
(PETITIONER)

VERSUS

(DEFENDANT)

NO: _____ **DIVISION** _____

THE FAMILY COURT

PARISH OF EAST BATON ROUGE

STATE OF LOUISIANA

SUPERVISOR INFORMATION FORM

What Am I Being Asked To Do?

You have been asked to do a very important job: to supervise visits between a parent and a child. You have been asked because the Court has ordered supervised visitation or custody, and because the parents feel they can trust you in ensuring the health, safety, and welfare of their child. The Court recognizes that you are playing a very important role and has made these guidelines available to help you in making the right decisions. In accepting this responsibility, it is clear that you care about the children and families involved, and are willing to perform the tasks of a nonprofessional provider. Please read the following information carefully, it will give you information you should know in order to properly do the job.

Why Has The Court Ordered Supervised Visitation or Custody?

The policy of the State of Louisiana is to promote the best interests of children whose parents, or other interested parties, have a custody or visitation matter in family court. The first step in doing this is to make sure the children are safe and protected. The second step is to help children have contact with each of their parents even after a divorce, separation, or if never married. Sometimes, based on certain circumstances, a judge will decide that in order for a child to have contact with a parent, it is better for all concerned that a third person be present.

What Are My Responsibilities?

- 1) Do everything you can do to make sure that the child has a safe visit.
- 2) Remain Neutral. The judge understands that you may have feelings and emotions about the children, parents, and circumstances in the case. Even if this is true, while you are supervising the visits, it is very important that you avoid taking sides with either parent. It is also very important that you keep your opinions about any aspect of the case to yourself, and do not discuss them with either parent.
- 3) Read the Court Order. You must read the parts of the court order that refer to supervised visitation or custody so that you know what is being asked of you. Even though one of the parents may be close to you, insist that you see the court order before you supervise a visit. Ask one of the parents or their attorney to provide you with a copy or you can get a copy by taking the case number to the Clerk of Court's office. It's very important that you understand the times, places, restrictions and conditions of the visits because the judge has considered how to best protect the child. Even if you do not agree with the order, do all that you can to make sure the visits occur as they are written in the court order.
- 4) Make sure that you can see and hear all contact and conversations between the child and parent with supervised visitation or custody. This also means that you must understand the language they are using. Because you cannot leave the location of the visitation, it would be helpful for you to make arrangements regarding who will answer the phone or the door, and who will attend to other activities. This is important so that your attention is not taken away from the parent and child.
- 5) Allow no derogatory comments about the other parent, his or her family, caretaker, child, or child's brothers and sisters. Sometimes it is difficult to set rules for a friend or family member, especially when those involved may be hurt or upset by the divorce or separation. During the time you are supervising the visits with the child, you are responsible for ensuring that the environment for the child is free from anger and unkind remarks. Remember, this is the time for the parent to build a positive relationship with their child.
- 6) Allow no discussion of the court case or possible outcomes. The visits are about the relationship between the parent and the child. It can be very stressful for children to hear about the court case. The court requires that children be free from such discussions.
- 7) Do not allow yourself or the child to be used to gather information about the other parent or transmit information, personal possessions, or papers. Again, the Court recognizes that when families and friends are those involved in the visitations it can be more difficult for you to establish firm rules.

However, it is your responsibility to monitor and keep safe the interaction between the child and the parent during the visit.

8) Allow no spanking, hitting or threatening the child.

9) Allow no visits to occur when the parent appears to be under the influence of alcohol or illegal drugs (visitation should end immediately).

10) Allow no emotional, physical, or sexual abuse. Spanking and hitting is prohibited. Physical abuse could also include such things as pinching, pulling the child, tickling too hard, and playing too rough. The visit between the parent and the child should be free from emotional and verbal abuse. This includes such behavior as yelling and screaming; calling the child names such as “sissy,” “stupid,” or “dumb;” blaming and accusing the child; making fun of the child; threatening the child with physical abuse or harm to his or her loved ones and animals; or threatening, frightening situations for the child like abandonment or loss of a home and friends. Sexual abuse includes inappropriate touching of the child’s body and inappropriate or suggestive language. It is most important for you, the provider, to pay close attention to the child’s responses during the visit. In some cases, it is important to understand that something in the child’s experience may cause him or her to be particularly scared or sensitive to a person, place, animal, TV show, etc. If the child begins to seem afraid or upset, even if you don't know what has caused it, you must determine whether to continue the visit or end the visit.

11) As the supervisor, you may decide on some rules of your own. For example, if the visits occur in your home, you may require the parent and child to stay within a certain area of the house or yard. If riding in the car, or playing in the park, you may want to establish certain rules to help ensure safety. These rules should be discussed so the child and non-custodial parent will know what you expect.

Can I Interrupt Or End A Visit If Necessary?

YES, if the rules of the visit have been broken, the child has become very distressed, or your safety or the safety of the child is at risk, you must take action. You may take certain actions depending on the situation. You may temporarily interrupt the visit, talk to the parent about the problem, and let the visit continue if the parent is cooperative. Or you may end the visit for that day. If you decide to interrupt or end the visit, you must do two things:

1) Tell both parents why you decided to interrupt or end the visit.

2) Take notes about the visit, including time, date, location and reasons for the interruption or termination in the event you are asked at a later date. You could be required to take these notes to court so make sure you accurately record what has happened.

Do I Have Additional Obligations?

Yes, you have these additional obligations:

1) Tell the parents before the supervised visitation begins that no confidentiality in communication exists. Any communication including conversations, letters, cards, etc. are not confidential. Although it does not happen often, you may be asked about the visits by a judge. Anything that you see, hear, read or are told is not confidential. Tell each of the parents about this rule.

2) Inform the parents prior to the first visit that you have to report any suspected child abuse. If you suspect any child abuse you must report to the child abuse agency or hotline in your parish. You do not have to witness child abuse to report it. If you notice unexplained marks or bruises on the child, if a child tells you that they are being hit or have been hit and there is or has been bruising, or that someone was touching them inappropriately. If you are not sure whether you should be reporting something or not, call the child abuse agency or hotline in your parish and a social worker will assist you. If you do make a report, your confidentiality is protected by law.

3) End the visit if you decide it is necessary to be in compliance with the guidelines.

TIPS FOR A SUCCESSFUL VISIT

1) Make sure you read and follow the court order. If the parents want to change the visitation schedule or the conditions of the visit, they will need to get a new court order.

2) Explain the rules for the visits to both parents before you supervise any visits. If the parents are clear about what you expect from them, chances are the visits will go more smoothly. You should also explain, in an age appropriate manner, the rules to the child. If it becomes necessary for you to interrupt or end a visit, take the parent aside and quietly and calmly explain why you interrupted the visit. Don’t get into an argument or discussion with them about the problem, just state the problem and tell them what they should do if they want the visit to continue.

3) Keep notes about each visit, if you interrupt or end a visit, write down what specific behavior, action, words or conversation you observed that caused you to interrupt or end the visit. Try to be

objective and report to the parents what you saw and heard rather than what you feel or think about the situation.

4) If the visit seems strained between the parent and child, especially if they have not seen each other for some time, you may want to suggest activities that the parent and child might do together. Sometimes it is helpful to talk to the child about their interests, friends, sports or other activities.

SUPERVISOR SIGNATURE

By my signature, I hereby acknowledge that I have read the above information regarding supervised visitation or custody and agree to be the supervisor of the chil(dren).

SIGNATURE

PRINTED NAME