

Dear

### **Request for Information - ATISN 27476**

I refer to your correspondence dated 8 September which has been processed as a request for recorded information under the Freedom of Information Act (FoIA).

You asked for copies of the following current policies, guidance or procedures used by Cafcass Cymru:

1. Quality assurance procedures for Child Impact Reports.
2. Supervision standards applicable to Family Court Advisers.
3. Guidance relating to relocation assessments.
4. Guidance relating to application of the welfare checklist in private law proceedings.
5. Any policy relating to evidential verification of information relied upon in Child Impact Reports.
6. Complaint screening criteria used when deciding whether a complaint should proceed to formal investigation.
7. Guidance relating to communication of recommendations to parties before reports are disclosed.

### **Our response**

1. Cafcass Cymru's *Report Quality Assurance* provides guidance to Cafcass Cymru practitioners re: quality assurance procedures along with Cafcass Cymru's *Report Quality Assurance Checklist – Child Impact Report*. These are attached to the covering email with this letter.

2. Cafcass Cymru's *Supervision for Practitioners and Practice Managers* provides guidance to Cafcass Cymru practitioners re: standard supervision procedures. This is attached to the covering email with this letter.

3. We do not hold information matching the description of your request.

4. The requirement to apply the welfare checklist is stated in primary legislation (Children Act 1989). There is also reference to this in the Cafcass Cymru [Writing for children and families: practice guidance for practitioners | GOV.WALES](#)

5. We do not hold information matching the description of your request.

6. We do not hold information matching the description of your request. The Cafcass Cymru Complaints Guidance ([Cafcass Cymru complaints guidance | GOV.WALES](#)) explains how we deal with concerns that are brought to our attention, including when complaints progress to a formal investigation.

7. We do not hold information matching the description of your request. However, Cafcass Cymru's [Working With Children & Families](#) and [Cafcass Cymru Practice](#)

[Framework - Putting Children First](#) sets out practice guidance for practitioners regarding working openly with families throughout the duration of a case.

If you are dissatisfied with our handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to:

Matthew Pinnell  
Deputy Chief Executive  
Cafcass Cymru  
[cafcasscymru@gov.wales](mailto:cafcasscymru@gov.wales)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely