

## Children's Contact Services Online Directory Information Collection Sheet

ACCSA requires that all information is up to date and accurate and asks services to advise of any changes.  
ACCSA reserves the right to not publish or delete information that is not accurate.

<b>Name of CCS:</b>	<b>Caringbah CCS Interrelate</b>
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Service Type		
Government Funded	<b>YES</b>	<b>Interrelate</b>
Fee for Service - Not-For-Profit (Operated by a community organisation: full fee recovery)		
Fee for Profit (Privately owned and operated)		

Contact Details	
Physical address: <b>383 Port Hacking Rd, Caringbah NSW 2229</b>	
Postal address: <b>383 Port Hacking Rd, Caringbah NSW 2229</b>	
Phone: <b>(02) 8522 4450 or 1300 473 528</b>	Mobile:
Email: <b>Caringbah@interrelate.org.au</b>	Website: <b>www.interrelate.org.au</b>

Services Provided			
Face to Face Intake/Risk Assessment of parent the child spends time with	<b>Always</b>	Phone Intake/Risk Assessment of parent the child spends time with	<b>Never</b>
Face to Face Intake/Risk Assessment of parent the child lives with	<b>Always</b>	Phone Intake/Risk Assessment of parent the child lives with	<b>Never</b>
On-site Child Familiarisations	<b>Always</b>	Provide observational notes/Reports for Court	<b>Yes via subpoena</b>
Off-site Changeovers	<b>No</b>	On-site Changeovers	<b>Yes</b>
Off-site Supervised Visits	<b>Yes</b>	On-site Supervised Visits	<b>Yes</b>
Telephone/Internet Supervised Visits	<b>No</b>	Supported On-site Visits (Using Centre without supervisor being in room at all times)	<b>Yes</b>

- Onsite = at a dedicated CCS site

Service Environment			
Dedicated CCS Site	<b>Yes</b>	Public Areas e.g. parks, shopping centres	<b>Yes</b>
Commercial Play Centres	<b>No</b>	Clients Home	<b>No</b>
Enclosed Outdoor Play Area	<b>Yes</b>	Non-enclosed Outdoor Play Area	<b>No</b>
One Area for Car parking	<b>No</b>	Two Separate Car Parking Areas	<b>Yes</b>
One Entrance	<b>No</b>	Two Separate Entrances	<b>Yes</b>
CCTV	<b>Yes</b>	Close to Public Transport	<b>Yes</b>
Portable Duress Alarms (worn by staff)	<b>Yes</b>	Fixed Duress Alarms (attached to fixtures)	<b>Yes</b>

<b>Service Environment (cont'd)</b>	<b>For dedicated CCS site</b>	<b>Off-site / Public areas</b>
Number of supervised visits occurring at any one time	<b>2</b>	
Number of changeovers occurring at any one time	<b>2</b>	
Ratio of staff to families for supported visits <i>Dedicated CCS staff in addition to other centre staff</i>	<b>1</b>	
<b>Number of staff per facilitated changeover</b> <i>Dedicated CCS staff in addition to other centre staff</i>	<b>2</b>	
Number of staff per supervised visit <i>Dedicated CCS staff in addition to other centre staff</i>	<b>2</b>	

<b>Service Staff</b>	Tick as appropriate		
	None	Most	All
Have Working With Children Checks			✓
Have undertaken CCS induction training			✓
Have pre-tertiary behavioural science qualifications			✓
Have behavioural science tertiary qualifications		✓	
Have training in a Family Violence field *			✓
Have training in a Sexual Abuse field *		✓	
Have training in Observational Notetaking & record keeping			✓
Qualified supervision and debriefing provided to staff			✓
Staff trained in all statutory reporting requirements			✓
Staff have signed Oath of Confidentiality/Code of Conduct			✓
* Please provide details on training: <b>Family Violence &amp; Sexual Abuse specific training</b>			
* <b>AVERT</b>			
* <b>Blue Knot (formerly ASCA) Trauma Informed Practice</b>			

<b>Service Process</b>	
Is a written complaints policy provided to clients prior to service provision?	<b>Yes</b>
Are clients required to attend a Parenting Orders Programme or Parent Education course prior to CCS use?	<b>Yes</b>
Are clients required to attend a Changing Abusive Behaviours course if family violence has been identified? <i>There is a comprehensive assessment process in determining service suitability and risk management for all complex cases. This includes referral to specialised programs and services.</i>	<b>No</b>
Are interpreters available when required for intake assessments?	<b>Yes</b>
Are interpreters available when required for changeovers/supervised visits?	<b>Yes</b>
Are supervised visits facilitated where sexual abuse allegations are flagged? <i>There is a comprehensive assessment process in determining service suitability and risk management for all complex cases. This includes referral to specialised programs and services.</i>	<b>Yes</b>
Are written client privacy and confidentiality policies and procedures available to all staff?	<b>Yes</b>
Is there a Critical Incident Management Plan established and understood by all staff?	<b>Yes</b>

**Operating Hours**

<b>Office/Administration</b>	<b>Intake Interviews Conducted</b>	<b>Changeovers</b>	<b>Supervised Visits</b>
Mon- Fri 9am-5pm	Mon – Fri 9am – 5pm	Fridays, Saturdays Every 2 <sup>nd</sup> Sunday	Wednesday, Fridays Saturdays Every 2 <sup>nd</sup> Sunday

**Waiting List**

<b>Intake Interviews</b>	<b>Changeovers</b>	<b>Supervised Visits</b>
NIL	Varies	Varies

**Service Documents**

1. [Fee Schedule](#)
2. [CCS Flyer](#)
3. [Interrelate brochure](#)

**Additional Information/Comments:**