**Guidelines for Arranging Family Visits**

# Planning the Visit

* Develop a regular, written visitation schedule (with the family and team in the initial CFTM).
* Respect the birth parents’ and resource parents’ preferences for visit times and locations.
* Keep in mind the developmental needs of the child or youth.
* Contact the birth parent and resource parent and arrange or confirm the date, time, and location of the visit (at least 24 hours in advance).
* Let parents know whether the visit will be supervised or unsupervised and explain why.
* Explain the visitation procedures and activities to birth and resource parents.
* Make sure parents understand what the child goes through if they don’t show up for a visit.
* Identify the ways in which you expect the birth parent to interact with and parent the child.
* Encourage parents to enjoy being with their children in a variety of ways: through play, conversation, listening, reading, or a shared activity.
* Help the child or youth understand that visits will be times spent with his or her family.
* Organize or confirm transportation arrangements.

# Conducting the Visit (if supervised)

* Remind birth parents why the visit is supervised.
* Acknowledge the progress and positive connections the birth parent has made with the child or youth in previous visits.
* Review the purpose of the visit and the planned activity.
* Identify the ways in which you expect the birth parent to interact with and parent the child.
* Let the child or youth and the birth parent know what is expected of them during the visit.
* Explain the family service worker’s role in the visit.
* Observe the parents’ interactions with the child and the use of positive parenting skills.

TN Dept of Children's Services Rev. 11/2015 258

Permanency Specialty Participant Guide CHDE1005

# Ending the Visit

* Briefly review the overall progress of the activity and its importance to the child or youth and family.
* Acknowledge the positive connections and interactions between the child/youth and parents.
* Make suggestions for ways to strengthen and maintain the connection.
* Arrange or confirm the date, time, status, and location of the next visit.
* Record the specifics of the visit.