



Cafcass National Office  
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London  
WC1B 3HF

**Your ref: CAF 16-139**  
**Our ref: Gov/CAF 16-139**

Tel 0300 456 4000

21 October 2016

## **Re: Freedom of Information Request**

Thank you for your email of 15<sup>th</sup> October 2016. You made the following requests for information:

Is it normal practice not to make notes on a Cafcass officers' attendance at court including the advice provided and recommendations made to parties outside of the court room.

Could you please provide all relevant policy documents relating to Cafcass officer attend at court.

Please see below for our response.

Attendance at court is covered under sections 2.36 to 2.39 of the Cafcass operating framework. [https://www.cafcass.gov.uk/media/212819/cafcass\\_operating\\_framework.pdf](https://www.cafcass.gov.uk/media/212819/cafcass_operating_framework.pdf)

Making notes is covered in the case recording policy and can be found here [https://www.cafcass.gov.uk/media/287101/case\\_recording\\_and\\_retention\\_policy.pdf](https://www.cafcass.gov.uk/media/287101/case_recording_and_retention_policy.pdf)

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 (<https://ico.org.uk/>):

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





**Post**

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Wycliffe House, Water Lane,  
Wilmslow,  
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SK9 5AF

**Fax**

01625 524 510

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[casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

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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