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Guidance

Annex A: information and data request

Updated 2 February 2024

Applies to England

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This data and information request will be passed to the CEO or designated deputy at the beginning of the inspection/focused visit.

Child-level data

Cafcass will be asked to provide a full list of all cases closed across the whole national organisation in the 2 weeks before the inspection beginning. The data field for each case should include:

- case ID
- case name
- gender
- ethnicity
- disability (Y/N)
- date of birth
- lead application
- law type
- case type (for example, safeguarding letter only, s7, r16.4, s25, s31 and so on)
- practitioner
- team
- service area
- local authority (public law)
- court
- file location (if not electronic)

Further documentation

National

- Key national strategies and plans that relate to the evaluation schedule
- Workforce strategy and national training needs analysis
- Partnership and commissioning strategy
- Senior leadership and operational management team minutes
- National Family Justice Board minutes.

Local

- Local business plan
- Data on unallocated cases
- Information on local partnerships and commissioning
- Training needs, delivery and evaluation information
- Court sitting dates
- User appointments in the service areas where inspectors plan to visit (practice observation)
- Service area management meeting minutes
- Local Safeguarding Children Board/Local Family Justice Board minutes
- Information about annual appraisals
- Cafcass National Improvement Service audits/reports/health checks and so on

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