

Tribiwnlys Anghenion
Addysgol Arbennig Cymru



Special Educational
Needs Tribunal for Wales

Case friend

Declaration of suitability to act as a case friend

Please write clearly in **BLACK** ink.

This form must be completed by the case friend making a special educational needs appeal or disability discrimination claim application on behalf of a child.

This document is also available in Welsh. Please contact the Tribunal for a Welsh version of this document.

Language Preference

SENTW welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The Tribunal also welcomes phone calls in Welsh or English. You may submit forms, documents, and make written representations to SENTW in Welsh or English.

Do you want us to correspond with you in :

Welsh

English

Verbal communication:

Welsh

English

Do you wish to speak Welsh in any legal proceedings that may result from this application i.e. tribunal hearing or pre-trial review?

Yes

No

Information about the child

First Name:

Surname:

Date of Birth:

Day

Month

Year

Girl or boy:

Boy

Girl

Information about the case friend

Title First Name Surname:

Address (including postcode):

What is your relationship with your case friend:

Daytime contact telephone:

Email address:

Parental views

If you are not the child's parent, you must tell us about either

- the views of the child's parent about your wish to act as the case friend for their child, **or**
- the reasons why you have not established the parental views.

Restrictions on people acting as case friends

You may only be a case friend if:

- you are not a person barred from regulated activity relating to children within the meaning of the Safeguarding Vulnerable Groups Act 2006, chapter 47, section 3.

Exercising rights on behalf of the child

As the child's case friend you must agree to:

- make representations and exercise rights fairly and competently on behalf of the child;
- have no interest adverse to that of the child; **and**
- ensure that all steps and decisions taken on behalf of the child are for the benefit of the child and take account of the child's views.

Serving a copy of the declaration

You must give a copy of this completed signed declaration form to:

- the child's parent; and
- anyone else who is a party to the appeal and/or claim

Evidence of suitability to act as a case friend

If you are a close relative of the child you may attach any evidence which you think supports your suitability to act as a case friend.

A close relative of the child is the child's parent, step parent, brother, step brother, sister, step sister, grand-parent, uncle, aunt, nephew or niece.

If you are **not** a close relative of the child as described above, you **must** attach an enhanced disclosure certificate issued by the Disclosure and Barring Service confirming your suitability to work with children. SENTW will make a record of the disclosure certificate number and its start and expiry date. The certificate will be returned by recorded delivery.

Your declaration and signature

By signing this form I am confirming that:

- I have read and understood all the information contained in this form.
- I am not a person who is barred from activity relating to children within the Safeguarding Vulnerable Groups Act 2006 Section 3 ("the children's barred list).
- If I am not a close relative as described above, I have attached an enhanced current disclosure certificate issued by the Criminal Records Bureau confirming my suitability to work with children.
- I will exercise the rights of the child in accordance with the requirements set out above.

- I have included the parental views about my wish to act as a case friend for their child **or** reasons why I have not established their views.
- I have served a copy of the completed declaration on the child's parent, if I am not the parent, and on anyone else who is party to the appeal and / or claim.

Signed:

Name: (IN CAPITALS)

Date:

Please make sure that you return this form to:

SENTW

Government Buildings

Spa Road East

Llandrindod Wells, LD1 5HA

If you need to contact us by telephone our number is: 0300 025 9800