

Self-Referral – Guidance

For use by parent / career / extended family member

1. Introduction

Thank you for your interest in using the Chichester Child Contact Centre. We aim to provide a safe and neutral environment for contact to continue between child(ren) and non-resident parent / extended family member.

- The Centre operates on alternate Saturdays, between 09:30am and 13.00pm at Christ Church, Old market road, Chichester
- The Centre provides supported contact and handovers only, suitable for families where there has been no significant risk identified to the child, or those around them

Families wanting to apply to use the Centre will need to following process:



2. Submitting a Self-Referral Form:

Self-Referral Forms can be downloaded from the Centre website (www.chichesterchildcontactcentre.org) or can be posted out to individuals upon request. There are separate forms for resident and non-resident parents. Completed forms can be returned by e-mail or by post (see website for address). The Centre will not be able to proceed any further until forms are completed by both parties.

3. Attending a pre-contact interview

The Centre Coordinator will reach out to families to organise pre-contact meetings at the Centre, once both referral forms have been received. There will be separate interviews for resident and non-resident parent / extended family members. These meetings will be used to:

- Gather information about you, your children, and the background to what has happened
- Confirm your identity - you will be asked to bring your passport or driving licence and a utility bill
- Give you information about the Chichester Child Contact Centre and how it operates
- Show you around our Centre

4. Receiving place confirmation

Assuming that everyone is happy to proceed, the resident and non-resident parent / extended family member will receive place confirmation in the form of a letter or email. The written confirmation will give details of:

- Date contact will start
- Start and end time
- Any other special arrangements