# Exceptional Fee Request Form

*(based on the exceptional fee criteria which appears in Annex A (page 35) of fee guidance)*

A list of criteria to be used when applying for or deciding on a payment for additional exceptional fees is provided. This list applies to work that relates to children’s hearing and court situations. Of themselves, each criteria may not justify an exceptional fee and it is expected that a combination of criteria will apply.

**Safeguarder Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCRA Reference Number(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Exceptional Fee Criteria** | **Circumstance of the case** |
| **1** | **The complexity of the law or procedure involved within which the Safeguarder needs to perform their role.**  It is to be assumed that the Safeguarder has sufficient knowledge and competency to perform their role and to operate within their role in a hearing or at court. There may be particular issues of complex law in a case or the Safeguarder may require to be assisted within a forum with complex procedure in situations where their role in the case demands significant additional time for them to prepare for or conduct themselves in their role. Where the response required involves an additional resource such as a legal representative or advisor, this may not justify exceptional payment to the Safeguarder. |  |
| **2** | **The amount of disputed facts or evidence to be understood by the Safeguarder to perform their role.**  It is to be assumed that the range of volume of work in a case will differ and that some cases may involve significant work whilst others may not. Where the volume of work goes beyond significant to exceptional, for example where more than a week’s additional work is required this may indicate an exceptional demand on the Safeguarder. All exceptional work must relate to that required for the Safeguarder to perform their role. |  |
| **3** | **The complexity of the facts or evidence to be understood by the Safeguarder to perform their role.**  It is to be assumed that there may be some need for Safeguarders to research information about a child, their circumstances, particular resources or health conditions. Where this research involves an exceptional amount of research and where the information being researched is particularly complex itself, this work may be considered to be exceptional. The work must be required for the Safeguarder to perform their role in the particular circumstances of the child’s case. |  |
| **4** | **The amount of expert testimony or expert contribution expected to be understood by the Safeguarder to perform their role.**  Comments above apply. The volume and complexity has to be exceptional and not just significant. Again the work required has to relate to the need for the Safeguarder to perform their role for that particular child’s case. |  |
| **5** | **The number and nature of information or productions.**  Comments above apply. The volume and complexity has to be exceptional and not just significant. Again the work required has to relate to the need for the Safeguarder to perform their role for that particular child’s case. |  |
| **6** | **The number, nature and location of witnesses or people that require to be interviewed.**  Comments above apply. The volume and complexity has to be exceptional and not just significant. Again the work required has to relate to the need for the Safeguarder to perform their role for that particular child’s case. |  |
| **7** | **The length of time required for consideration of the issues by a court or children’s hearing.**  Length of itself may not be a sole consideration. Length may indicate complexity which may justify exceptional work, particularly in preparation. Length involving inactivity or unnecessary delay may not justify exceptional consideration. |  |
| **8** | **The separation of children within one appointment.**  Where children within the one appointment become separated out into two or more groupings and these groupings are dealt with within the hearing system as two or more separate sets of cases, e.g. separate hearings and separate reports, an additional appointment fee or fees may be considered appropriate. Where separate groupings occur temporarily for administrative reasons, this would not justify exceptional consideration. |  |

Please email completed form to [safeguarderspanel@children1st.org.uk](mailto:safeguarderspanel@children1st.org.uk)