

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.

Name of CCS:	Children In Focus
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Service Type		
Government Funded		
Fee for Service - Not-For-Profit (Operated by a community organisation: full fee recovery)		
Fee for Profit (Privately owned and operated)	YES	

Contact Details	
Physical address:	
Postal address: PO Box 1166 Meadowbank NSW 2114	
Phone:	Mobile: 0477 993030
Email: children.focus@gmail.com	Website: www.childreninfocus.com.au

Services Provided			
Face to Face Intake/Risk Assessment of parent the child spends time with	Sometimes	Phone Intake/Risk Assessment of parent the child spends time with	Sometimes
Face to Face Intake/Risk Assessment of parent the child lives with	Sometimes	Phone Intake/Risk Assessment of parent the child lives with	Sometimes
On-site Child Familiarisations	Sometimes	Provide observational notes/Reports for Court	Yes
Off-site Changeovers	Yes	On-site Changeovers	Yes
Off-site Supervised Visits	Yes	On-site Supervised Visits	No
Telephone/Internet Supervised Visits	Yes	Supported On-site Visits (Using Centre without supervisor being in room at all times)	No

- Onsite = at a dedicated CCS site

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

Service Environment (cont'd)	For dedicated CCS site	Off-site / Public areas
Number of supervised visits occurring at any one time		1
Number of changeovers occurring at any one time		1
Ratio of staff to families for supported visits		-
Number of staff per facilitated changeover		1 per family
Number of staff per supervised visit		1 for 2 children 2 for 3+ children

Service Staff	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: * Family Violence = AVERT Online Training * Sexual Abuse Training not provided			

Service Process	
Is a written complaints policy provided to clients prior to service provision?	Yes
Are clients required to attend a Parenting Orders Programme or Parent Education course prior to CCS use?	No
Are clients required to attend a Changing Abusive Behaviours course if family violence has been identified?	No
Are interpreters available when required for intake assessments?	Yes
Are interpreters available when required for changeovers/supervised visits?	Yes
Are supervised visits facilitated where sexual abuse allegations are flagged?	Yes
Are written client privacy and confidentiality policies and procedures available to all staff?	Yes
Is there a Critical Incident Management Plan established and understood by all staff?	Yes

Operating Hours

Office/Administration	Intake Interviews Conducted	Changeovers	Supervised Visits
Mon-Friday 9am-6pm	At agreed location: <u>Mon-Friday</u> 8am-8pm <u>Sat-Sun</u> 9am-6pm <u>Public Hols</u> 10am-3pm	At agreed location: <u>Mon-Friday</u> 8am-8pm <u>Sat-Sun</u> 9am-6pm <u>Public Hols</u> 10am-3pm	<u>Mon-Friday</u> 8am-8pm <u>Sat-Sun</u> 9am-6pm <u>Public Hols</u> 10am-3pm

Service Documents

1. [Fee Schedule](#)

Additional Information/Comments:

We speak Russian and will not charge for an interpreter in this language.

An interpreter can be arranged for other languages at the client's expense.