cease the sessions if cancellations or not turning up for appointments is a regular occurrence.