

MONITOR'S INSTRUCTIONS FOR FACE-TO-FACE VISITS AND TELEPHONE CALLS

A MONITOR'S PRIMARY RESPONSIBILITY IS TO PROVIDE FOR THE SAFETY OF EVERYONE INVOLVED IN THE VISIT.

For DCFS-supervised children, the monitor is directly responsible to and answerable to the CSW, who is a representative of the dependency court.

1. Be sure to start the visit on time, including providing transportation, if that has been agreed to.
2. Do not allow anyone who appears unexpectedly to participate in the visit. If the visitor wishes to be accompanied by an additional person refer him/her to the CSW for approval of a future visit
3. If the visitor exhibits signs of being under the influence of drugs or alcohol, or uses drugs or alcohol during the visit, the visit shall immediately be terminated.
4. Verify with the CSW, and the visitor, what language is to be spoken at all times during the visit. Do not permit any whispering, hand signals or passing of notes.
5. Iterate visitation restrictions with the visitor, and confirm that they are understood. For example, there is to be no discussion of the court case.
6. Follow instructions given by the CSW and/or the court.
For example, may the visitor take photographs of the child?
7. Keep the child in sight and within hearing range at all times. For example, do not allow the visitor to take the child to the bathroom without you.
8. Stay objective and impartial; do not criticize or take sides.
Attempt to divert any disagreements as soon as they begin.
9. Avoid arguments, comments, discussion and inquiries with the visitor.
Direct his/her concerns to the CSW.
10. Encourage positive interaction between the child and the visitor.
11. Be alert to, and control any physical contact between the visitor and the child. Watch for signs that the child's comfort level has been compromised.
Confirm with the CSW what limitations on physical contact have been

discussed with the visitor beforehand. Examples of physical contact that may cause discomfort are: lap sitting, tickling, stroking, hugging.

12. Be aware, the adult visitor should be allowed to set limits and control the child's behavior, but no corporal punishment is allowed, and you may assist, if the adult visitor is having difficulty controlling the situation.
13. If the child exhibits undue discomfort, that doesn't dissipate after 20 minutes, or if the visitor fails to adhere to agreed upon guidelines, after two warnings, **terminate** the visit. Explain to the child that the CSW and the visitor will work together to eliminate the cause of the problem, so visits can continue in the future, but for now, the visit must end.
14. Ten minutes prior to the end of the visit prepare the child and the visitor for its conclusion.
15. Terminate the visit on time.
16. Encourage the child and the visitor to contact the CSW regarding the visit.
17. Document observed behaviors between the visitor/parent and child, without drawing conclusions or making recommendations, and report to the CSW at the time agreed upon prior to the visit.

I understand my responsibility as a monitor and agree that I am willing and able to follow the instructions as described above.

Monitor's signature _____ Date _____