



Cafcass National Office
3rd Floor
21 Bloomsbury Street
London
WC1B 3HF

Your ref: CAF 15-156
Our ref: Gov/CAF 15-156

Tel 0300 456 4000

7 September 2015

Re: Freedom of Information Request

Thank you for your email of 5 September 2015. You made the following requests for information:

Can you please send me your Standing Operating Procedures on the usual practices for completing section 7's. For example timelines when the worker should have met with mum, dad and child.

Please see below for our response.

Reports are completed by Cafcass when ordered by the court under section 7 of the Children Act 1989 as part of work after the first hearing in private law cases.

Please see the Cafcass [Operating Framework](#) (paragraphs 4.19-4.24) which sets out what Cafcass practitioners should have regard to when working on a section 7 report. Cafcass practitioners also use a [standard form](#) of report which provides template headings for each subsection. All Cafcass recommendations are based on professional judgement of how a child's welfare can best be promoted and safeguarded, with reference to the [Welfare Checklist](#), and all recommendations are case specific.

Family Court Advisers decide what enquiries to make and when to make them in line with the directions of the court and the specific circumstances of the case. Every case is different and we do not have a specified procedure or timeline. The timetable for proceedings, including filing dates for reports, is set by the court. Cafcass requires Family Court Advisers to adhere to the filing date set by the court for any court reports.

As stated above, information on the work undertaken for section 7 reports is set out in the [Operating Framework](#) paragraphs 4.19 – 4.24, and further information about

Baroness Tyler of Enfield Chair
Anthony Douglas CBE Chief Executive





working with children and parents can also be seen at the following paragraphs in the Operating Framework:

- 1.17 'Working with children and young people'
- 1.21-22 'Seeing children'
- 1.23-29 'Working with parents and carers'
- 2.21-23 'Visiting children'
- 2.24-25 'Interviewing'

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

Fax

01625 524 510

Tel

0303 123 1113

E-mail

casework@ico.org.uk

Yours sincerely,

Governance Team

Cafcass

Governance@cafcass.gsi.gov.uk

Baroness Tyler of Enfield Chair
Anthony Douglas CBE Chief Executive

