

Cafcass Cymru Expectation Statement

Case Planning and Recording

Social Care Wales – Code of Professional Practice requires Family Court Advisors (FCAs) and Family Court Social Workers (FCSWs) to maintain clear and accurate records in accordance with legal and work setting requirements. The Code of Professional Practice sets out the standards social care workers must comply with in order to meet the conditions of professional registration. Case planning and recording practice requirements are further endorsed in Cafcass Cymru’s internal procedures. Cafcass Cymru expects all FCAs and FCSWs to uphold these professional standards in their practice.

FCAs and FCSWs will electronically record key information during each stage of a case in the Cafcass Cymru Analytical Case Planning and Recording Model; this is set within our secure electronic system known as IRIS (Integrated Recording Information System). The model captures key information from point of contact to conclusion of a case (interviews/ meetings/communications) and enables consideration of assessment resources and research with an analytical approach.

The case planning and recording model is designed to support and evidence analysis and decision making, thus informing the Court report.

- Better outcomes for children are more likely when preparation and planning is in place.
- Case plans identify what needs to be done and enable focus on the child and the assessment.
- Case plans provide evidence of the rationale for decision making.

- Case plans provide for an analysis of information gathered and best outcomes for children.
- The case plan will identify which (if any) assessment resources/ research would best inform the assessment.



- The case plan will specify the key issues in the case, the steps to address those issues, timeframes, the outcomes to be achieved and how these will be reviewed.
- Case recording ensures that there is a documented account of the organisations involvement with individual service users and professionals.
- Case recording helps to focus the work of the FCA/FCSW and supports effective partnerships with service users with a clear focus on the child's needs and best outcome.
- Provides evidence for the Court report and any investigations and enquiries.

FCA's/FCSW's will prepare a case plan in a timely manner from the onset of a case. Case plans will be updated as the assessment progresses.

FCA's/FCSW's are required to complete all case recordings electronically. The FCA/FCSW may take handwritten notes/aide memoires during a meeting to assist in this process, but the key information must then be transferred into an electronic case record. Handwritten notes/aide memoires will not be retained.

Electronic recordings must be made in a timely manner in order to be considered credible in a legal context. The electronic record must be a clear, accurate and balanced note of the key information gathered.

Case recordings should always be succinct, analytical and focused upon the issue(s) determined by the Court, with a clear focus on the child.

Electronic Case recording may be disclosed in Court proceedings, internal complaint investigations, internal case audits and other enquiries.

Cafcass Cymru expects that when disclosure is requested from the Courts that clear reasons are provided as to why a particular recording is required. Disclosure should be limited to specific recordings that are relevant to the identified Court issue.

Cafcass Cymru takes great care to ensure that the information we receive from and about people, is dealt with in accordance with the Data Protection Act 2018, the Freedom of Information Act 2000 and the General Data Protection Regulation (GDPR). Further information can be found here:

<https://beta.gov.wales/cafcass-cymru/how-we-use-your-information>



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.