

### **Working Together To Implement An Access Plan**

Usually, when parents have a child they expect that they will raise, parent and support their child together until the child becomes an adult. However things change for some families, and, for whatever reason, communication between parents can break down. This, at times, can result in parents having difficulties and disagreeing on issues that affect their child such as child visitations (child spending time with the parent they are not living with).

### **Process Of Creating A Child Access Plan**

1. Meet with the parent who requests the service.
2. Meet with the other parent.
3. Meet with the child to hear their views on access with their other parent. *Another professional will also be present at this meeting.*
4. The child may request to meet with the parent they are not living with to discuss access and what they would like to get from access.
5. Try to agree an access plan between everyone for the future.

### **Locations**

- Clients in Meath will attend meetings in either Kells Family Resource Centre, Old Carrick School, Lord Edward Street, Townparks, Kells, Co Meath or An Tobar Retreat Centre, Ardbracken, Navan, Co. Meath.
- Clients outside Meath can also avail of this service. Locations will be discussed when developing the access plan.

\*Please note that there may be another professional present during access meetings. Where possible, you will be notified beforehand if this is the case.

### **Terms And Conditions For Parents During This Process**

1. Parents will be expected to arrive on time for their meetings.
2. During meetings there will be no aggressive or intimidating behaviour from either parent towards a child or adult. If a parent fails to act respectfully and follow guidance, the meeting will be cancelled. We will write to that parent's solicitor in order to let them know why the meeting was cancelled and, provided there is agreement on behaviour, another appointment may be made.
3. Parents are asked not to involve their child in adult issues. For example, giving out about the other parent, asking questions about the other parent and what the other parent is doing or saying etc.
4. If there is more than one child in the family and that child or those children does not attend a meeting with their visiting parent, the child attending the meeting is not to be asked why the other child/ren did not attend.

5. The visiting parent is not to ask the child leading questions or make suggestions as to why they are in this situation and they are not to make suggestions/promises about future plans.
6. **Parents do not meet during this process.** If a child requests to meet with their other parent, the parent bringing their child to an access visit is asked not to arrive before the agreed time and to arrive at the agreed upon time only. This also applies to the agreed collection time.
7. The visiting parent is asked to be in the building 10 minutes prior to the meeting.
8. If either parent is running late they must contact us to let us know.
9. As this is a child led process, parents should not ask their children for a hug when they meet. It is up to the child to offer whichever forms of affection they are comfortable with.
10. When the visiting parent is with their child it is important to have quality time without distractions. Therefore, parents are asked to keep their phones off or on silent during the access time.
11. The visiting parent is asked not to bring gifts unless it is an occasion such as the child's birthday/Christmas or other applicable occasions and it has been agreed upon by both parents.
12. We do not get involved in 'he said'/'she said' conversations with either parent.
13. We do not provide supports outside of our role. Should a parent need extra supports, we can direct them to the appropriate services to aid them.

### **I Am Aware That:**

All of my information will be password protected, kept in a secure place, and will be confidential to each individual and any agency The Voice of the Child may need to contact in the course of their work. There are two exceptions.

1. If it came to our attention that a child is at risk then we are required to report this concern to Tusla and both parents will be informed (if appropriate) of this referral.
2. If we become aware of a parent being a risk of harm to themselves or someone else we will need to inform the appropriate services and supports.

### **Fee Structure**

- The fee per meeting is €70.00
- This fee is payable in advance of the access visit.
- The fee for attending court is €500.00 and is payable by the parent who summons us.
- This fee is payable at the time of the summons.

We commit to work with your family in a respectful, professional, and child centred manner. Given the very nature of this service there may be times that parents are not happy (from their perspective) with the service they are provided with, especially when their child/ren is our focus, and some parents may not be happy with the outcome. However, it's essential that parents/child/ren let us know the areas where they feel we can improve our service by providing constructive/positive/negative feedback to us. Any feedback will be gladly accepted and will **not** impact or reflect on the focus of the work or the interaction that is taking place with the family.

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Please use your name as the reference when lodging payment to allow correct allocation and avoid misunderstandings.

**Please lodge fees to the following account:**

**Account name:** Loreto Martin  
**Bank:** Permanent TSB  
**BIC:** IPBSIE2D  
**IBAN:** IE61IPBS99061529852391

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I have read in full, and understand the contents of, the Access Visit information.

I agree to allow Loreto Martin to proceed to work with my family and agree to the conditions outlined above.

I will make any concerns I have known to Mrs. Martin.

**Signed by Parent:**

**Name of parent, printed:**

**Date:**

**Your child/ren's name and DOB:**

- 1.
- 2.
- 3.
- 4.

**Name of the parent your child/ren resides with:**

**Name of the child/ren's other parent:**

**Their contact details, if known:**