



Cafcass National Office
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21 Bloomsbury Street
London
WC1B 3HF

Your ref: CAF 16-23
Our ref: Gov/CAF 16-23

Tel 0300 456 4000

18 February 2016

Re: Freedom of Information Request

Thank you for your email of 12 February 2016. You made the following requests for corporate information which were forwarded to our team to handle under the Freedom of Information Act 2000:

[Provide details of qualifications, training and experience of Cafcass officers writing these reports.](#)

All Cafcass Family Court Advisers are qualified social workers with a Diploma in Social Work (or recognised equivalent) and at least three years post qualifying experience in social work with children and families at risk. As a condition of employment, Family Court Advisers must maintain their registration with the Health and Care Professions Council (HCPC).

The job description for a Family Court Adviser, including person specification, is available on Cafcass' website [here](#).

Further to experience in social work, our Family Court Advisers receive training while at Cafcass in order to assist with their continued professional development; as part of registration with the HCPC, all social workers on a biennial basis must provide evidence of their professional development.

- All social work staff are required to complete six core in-house training modules upon joining the organisation, which will be completed within the first 12 months:
 - Four of these training modules are delivered in a training environment with supported learning:
 - Risk and Harm in Cafcass;
 - Legal Context and Court Skills;
 - Case Work Start to Finish;
 - Interviewing Skills in Cafcass.

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- Two are mandatory eLearning courses:
 - Basic Introduction to Private Law;
 - Starting Work as a Children’s Guardian.
- Basic training is complemented by other training events available throughout the year for both social work and non-social work staff.
- Cafcass have an internal National Improvement Service (NIS) who run workshops across the country tailored to local training needs analysis.
- mySkills, an online eLearning platform, offers learning on a range of social work and non-social work topics.

Provide a copy of the data retention policy is regards to personal information.

Please see the Cafcass [Case Recording and Retention Policy](#) available on our website. For information on how long personal data in the case file is kept, please see Section 10 ‘Retention and deletion of ECMS and supplementary paper case information’ (page 9).

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

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Anthony Douglas CBE Chief Executive

