



## **GENERAL VISITATION GUIDELINES & RULES**

- 1.** Parent/guardian of visiting children will drop off the child(ren) 10 minutes before and pick the child(ren) up 10 minutes after the scheduled visitation time. In the event that the visiting parent “no shows” for a scheduled visitation, the supervisor will bring the children back to the foster parent/guardian.
- 2.** Parents are expected to be prepared and responsible for the care of their child(ren) throughout the entire visit. This includes picking up games and toys, discipline of the child(ren) and attending to their needs and requests. All material needs should be provided as well (diapers, bottles, meals, etc.) Any activities need to be agreed up prior to the visit. It is up to the parent to set the limits and care for their child(ren). Generally, in low or medium levels, the supervisor does not interfere with parenting unless s/he believes the child(ren) to be in danger of being harmed or a topic is being discussed that is inappropriate. The supervisor is there to observe the parent’s interactions with the child(ren), not to care for the child(ren) or converse with the parent.
- 3.** Inappropriate behavior is not tolerated at any moment in time during supervised visitation. The visiting parent is encouraged to plan activities to do with his/her child(ren), such as bringing along board games and art projects. Videos and video games are allowed, depending on the length and content. “R” rated movies and movies with adult content are not allowed. Whispering between the parent and child(ren) is not allowed.
- 4.** The visiting parent is responsible for notifying the supervisor of any time conflicts or cancellations at least 24 hours before the scheduled visitation.
- 5.** If the visiting parent misses three (3) of their visits, a one month suspension may occur with MNCP until further advised by the Child Protection Social Worker. If visits resume, it’ll be based on the condition that another missed supervised visitation will terminate their participation in the program
- 6.** If cancellations occur multiple times because of illness, the supervisor may ask for verification from a licensed health care provider.
- 7.** If either parent fails to arrive for the scheduled supervised visitation or arrives more than 15 minutes late, the supervisor, at his/her discretion, may terminate the supervised visitation. If the foster parent/guardian is late dropping the child(ren) off for the supervised visitation, the supervised visitation will be extended for that amount of time, up to 15 minutes. If the visiting parent is late, the length of the supervised visitation will not be extended and the supervised visitation will end at the scheduled time.



- 8.** Neither parent may ask the child(ren) or the supervisor to deliver child support payments, legal documents or any type of message verbally or in writing to the other parent.
- 9.** Parent/guardians may not make any comments about the other parent, the other parent's partner, friends or family members to the child(ren) or within the child(ren)'s hearing. Questioning of children about the other parent is not permitted. Topics that are adult in nature are not to be discussed with child(ren) at any time. For example, details about divorce, custody proceedings, details about supervised visitation, future living arrangements, promises, etc., are not allowed. The supervisor intervenes if such situations arise. Therapeutic Visits differ from regular Supervised Visit restrictions on communication, as the Therapist is able to use clinical judgment to decide if/how to support the child(ren) and parent in navigating certain topics.
- 10.** The supervisor has the right to determine what is and is not appropriate behavior, words and/or actions. If the supervisor feels that a visiting parent is engaging in inappropriate behavior, the visiting parent is informed of the policy. The visiting parent must immediately stop the activity. The visiting parent will have an opportunity to discuss the issue with the supervisor after the visitation. If the visiting parent continues the activity or argues with supervisor, the visitation is terminated immediately. Law enforcement is called if necessary.
- 11.** No cell phone use. Cell phones cannot be used to take photos. At no time can the visit be audio or video recorded. No social media is allowed.
- 12.** No other visitors shall be allowed unless it is pre-approved by the child protection worker, and the supervisor prior to the supervised visitation. The visitor's full name, address and phone number for safety purposes, the approved visitor must provide valid photo ID, and will be made aware of the general guidelines for the supervised visitation program.
- 13.** Parents are not allowed to use mood-altering substances or alcohol immediately before or during and will not use tobacco products during the visitation period. Visits are immediately terminated if it is suspected that a parent or other participant is under the influence. Alternative, safe transportation is arranged if necessary.
- 14.** No weapons of any kind can be brought to supervised visits.
- 15.** Neither parent is allowed to make any threat of violence or threaten to breach any court order during visits. This includes the transitions before and after the visit.
- 16.** The family is not permitted to leave the visitation area without the presence of the supervisor. Law enforcement is notified if visiting parents leave the grounds with their child(ren).
- 17.** Parents agree and understand that any suspected child abuse will be reported to law enforcement, social services or any proper authority deemed necessary.
- 18.** In cases of private pay, payment must be received before the supervised visitation can begin. Payment must be in the form of cash or money order.



19. Whenever a court order is in effect, a copy of the order must be provided to MNCP before visitation can occur.
20. Minnesota CarePartner is not responsible for accidents or injury to child(ren), parents, or other participants. Parents release MNCP and any staff from liability.
21. MNCP reserves the right to cancel visits if there are infractions of these general guidelines, as well visits in progress if it is deemed that inappropriate behavior is occurring.
22. Keep physical contact warm and positive. Children have control over their bodies. There is no teasing, pinching, hitting, forcing children to give hugs or kisses or force child to say “I love you.”
23. If the visitation is in the community, and the family chooses an event that costs money, the visiting parent will cover the cost of participation for the supervisor or choose a free activity.

### **Confidentiality**

1. The identity of all families participating in the supervised visitation program and all the information gathered about the family will be respected and held in confidentiality to the highest esteem by all persons involved in the services provided to the family.
2. A file containing family information will be maintained for each family involved in the program. The only persons with access to any given files is the Visitation Supervisor, Clinical Supervisor, and the Program Director. Visit notes are provided to assigned CP worker.
3. Information contained in the files is maintained in a HIPPA Compliant Electronic Health Records system.
4. Supervisors are required by law to report suspected child abuse or vulnerable adult abuse or neglect, even if the disclosure is made in confidence. Supervisors are also expected to notify authorities if there is a risk of harm to oneself or others. If a family is involved in court actions, records may be subpoenaed by the court.
5. All Visitation Supervisors are informed of the confidentiality policy and are required to sign a waiver stating the same. Any breach of confidentiality is taken very seriously and may be grounds for termination of services.
6. No information is released without a signed Release of Information on file, unless there is authorized permission granted within a court order.
7. All releases of information are signed and dated by the person consenting, as well as the Program Director.