

The responsibilities of the Family Proceedings Adviser include:

- to facilitate effective communication with all parties
- to ensure contact is safe; to arrange for contact to be supervised if necessary
- to support parents to be aware of the impact on their children of the current situation
- to remain impartial, unprejudiced and non-judgmental
- to maintain confidentiality
- to provide consistency of service, recording and reports
- to produce court reports within court timescales
- to record events accurately to inform the report
- to pass on concerns to other agencies
- to bring the case back to court if necessary

The responsibilities of the Family Proceedings Advisory Service include:

- to treat clients with respect, courtesy and consideration
- efficient record keeping, filing and archiving
- accurate message taking and communication
- confidentiality
- consistency of service, recording and reports



Family Proceedings Advisory Service
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States of Guernsey
Family Proceedings
Advisory Service

Putting children and young
people first

The Family Proceedings Adviser's Roles and Responsibilities



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The Family Proceedings Adviser's Roles and Responsibilities



A Family Proceedings Adviser is appointed by the Magistrate's Court or the Royal Court when parents are separating and have not reached agreement on the care of their children, the Juvenile Court (in Public Law or Adoption), or the Child Youth and Community Tribunal or the Convenor to advise on specific issues.

The Family Proceedings Adviser is appointed as an independent professional to advise and make recommendations to the Courts on the current application before the Courts or referral to the Convenor.

The FPA's role includes the following:

- to meet all the parties
- to collate information
- to carry out agency checks
- to gain the child's wishes and feelings (where appropriate) and help adults recognise what is in the children's best interests
- to facilitate communication between the parties
- to attend Court reviews and hearings

- to attend Professionals' meetings
- When appointed as a mediator, to mediate an agreement between the parties
- to liaise with parties' advocates
- to observe contact to inform the Family Proceedings Adviser's recommendation
- to refer to the Child Contact Services where necessary and collate contact reports
- to provide a report to the Court with recommendations

The Family Proceedings Adviser will refer all child protection issues to the relevant agencies, but will not undertake child protection investigations.

A Family Proceedings Adviser is allocated as and when available, a waiting list is maintained and Family Proceedings Advisers are allocated on a risk assessment priority.

Family Proceedings Advisers do not advise on financial issues or maintenance, give legal advice, therapy or counselling. The Family Proceedings Adviser does not replace the services of an advocate, or a social worker, or the police, or a contact supervisor.

The Family Proceedings Advisory Service is unable to provide an emergency or out of hours service. Each Adviser is responsible for their individual cases which are not reallocated when the Adviser is on annual or sick leave.

The Service operates an appointment system; meetings with the allocated Adviser will be by appointment, within office hours unless by prior arrangement.

