Reflect Support for Parents at Farewell Contacts	
STEP 1	Matching panel approved and date for farewell contact is set. This Information is shared with Parents through a face to face visit. Identify who is the best person to share this information e.g. Joint visit with SW and Reflect Worker or Reflect worker on their own. Who would the parents sav they want to hear this information from.
STEP 2	Reflect worker to meet with parents to discuss their wishes and feelings about their contact. Explore with parents what they would like to do in the contact.
STEP 3	Feedback to SW and Supervised contact team about Parents wishes and feelings and if appropriate agree how we can best meet these requests e.g. location of contact; size of room, Length of farewell contact; activities to carry out with their child
STEP 4	Feedback to parents about what has been agreed
STEP 5	Discussion with parents to consider the barriers they may face in achieving a meaningful contact and how we can overcome these. E.g. practicalities of ensuring they have enough food to eat; gas and electricity; credit on their phone to speak to people; enough medication; support to purchase items for the contact.
STEP 6	Reflect workers role in the contact is agreed with parents e.g. transporting parents to and from contact; supporting to warm up food, prepare the activity, take photographs. Anything to help maximise the Parents time with their child.
STEP 7	Wellbeing plan is established with parents for their self-care after the farewell contact. Wellbeing plan addresses who can be there for them after the contact? Do they want to be transported to a friend or family members home so they aren't alone? Discuss who could they visit or speak to? Provide a list of numbers they can contact if they want to speak to someone about how they are feeling. Discuss the idea of self-care and agree items they wish for in their bag that has a positive meaning to them. Ask parents if they wish for the photos you have taken to be sent to them that same day or another time?
STEP 8	Parents attend farewell contact with support from Reflect worker. Art and craft handprints activity takes place or a reading of a story book to their child. Photographs are taken which can be used to support parents to complete life story work for their child
	These simple steps can make such a difference to parent's experiences of such a traumatic day and make it more bearable as they will feel more prepared and more in control.