



Your ref: CAF 16-121
Our ref: Gov/CAF 16-121

Cafcass National Office
3rd Floor
21 Bloomsbury Street
London
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Tel 0300 456 4000

30 September 2016

Re: Freedom of Information Request

Thank you for your email of 8th September 2016. You made the following requests for information:

Please can you send me a copy of CAF/CASS sickness absence policy and procedure.

To include & highlight:

- contacting or being contacted by caseload clients whilst signed off as not fit for work (Fit Note) by a Dr/GP
- procedure for using work phones whilst 'Not fit for Work'
- procedure for informing clients that you are absent from work

Please see below for our response.

Please find attached a copy of our [Managing Attendance policy](#). This document incorporates our policy for managing sickness absence.

With regard to the specific points raised, these issues, if they arose, would be addressed on a case by case basis.

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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Yours sincerely,

Governance Team

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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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