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Your ref: CAF 15-141  
Our ref: Gov/CAF 15-141

Tel 0300 456 4000

10 August 2015

## Re: Freedom of Information Request

Thank you for your email of 31 July 2015. You made the following requests for information:

1. Please would you be able to provide me with a code of ethics that a Cafcass officer compiling a section 7 report for the 'wishes and feelings' of a child, should adhere to. I would like to understand the code that makes sure that the officer remains impartial and what rules they must adhere to to stay that way.

Cafcass Family Court Advisors have a contractual requirement to comply with the [Health Care Professional Council \(HCPC\) Standards of Conduct, Performance and Ethics](#).

Expectations of staff conduct are also detailed through the Cafcass [Employee Relations policy](#).

2. I would also like to understand how they should address court and exit court and the court building, thus not posing a risk of behaving in a way that makes it appear they are not impartial.

Please see the Cafcass [Reporting to Court policy](#) section 2 'Standards for attending court'.

3. Could you also tell me the correct procedure in the communication that each parent should have whilst a section 7 report is being compiled. I.e when should each parent be notified of the procedure and when the child is being contacted. Should both parents be informed the same information at the same time?

Family Court Advisers decide what enquiries to make 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. Information on the work undertaken for section 7

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





reports is set out in the [Operating Framework](#) (paragraphs 4.19 – 4.24) and information on sharing the section 7 report with parties is available in the [Reporting to Court policy](#) (section 6).

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](http://www.informationcommissioner.gov.uk)):

**Post**

Information Commissioner's Office  
Wycliffe House, Water Lane,  
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01625 524 510

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0303 123 1113

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Yours sincerely,

Governance Team

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Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive

