**In the Family Court Case No: [*Case number*]**

**sitting at [*Court name*]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Order**  **Children Act 1989**  **Disclosure of Information Between Family and Criminal Agencies and Jurisdictions: 2024 Protocol** | | |
|  |  |  |  |
|  | The full name(s) of the children | Boy or Girl | Date(s) of Birth |
|  |  |  |  |
|  | [*insert*] | [*insert*] | [*insert*] |
|  | [*insert*] | [*insert*] | [*insert*] |
|  |  |  |  |

Before [*name of judge*] in private on [*date*] at a [*type of hearing*].

**The parties:** The applicant is [*local authority*] represented by [*name*] [of counsel]

The 1st respondent is [*name*], the [*relationship to child*], represented by [*name*] [of counsel]

The 2nd respondent is [*name*], the [*relationship to child*], represented by [*name*] [of counsel]

The 3rd [[and] / [to][*insert* **(number so that each child is identified as a separate respondent)**] respondent[s] [is] / [are] the child[ren] (by their children’s guardian [*name*]) represented by [*name*] [of counsel]

The intervenor is [*name*] [in person] [represented by [*name*] [of counsel]]

**Important Notices**

## Confidentiality warnings

**During the proceedings and after they have concluded no person shall publish information related to the proceedings including accounts of what has gone on in front of the judge, documents filed in the proceedings, transcripts or notes of evidence and submissions, and transcripts and notes of judgments (including extracts, quotations, or summaries of such documents). Any person who does so may be in contempt of court.**

**Until the conclusion of the proceedings no person shall publish to the public at large or any section of the public without the court’s permission any material which is intended or likely to identify the child[ren] as being involved in these proceedings or an address or school as being that of the child[ren]. Any person who does so may be guilty of an offence.**

**The exceptions to this are in Rules 12.73 or 12.75 or Practice Direction 12G of the Family Procedure Rules 2010.**

**RECITALS**

1. This is an order for disclosure to be provided to this court by [*name of* *police force*].
2. The reason this request is made is to enable the court to determine proceedings related to the child[ren].
3. The local authority submitted an Annex 1 application to [*name of police force*] on [*date*].
4. This order was made at a hearing [without notice] / [on short informal notice] to [*name of* *police force*]. They have the right to apply to vary or discharge this order as set out below.
5. The timetable for the Family Court proceedings is as follows:
   1. [*date of and purpose of next hearing, timetable for filing evidence etc*]

**IT IS ORDERED [BY CONSENT] THAT:**

**(where no annex 1 request has been made or a further request needs to be made)**

**Annex 1 application**

1. The local authority shall within 3 business days submit an Annex 1 application to [*name of police force*] for the following:
   1. [*insert summary of information to be included in the Annex 1*]

**(only to be used where the police have not responded to the annex 1 request and provided disclosure within 20 business days)**

**Failure to comply with the application for disclosure**

1. [*Name of police force*] shall disclose to the local authority by [*date*] the information requested as part of the Application for Disclosure of Police Information (Annex 1).

**Digital evidence belonging to the parties**

1. [*Name of police force*] shall disclose to [the local authority] / [*name of party to whom device belongs*] by [*date*] the [*detail nature of digital evidence*] of [*name of party*] for the relevant period of [*date* – *date*] in an unredacted format, the court being satisfied that this information is necessary evidence required to be before the court.

**Digital evidence belonging to third parties**

1. [*Name of police force*] shall disclose to [the local authority] / [*name of party*] by [*date*] the [*detail nature of digital evidence*] of [*name of third party*] for the relevant period of [*date* – *date*], the court being satisfied that this information is necessary evidence required to be before the court. The Police shall serve [*name of third party*] with notice of this direction by [*date*], and there is leave to [*name of third party*] to make an application to vary this order upon notice to all parties. Should [*name of third party*] intend to make an application to vary this order, they shall do so by [*date*].

**Ongoing disclosure**

1. Upon receipt of written confirmation from the local authority that updating disclosure is required, [*name of police force*] shall provide updated disclosure including [*insert as required*] on [*list specific dates, not more than once per month up to the listed fact-finding or final hearing*].

**(for complex cases e.g. those involving murder, serious assault, or baby death)**

1. [*Name of police force*] shall, at the same time as providing updating disclosure, provide an updated table/list of what information has been provided to date and what information is considered by the police as not relevant for disclosure.
2. The local authority is responsible for serving a copy of this order on the police together with a letter providing details for service of all parties.
3. The local authority shall file at court and serve on the parties the material received from the police by 4.00pm on [*date*].
4. The information when disclosed may only be used for the purposes of these proceedings and must not be disclosed to any third party without permission of the court.

## Directions in respect of redaction

1. [*Name of police force*] must not redact any information without application to the court other than:
   1. The details of children who are not involved in these proceedings;
   2. The details of any person who declined to give witness statements; and
   3. Any material that is considered by [*name of police force*] to be “sensitive PNC material” save that if such information would need to be disclosed in any criminal proceedings it must not be redacted.

## The right to seek variation or discharge of this order

1. The [Commissioner of the Metropolitan Police] / [Chief Constable of [*name of police force*]] may apply to vary or discharge this order on 2 business days’ notice to the parties, such application to be made not later than 4.00pm on [*date no later than 14 days from date of this order*].

Dated [*date*]