

**Virtual (Video and Telephone) Supervised Visitation
Orientation/Guidelines for Foster Parent/Relative
Placement/Custodial/Other**

Foster Parent/Relative Placement/Custodial/Other:

Client Name:

Service Provider/Visitation Supervisor "SP/VS": _____

What we are Asking of You and What You Can Expect from Family Time

1. Visit Participation

It is important that these "Virtual Visits" are structured in a manner that as closely as possible, mirrors an actual face to face visit. That means that visits still must occur between the child(ren) and parent only. Foster Parent/Relative Placement/Custodial Parents are traditionally not allowed to attend Supervised Visits, and that is still the goal with the Virtual Visit.

However, in instances where the child is **not old enough or it is not developmentally appropriate for them to be left without supervision**, the Foster Parent/Relative Placement/Custodial Parent will need to be present with the child throughout the visit in order to help facilitate the visit and/or to ensure the child(ren)'s safety. Your assistance with this is greatly appreciated. Should this be the case on a visit for a child in your care, the SV/SP will work with you on the scheduling of the visit so as to cause as little disruption to your schedule as possible.

In instances where the child(ren) **are old enough to be left alone** for the visit, we ask that you remain nearby/in the house and be available by cell phone for the entire duration of the visit, so that the SP/VS can call you immediately should a problem or safety issue arise. Your ability and willingness to do this is vital for the success of the Virtual Visit.

Please accept our great appreciation for your willingness to do this - on behalf of the agency and the children in your care.

Foster Parent/Relative Placement/Custodial/Other: _____

2. Confidentiality of Foster Parent/Relative Placement/Custodial/Other

Family Time and the SP/VS will arrange the Virtual Visit in a manner that protects the confidentiality of yourself and all members of your household to every extent possible. This includes not revealing your phone number, address or any other details that would violate your confidentiality.

3. Pre-visit orientation

Pre-visit orientation for child(ren) and or Parent/Relative Placement/Custodial/Other placement is a service that we regularly provide. Please let the SP/VS know if you have questions about this.

4. Conducting the Virtual Visit

The SP/VS must be virtually present during any contact between parent and child.

SP/VS will initiate the video visit, then bring in the parent(s)/visiting party and then you will be contacted to sign the children in your care into the virtual visit.

SP/VS will end the visit, with the child leaving first and then the parent/visiting party. The SP/VS will remain virtually present during the entire visit.

SP/VS will monitor the visit in the same manner as a face to face visit and will complete documentation of the visit and provide those notes to DCS.

5. Scheduling Virtual Visits

Family Time SP/VS will do their best to accommodate everyone's schedule.

SP/VS will assist with planning shorter, more frequent visits.

Family Time has determined that virtual visits that are shorter and more frequent will be in the best of children and parents.

6. Maintaining the SV Schedule to Ensure Continuity of Child/Parent Contact

Family Time requests that you plan accordingly and ensure that the child is prepared to visit and you make any necessary arrangements so you are able to ensure an uninterrupted time for the visit. It is important that the visits occur as scheduled.

Maintaining contact with their parent(s) is extremely important - especially during times of crisis. Family Time greatly appreciates your understanding and assistance during these difficult circumstances.

If the scheduled day and time needs to be changed, please contact SP/VS as soon as possible. We understand that unexpected things do happen - however every effort must be made to maintain a regular visit schedule.

Foster Parent/Relative Placement/Custodial/Other: _____

6. Maintaining the Integrity and Confidentiality of the Virtual Visit

When possible given age constraints, children must have privacy during video visits so the child is able to speak freely with their parent(s). The time a parent is scheduled to spend with the child(ren) belongs to that parent and the child(ren). The visitation monitor will intervene if the parent is inappropriate.

It is very important that anything that is overheard during virtual visits is not discussed with the child at a later time without permission of DCS.

Any concerns surrounding the content of a virtual visit should be communicated to the appropriate persons - Family Time and/or Indiana Department of Child Services personnel.

All instances of suspected child abuse and neglect are to be reported to the Indiana Department of Child Services Hotline by calling 1-800-800-5556.

Family Time is not allowed to share information about the case or the visitation content. This information can only be obtained by contacting DCS.

Any information obtained from your presence during the visit must remain confidential.

Rules of confidentiality apply and the content of a parent and child's visit must be remain confidential.

Audio and video recordings are not allowed.

7. Guidance for Supervision During the Virtual Visit

If the child is not old enough or it is not developmentally appropriate for them to be left without supervision during the virtual visit, the foster parent should monitor the child(ren)'s activity **as unobtrusively as possible** while still maintaining the safety of the child.

Parent(s) are still expected to redirect their children if possible.

If the child(ren) is/are old enough to be left alone for the visit, please remain with them until the SP/VS is present via video.

The SP/VS will start and end each visit.

Until child(ren) and Parent(s) become accustomed to the video/virtual visits, unanticipated changes to length of a visit may be unavoidable; a visit may end earlier or last longer than expected.

If a child becomes agitated, upset or otherwise out of control and the parent and/or SP/VS is unable to calm the child, the SP/VS may require your assistance.

If you are already present at the visit, the VS/SP may ask you to intervene.

If you are not present, the SP/VS will call you immediately on your cell phone for assistance.

