

GUIDANCE NOTES FOR SELF- REFERRALS

Thank you for your interest in using Littlehampton Child Contact Centre. Families wanting to apply for a place will be required to go through the following process:

Submit a Self-Referral Form

The referral form can be downloaded from our website (www.littlehamptonchildcontactcentre.org) or can be posted out to you upon request. Please note – we require separate forms to be completed by both parents. Completed forms can be returned to us either by e-mail or by post – see above for addresses.

We are unable to proceed further until we have received a fully complete form from both parents.

Attend a pre-contact visit at our Centre

There will be separate visits for resident and non-resident parents. They will be used to:

- gather information about you, your children and the background to your situation
- give you information about Littlehampton Child Contact Centre and how it operates
- show you and your child around our Centre

Assuming that everyone is then happy to proceed, you will be offered a place.

Receive a confirmation of place letter from the Centre

A copy of the same letter will be sent to both the resident and non-resident parents. The letter will give details of when contact will start and any special arrangements for contact that were discussed and agreed at interview.

If you have been offered a place you will be required to contact the Centre to confirm your acceptance of it.

All personal information supplied in the referral will remain confidential and not passed to a third party unless there is a safeguarding concern.