



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

Your ref: CAF 16-34
Our ref: Gov/CAF 16-34

Tel 0300 456 4000

8 March 2016

Re: Freedom of Information Request

Thank you for your email of 7 March 2016. You made the following requests for information:

I am writing to request written confirmation which states that all your staff working alongside children in schools have an adequate DBS check and that all appropriate checks have been undertaken, whom they are carried out by and the date.

All Cafcass staff are required to have an enhanced DBS disclosure as a condition of their appointment, and frontline staff working directly with children are subject to additional checks against the children's Barred List. Renewed checks are completed within 3 years for all existing staff. Checks are undertaken by the DBS, and are handled within Cafcass by the HR Resourcing team, line managers and the subject of the check. A record of the date of issue of the certificate and other relevant information is kept by the HR team.

For more detail, please see the attached Cafcass DBS Policy and Procedure. Section 6 in particular sets out relevant information:

All employees and contractors will be required to have a DBS Disclosure as a condition of their appointment or contract for service.

The level of Disclosure will be dependent on the role and responsibilities and in all cases we will adhere to the relevant legislation.

An Enhanced check with children's Barred list check will be undertaken for frontline roles (FSW, NQSW, FCA, SM), and Legal. For all Business Support and Corporate roles an Enhanced only check will be undertaken.

Cafcass is committed to re checking the DBS disclosures of existing staff and contractors every 3 years. In cases where an employee has resigned or is due to

Baroness Tyler of Enfield Chair
Anthony Douglas CBE Chief Executive





leave the service prior to the expiry of the current disclosure, a re-check will not be required.

Agency staff will be required to provide evidence that they have a satisfactory DBS disclosure that is less than 12 months old at the time of their engagement.

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

