

Annex B

Cafcass Cymru organises and facilitates the training. The training comprises of the following elements:

- Understanding what the research is saying around how a child's development may be impacted as a consequence of inter-parental conflict i.e. where such conflict is frequent, intense and poorly resolved (delivered by Professor Gordon Harold)
- The rationale behind why the CAWAC was developed i.e. to assess how the individual child is experiencing and being impacted by such conflict – noting the research findings around children being differently impacted as a consequence of their own interpretation of what is going on around them
- An orientation of the CAWAC i.e. in terms of understanding its component parts and how they come together to complement other assessment information, and provide a rich profile of the child
- Practical application of the CAWAC through case study (in terms of appropriately scoring responses and then subsequently interpreting and analysing these responses in the context of the case and other assessment information)

The training is constantly reviewed and updated. Currently, the training is provided over 2 days, and the work of participants as part of the training is assessed in terms of their suitability in using the CAWAC safely and appropriately.

CC-CAWAC

Accreditation

Part 1

- (i) In relation to the completed questionnaires from Sections 1 to 3, score the responses.
- (ii) Review the responses to the questionnaires from Section 4 to 6
- (iii) Identify what these collective responses are saying in terms of xx experience of the inter-parental conflict and his wishes/feelings as to contact with his mother.

Part 2

- (i) You are now intending to share your findings with the parents. Come up with a form of words which conveys how xx is experiencing the inter-parental difficulties, and his wishes/feelings in respect of the application
- (ii) Your findings now have to be reflected in a report – come up with a written report (you could use the Welfare Checklist) which summarises for the Court xx experience of the inter-parental conflict and his wishes/feelings in respect of the application (refer to the Practice Guidance for assistance on wording). In your analysis of this assessment reference the particular areas of the assessment in conjunction with the other case information gained from your “enquiries” i.e. the case study.
- (iii) Provide suggested recommendations and consider whether any further services would be appropriate and how these can be best accessed.
- (iv) Complete the above and send to your practice manager and a copy to Sheila Craddock no less than one week before the second training day.

Guidance regarding the Accreditation and Re-accreditation Process for CC-CAWAC

At the outset of the development of the toolkit, it was proposed that its application should be linked to an accreditation process (i.e. that practitioners would provide evidence of their competence to use the CC-CAWAC).

It is an organisational requirement that CAF/CASS CYMRU practitioners must become accredited in using the CC-CAWAC. Accreditation will be dependent on attendance at and engagement in an accredited training event and thereafter evidenced ability within a 12 month period to manually score and interpret/analyse the results from the relevant questionnaires within case recordings and/or court reports. Therefore accreditation will work as follows:

1. *Attendance at Appropriate Training*

Once training has been received, the practitioner should make every effort to familiarise themselves with the CC-CAWAC (see Position Statement). The practitioner will have a period of 12 months to become accredited.

2. *Evidence for Accreditation*

Within the 12 month period, the practitioner will apply the CC-CAWAC to any appropriate cases. The practitioner will provide evidence of the use of CC-CAWAC, linked scoring and subsequent interpretation in their case recordings and/or court report and this will be discussed during formal supervision with their Practice Manager.

These are some examples of the evidence for accreditation that should be provided:

Example a: evidence from one case where **all** sections of the CC-CAWAC have been used,

- Copies of child/children's responses.
- Copies of scores from each questionnaire (**NB these must be only provided for the internal accreditation process only**).
- Copies of Court Reports/Case Recording to illustrate interpretation/analyses of scores.

OR

Example b: evidence from more than one case where **individual** sections of the CC-CAWAC have been used as opposed to all sections. In this scenario, the evidence as a whole will need to show that questionnaires from Section 1,2,and 3 have been used.

- Copies of child/children's responses.
- Copies of scores from each questionnaire (**NB these must be only provided for the internal accreditation process only**).
- Copies of Court Reports/Case Recording to illustrate interpretation/analyses of scores.

3. Evidence will be considered by the relevant Practice Manager (i.e. the Practice Manager with line management responsibility for the practitioner) who will assess the submission and following discussion with the Head of Operations for that area will recommend whether the practitioner should be accredited or not.
4. *Feedback*

Practitioners applying for accreditation will also be requested to complete a questionnaire regarding the use and value of the CC-CAWAC highlighting any insights or information gained (anonymised) and any practice issues arising. This information will be sent directly to Julie May/Matthew Pinnell and will be used to routinely review the CC-CAWAC and its integration into CAF/CASS Cymru practice. This information will not be used in any way to determine accreditation.
5. To facilitate and support practitioners, Practice Managers will be required to:
 - a. Ensure that the CC-CAWAC application and accreditation is identified as a priority on every practitioner's Performance Management Plan
 - b. Ensure that CC-CAWAC, along with other assessment tools, are a standing item on the agenda of supervision sessions practitioners.
6. *Appeals*

Where a practitioner who has not been accredited disagrees with the decision of the Practice Manager and Head of Operations, the practitioner is entitled to appeal the decision. In such circumstances, a review of that decision will be conducted by Julie May and Matthew Pinnell (Heads of Operations with lead responsibility for CC-CAWAC), who will re-consider the evidence supplied. Any appeal, however, must be made within 1 month of the Practice Manager's decision for it to be considered.
7. *Quality Assurance*

This will be managed through the following audit framework: accreditation submissions will be audited every twelve 2 months using a random selection of five submissions from each area. The audit will involve representation from Head of Operations, Practice Managers, Family Court Advisers and Family Court Social Workers with representation from all regional areas. The audit will be based on the accreditation and re-accreditation forms completed by PMs assessing accreditation, considered against the evidence presented.
8. *Review*

Julie May, Head of Operations will on a monthly basis collect information about those practitioners who have been accredited for accreditation rates to be reviewed at SMT. Gillian Baranski will be notified of each initial accreditation.
9. *Time Extensions*

Where, for any reason, a practitioner has been unable to provide appropriate evidence within the 12 month period for initial accreditation or to use the CC-

CAWAC prior to re-accreditation (within two years of previous accreditation) he/she may apply in writing to the Head of Operations for an extension of time. Applications must be received before the end of the accreditation/re-accreditation month period.

10. Beyond Initial Accreditation

It is an organisational expectation that, once practitioners are accredited, evidence must be provided within two years of each accreditation date that CC-CAWAC is being competently applied in case recordings or court reports. Failure to do so will have an impact on the performance grading that may be obtained.

11. Requirements for re-accreditation

Within two years of the last accreditation date practitioners should demonstrate that they have used CC-CAWAC (minimum requirement sections 1-3) in one or more cases.

12. Re-accreditation is assessed by the line-managing Practice Manager using the re-accreditation assessment form. The Practice Manager and practitioner must agree an accreditation plan six months prior to each re-accreditation deadline in order to ensure sufficient time for accreditation to be maintained.

13. All practitioners including FCSW, FCA and PM must be accredited unless they have written confirmation of exemption from HO with lead responsibility. Exemption will only be granted if, for example casework provides no opportunity for use of CC-CAWAC (e.g. FHDRA/SER only).

14. The above guidance in respect of feedback, appeals, quality assurance, review and time extensions apply to both accreditation and re-accreditation requirements.

15. Refresher training

All Head of Operations, Practice Managers and CAWAC champions must attend refresher training every two years which will include reviewing the context in which CC-CAWAC is used and discussing any issues which have arisen. FCA/FCSW can also attend refresher training however this is not compulsory.

Initial Accreditation for CC-CAWAC

Updated guidance for initial accreditation for CC-CAWAC through submissions based on training materials

Please read carefully if you are submitting for accreditation using training materials or if you are a PM assessing accreditation

Following the second CC-CAWAC training day the accreditation arrangements are as follows:

1. You should receive individual feedback in respect of CAWAC submissions that are provided to PMs.
2. The following arrangements are in place for feedback and accreditation assessment – *(named persons – FCAs for accreditation and the PMs to whom submissions are provided)*
3. Further to this feedback reports (**and** scoring evidence) can be submitted and need to be provided to the PMs identified above no later than *(date)*.
4. PMs will complete the accreditation assessment form and recommendation in respect of that submission.
5. Upon being accredited to use the CC-CAWAC tool you are encouraged to use the tool in case work as soon as possible, to build on your knowledge and confidence in using the tool following the training.
6. The tool **must** have been applied to at least one case in full within the next six months in order for your accreditation to be maintained. Thereafter it is renewed every two years following a submission to your line managing PM in accordance with the re-accreditation assessment.

For ease of reference the case study is attached – remember you need to:

Complete the scoring and submit this with your report. Provide and analyse the CAWAC findings within a report – (you could use the Welfare Checklist) which summarises for the Court the child's experience of the inter-parental conflict and his wishes/feelings in respect of the application (refer to the Practice Guidance for assistance on wording). Make sure you provide the synopsis, reference the tool and then the individual sections are referred to properly as discussed in the training. In your analysis of this assessment reference the particular areas of the assessment in conjunction with the other case information gained from your "enquiries" i.e. the case study. Provide suggested recommendations and consider whether any further services would be appropriate and how these can be best accessed.

CC-CAWAC –Hints and Tips

- 1. Do not use CC-CAWAC unless you have been initially accredited by attending the training course with Professor Harold/Cafcass Cymru.**
- 2. Do not provide/send service users with copies of the CAWAC material – only show the example in the practice guidance. Ask parents/carers/children to complete the questionnaire during the meeting and ensure it is returned to you at the end of the meeting.**
- 3. The questionnaire for schools can be sent out to schools with the covering letter.**
- 4. Begin the assessment soon after allocation to allow time for the sessions required and for considering the interpretation of and implications of the assessment.**
- 5. Make sure your report includes the synopsis as an appendix and also make sure each tool is referenced within the body of your report, where the results from that section are discussed. Integrate the assessment outcomes into the report by analysing how they compare with information from other sources and from your own interviews/enquiries/observations.**
- 6. Remember to give parents the information sheet on CC-CAWAC intranet pages. Make sure parents are aware that you are planning to use this tool. If there is any disagreement – discuss with your PM and refer the matter to court for a direction to be considered.**
- 7. Remember CC-CAWAC can be particularly useful for cases where there are concerns about inter-parental conflict, emotional abuse and alienating behaviours.**
- 8. If safeguarding issues are raised by the assessment outcomes make sure you follow the Cafcass Cymru safeguarding procedures including CP referral and 16a reports to court as set out in the guidance.**
- 9. If the CC-CAWAC assessment is criticised or questioned in terms of validity – alert the PM and HO for your area so that appropriate responses can be actioned.**

10. Individual parts of CC-CAWAC can be useful in many cases in respect of assessing and describing parent-child relationships and emotional/behavioural presentation of the child. It can be useful in both public and private law.
11. Re-applying CC-CAWAC to a case can help to identify any changes in a child's emotional/behavioural presentation and parent/child relationships
12. After your initial accreditation, make sure that you apply CC-CAWAC to one of your cases within 6 months of the training to retain your accreditation. Ensure your PM reviews this report. Try to do this as soon as possible after the training as it helps if it is fresh in your mind.
13. Thereafter ensure you accreditation is maintained by submitting case information/report to the PM before the end of two years since your previous accreditation in accordance with the specifications set out in the re-accreditation procedure.
14. Remember to provide feedback to the organisation after using the tool (see intranet pages)
15. Consider how the information from the assessment can be utilised to support the child and family – in addition to supporting court recommendation consider whether it can be used to support referrals to other services, eg CAMHS, GP, Social Services.
16. Your CC-CAWAC accreditation status currently impacts upon the performance management process in terms of the performance grades that can be achieved by those who are not exempt from CC-CAWAC accreditation.

ACCREDITATION ASSESSMENT FORM
(CC-CAWAC)

NAME OF PRACTITIONER: _____

BRANCH: _____

1. Has the practitioner attended an appropriate training event on the CC-CAWAC materials and their practical applications?
If so, when
_____ **Yes/No**

2. Evidence of CC-CAWAC use
 - a) Does the evidence relate to:-
 - i. One case where all sections of the CC-CAWAC have been used? **Yes/No**
 - OR
 - ii. More than one case where individual sections of the CC-CAWAC have been used (as a minimum S1, 2 and 3 should have been used) **Yes/No**

 - b) Does the evidence include responses to each of the questionnaires used? (the child and where appropriate any adults) **Yes/No**

 - c) Does the evidence show that the responses to questionnaires have been appropriately scored? **Yes/No**

 - d) Does the evidence include copies of any Court Report(s) or case recording which shows how any scores/findings (and responses from S4, 5 and 6) have been interpreted/analysed? **Yes/No**

3. Evidence of appropriate interpretation/analysis (write notes overleaf)
 - Has CC-CAWAC been suitably introduced into the Court Report/case record? **Yes/No**
 - Have individual questionnaires been referenced? **Yes/No**
 - Is the interpretation/analysis consistent with the CC-CAWAC findings? **Yes/No**
 - Are any high risk findings reflected and explained? **Yes/No**
 - Have the CC-CAWAC findings been used to complement and/or challenge other assessment information? **Yes/No**
 - Do Court Reports/case record include the summary and synopsis of the CC-CAWAC document as an appendix? **Yes/No**

RE-ACCREDITATION ASSESSMENT FORM
(CC-CAWAC)

NAME OF PRACTITIONER:

BRANCH:

1. When was the practitioner last accredited
Any refresher training since last accreditation? **Yes/No**
Was a re-accreditation plan agreed in supervision?
If so, when **Yes/No**

2. Evidence of CC-CAWAC use
 - a) Does the practitioner provide evidence of application of at least the first three sections of CC-CAWAC in one case or a range of cases since last accreditation **Yes/No**

 - b) Does the evidence include copies of any Court Report(s) or case recording which shows how any scores/findings (and responses from S4, 5 and 6) have been interpreted/analysed? **Yes/No**

4. Evidence of appropriate interpretation/analysis in case recording or court report (write notes overleaf)
 - Has CC-CAWAC been suitably introduced into the Court Report/case record? **Yes/No**
 - Have individual questionnaires been referenced? **Yes/No**
 - Is the interpretation/analysis consistent with the CC-CAWAC findings? **Yes/No**
 - Are any high risk findings reflected and explained? **Yes/No**
 - Have the CC-CAWAC findings been used to complement and/or challenge other assessment information? **Yes/No**
 - Do Court Reports/case record include the summary and synopsis of the CC-CAWAC document as an appendix? **Yes/No**

NOTES OF ASSESSMENT

OVERALL CONCLUSIONS AND RECOMMENDATIONS

Based on the evidence, should the practitioner be recommended for accreditation?

Signed

Date

Yes/No