



PROCEDURE

Title/Subject: Family Visitation at Agency Facilities			
Policy #: OPS - 312	Page 1 of 1	Adoption Date:	Revision Date: 07/16/04
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Vice President/CQI Chairperson	
Distribution Date:			
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The Florida Center for Child and Family Development (The Florida Center) provides special protection to all persons served in out-of-home care. Unless clear and convincing reasons that visitation is not in the best interest of the child are presented, staff at The Florida Center will ensure that children are able to visit with their parents. The Florida Center Child Protective Services staff is responsible for arranging and supervising visitation. Whenever possible, visitation will occur in the family home. If this is not possible, visits will occur in a neutral setting.

The Florida Center facilities are used, at times, to provide family members visitation with children who are being served in out-of-home care. These areas include classroom and playground areas of the Early Childhood Education (ECE) centers.

- ✓ The Case Manager or Therapist for the child will notify the Front Desk staff of the visit, and have all persons who are participating in the visit sign in on the Visitors Log. The child will be signed in on the Visitors Log by the Case Manager or Therapist.
- ✓ The Florida Center employee must wear their Employee Badge.
- ✓ A Visitor's Badge will be given to all adults not employed by The Florida Center who are participating in the visitation.
- ✓ The Case Manager or Therapist will provide sight and sound supervision at all times.
- ✓ The adult Visitors will sign out when leaving the facility and return the Visitor's Badge to the front desk.
- ✓ The Case Manager or Therapist will be responsible for the sign out of the child in the Visitation Log.
- ✓ The Case Manager will be responsible for ensuring that all safety and agency rules for use of playground and other areas are followed.