

Report Quality Assurance Checklist

Child Impact Report (V1 March 2026)



Use this checklist as a prompt to reflect on your own report before sending for quality assurance or filing, or to focus your thinking when reviewing a report for a colleague.

SAFE



- ☒ You have clearly evidenced and analysed risk / safeguarding information, the impact of risk, and outlined any safeguarding actions you have taken.
- ☒ You have made evidenced based recommendations / proposals for a safe outcome that fully considers risk and is in the child's best interests.
- ☒ Your analysis and recommendations are aligned with Safe & Together principles and Cafcass Cymru Domestic Abuse Practice Guidance.

BETTER REPRESENTED



- ☒ You have written your report with a trauma informed approach in plain language that is easy for parties to understand.
- ☒ You have considered and analysed diversity factors and characteristics including life experiences, language, culture gender, developmental stage and age, additional needs in relation to their impact.

VOICE OF THE CHILD



- ☒ You have clearly outlined your engagement with the child and their wishes and feelings, or set out why direct engagement was not in their best interests.
- ☒ You have analysed their lived experience and / or written a pen picture.
- ☒ You have outlined the options that you offered for the child to communicate with the court and how they wish to be informed of the outcome, as appropriate to age and understanding.

ENABLED & ADVISED



- ☒ You have discussed your recommendations with the adults and children, as appropriate to age and understanding, and outlined their views and responses in the report, or stated the reasons for not discussing your recommendations.
- ☒ Your recommendations will enable the court to conclude proceedings with a timely outcome, in the best interests of the child and avoid delay in decision making.