

COURT OF LAW ATTENDANCE & RECORD DISCLOSURE POLICY

1. POLICY CONTEXT

This policy dictates the exceptional and rare circumstances under which Kingston Child Contact Centre (KCCC) staff or volunteers may be served a witness summons or court order to testify, give evidence, or produce documentation at the request of a client, legal representative, or associated statutory body (e.g., Social Services).

2. CONDITIONS & PROTOCOLS

- **2.1 Supported Contact Exemption:** In alignment with the National Association of Child Contact Centres (NACCC) and Family Court Judicial Protocol, Supported Centres do not author court statements and are exempt from being called to give evidence. Inquiries regarding this protocol must be directed via our website at kingstonchildcontactcentre.org.uk or via email at admin@kingstonchildcontact.org.uk.
- **2.2 Supervised Contact Consultation:** For Supervised Contact cases where a witness summons is contemplated for supervisors or volunteers, KCCC requires a formal consultation period prior to any summons being issued. KCCC reserves the right to initiate a case assessment review with the client and their legal representatives to evaluate if court attendance is strictly necessary and to identify the direct benefits to the child(ren).
- **2.3 Evidentiary Justification:** Following the reflective assessment, the party seeking the summons must provide clear, written and substantiated reasons detailing the necessity of the staff member's or volunteer's physical attendance, or production of records.
- **2.4 Witness Summons Validity:** Pursuant to Family Procedure Rules (FPR) Rule 24.4, a witness summons is only binding if it is served at least **7 days**

prior to the required court attendance date, unless a judge explicitly directs otherwise.

3. DOCUMENT MANAGEMENT & RECORD DISCLOSURE PROTOCOLS

- **3.1 Document Scope Restrictions:** In accordance with FPR Rule 24.2(5), KCCC will strictly provide or produce files before a hearing that a court could legally compel the centre to produce at the hearing itself.
- **3.2 Redaction and Data Protection:** To maintain safeguarding and data protection, any contact files, notes, or case logs prepared for court production will be fully redacted of all third-party details, private addresses, and sensitive volunteer information not central to the legal case.
- **3.3 Preparation Notice Timeline:** Parties requesting case records via a court production order must provide KCCC with a minimum of **14 business days' notice** to allow for safe data extraction, review, and lawful administrative processing.
- **3.4 Chain of Custody and Secure Handover:** All legal files prepared by KCCC will be securely delivered to the designated Court Office or legal representative via encrypted digital dispatch or via tracking postal couriers. Documents will never be released directly into a client's hand without explicit, written court direction.

4. FINANCIAL PROVISIONS & COMPENSATION (FPR PART 24 Rules)

In strict accordance with FPR Rule 24.6 and Rule 24.7(6), any witness or deponent served with a summons or court order must be offered or paid standard financial provisions at the time of service:

1. A sum reasonably sufficient to cover all travel expenses to and from the court or place of examination.
2. Compensation for loss of time as defined by Practice Direction 24A.

To account for operational disruptions, expert time, and employment structures, KCCC applies the following standard cost framework:

Rate Type	Cost Range	Payment Terms
Daily Attendance	£500 to £800	Must be paid in full by the requesting client/representative in advance of the scheduled court date.

- **4.1 Employment Status Alignment:** The final applicable rate is determined by the staff member's or volunteer's contract status (full-time, part-time, or self-employed). Attendance is strictly conditional upon a signed contract of agreement ensuring full cost coverage.
 - **4.2 Confidentiality Safeguards:** All personal and professional data regarding the witness, including the specific details of their primary employer, external organisations, or self-employment status shall remain strictly confidential.
 - **4.3 Information Sharing:** Execution signatures collected below will be shared securely with the staff member's or volunteer's primary employer, parent organisation or administrative framework for insurance and scheduling purposes.
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5. AGREED AND ACCEPTED TERMS AND CONDITIONS

By signing below, all parties formally accept the terms, conditions, and financial obligations detailed within this Court of Law Attendance & Record Disclosure Policy.

Client / Requesting Party

Field	Details
Name	_____ —
Title / Role	_____ —
Signature	_____ —
Date	___ / ___ / ____

KCCC Witness / Summoned Staff Member or Volunteer

Field	Details
Name	_____ —
Title / Role	_____ —
Signature	_____ —
Date	___ / ___ / ____

KCCC Management Authorisation

Field	Details
Name	_____ —
Title	_____ —
Signature	_____ —
Date	___ / ___ / ____

Statutory References:

- UK Ministry of Justice Family Procedure Rules (FPR) Part 24: Witnesses and Depositions Generally (Rules 24.1 to 24.14).
- FPR 24.2 & 24.7: Form and production of documents.
- FPR 24.4: Service of witness summons.

Policy Date: 18th August 2026

LEGAL NOTICE: REPORTING AND COURT ATTENDANCE TERMS

By completing this referral application, both parties acknowledge and accept the operating procedures of the Kingston Child Contact Centre in relation to the UK Family Courts:

1. **Supported Contact Services:** In accordance with the National Association of Child Contact Centres (NACCC) national guidelines, Supported Contact sessions are strictly confidential. Apart from the baseline log of attendance dates and times, KCCC does not generate written reports, monitor text dialogue or maintain case files for use in court. Staff and volunteers operating Supported Contact cannot be summoned to testify.
2. **Supervised Contact Services:** Supervised sessions are conducted entirely pursuant to an existing Court Order. Objective observational reports will be drafted by trained staff and shared transparently with both parent parties and their legal teams.
3. **Witness Summons and Financial Obligations:** Should any staff member or volunteer be served a legal witness summons to attend court or give depositions under Family Procedure Rules (FPR) Part 24, the requesting party or their legal representatives will be held entirely liable for all related costs. This includes advanced coverage of a daily attendance rate (£500 - £800), standard loss-of-time fees, and full travel expense reimbursement.
4. **Data Disclosures:** Any request or court instruction to produce records or contact logs requires a minimum processing timeframe of 14 business days and is subject to strict protective redaction procedures under current data privacy standards.

For further clarification on our operational guidelines, please review our online policies at kingstonchildcontactcentre.org.uk or submit an inquiry to our administrative office at admin@kingstonchildcontact.org.uk