

OFFICIAL

E-mail:

Our Ref:

Date:

Dear

Court Reference: CF000001

Why are you receiving this letter?

We are writing to let you know that we have received an application from the Family Court. This is because you or someone in your family has made an application to the Court about children in your family, for example about who they live with or spend time with.

Usually, when the Family Court send an application to Cafcass Cymru, we will be asked to work with your family. The first step we take is to check with children's services and the police to see whether they are aware of any safety concerns. Sometimes, if your child has a Local Authority social worker, the Family Court might decide that it is better for children's services to do this work instead.

We will usually talk to all the adults involved in the case and often to the children. We may also talk to you about other agencies we would like to speak to or make enquiries with. Where safe to do so, we will try to help you and the other adults make safe arrangements that are in the children's best interests, and we will want to know what the children think and what will work well for them.

We will write a report for the Court summarising our work with you, this is called a Child Impact Report. The report will be filed with the Court and you and the other adult participants in the case will usually receive a copy. The Cafcass Cymru practitioner allocated to your case will explain more about the way we will work with you.

We will be in touch to discuss further arrangements.

In the meantime, we are missing some important information that we need in order to make sure that you are fully involved with what happens next. Please contact our office as soon as possible by email or telephone and provide us with:

- **Your contact telephone number**
- **Your date of birth**

Telephone: 03000 255 600

Email address: cafcasscymruCAPT@gov.wales

Our website <https://gov.wales/cafcass-cymru> has useful information for separated parents, which can help you think about how proceedings can affect children, along with information for adults and children about the Court process.

If you feel that you are at risk of or have experienced domestic abuse, you can contact the Live Fear Free Helpline on 0808 80 10 800 or visit the website at <https://gov.wales/live-fear-free>. This service is offered to both women and men and also provides advice to family members who may be concerned about someone.

Your information

In order to comply with the General Data Protection Regulation, Cafcass Cymru has produced a Privacy Notice that explains what personal information we collect, why we collect it, where we collect it from, what we do with it, who we share it with, how long we keep it and how we keep it secure. The Privacy Notice also sets out your rights under the UK GDPR with regard to your personal information. You can find the Privacy Notice on our website at <https://gov.wales/cafcass-cymru/how-we-use-your-information> or if you would like a copy in a different format, you can contact your local Cafcass Cymru office and we will provide you with a copy.

You will need to contact the office to advise us of any change of address, contact details or legal representation and **if you have not already done so, you must verify your e-mail address in order to receive your copies of court reports electronically.**

Please inform us if you need assistance with communication or language interpretation so that the necessary arrangements can be made for you.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not involve any delay.

Yours sincerely

Cafcass Cymru