



Cafcass National Office
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21 Bloomsbury Street
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WC1B 3HF

Your ref: CAF 15-140
Our ref: Gov/CAF 15-140

Tel 0300 456 4000

31 July 2015

Re: Freedom of Information Request

Thank you for your email of 29 July 2015. You made the following requests for information:

[Relating to the Child Arrangements Programme] I am wondering if you have a sample of the safeguarding check and CAF/CASS reports (blank example copies of the forms/ questions etc that are used).

Please see below for our response.

As part of our child protection responsibilities in private law cases, Cafcass provides a safeguarding assessment to the court regarding parties in family proceedings. This is completed in line with the arrangements set out in the [Child Arrangements Programme](#) (see paragraphs 13.1 – 13.8).

The work to complete these 'Safeguarding Letters' is undertaken prior to first hearing in new private law cases. As part of this work, information is sought from local authorities, and [police checks](#) are carried out for parties. For more information on the procedure to be followed by Cafcass practitioners, please see the Cafcass [Operating Framework](#) section 'Work to the first hearing' (paragraphs 4.3 – 4.16).

Please find attached the following five documents:

- Police safeguarding check ('PNC Disclosure')
- Local authority safeguarding check for parties ('SG CServices Disclosure')
- Local authority safeguarding check for non parties ('SG CServices Adult')
- Telephone script for risk identification phone calls ('Interview plan EIT')
- Cafcass report for the first hearing ('Safeguarding letter')

Baroness Tyler of Enfield Chair
Anthony Douglas CBE Chief Executive





We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office (www.informationcommissioner.gov.uk):

Post

Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF

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01625 524 510

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0303 123 1113

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casework@ico.org.uk

Yours sincerely,

Governance Team

Cafcass

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Baroness Tyler of Enfield Chair
Anthony Douglas CBE Chief Executive



Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental body of the Ministry of Justice
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