

Criminal casework

Separating families for deportation and detention purposes

Separating families for deportation and detention purposes

About this guidance

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This guidance tells you about Immigration Enforcement's current policy on decisions to separate family members of foreign national offenders (FNOs) as a consequence of deportation or removal.</p> <p>It also explains what defines a family unit for these purposes, what considerations must be taken into account, and how the process must be managed.</p> <p>There are situations where an individual claims to have established a family life in the UK with a child within the meaning of Article 8 of the European Convention on Human Rights (ECHR), but has failed to provide evidence or demonstrate that a family life does actually exist.</p> <p>Where a decision to remove or deport is made on the basis that no family life has been established (for example because no evidence has been presented and the individual has otherwise been unable to demonstrate that a family life exists), this guidance on separating families does not apply. For more information on defining family life see related link: 45 Family cases.</p> <p>This guidance also does not apply where a FNO is choosing to leave voluntarily under the facilitated returns scheme (FRS), unless the whole family are leaving voluntarily and criminal casework is making a decision to effect the removal of the FNO's family members in advance.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts - This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owners – This page tells you about this version of the guidance and who owns it.</p>	<p>In this section</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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	Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.	
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Separating families for deportation and detention purposes

Changes to this guidance

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	This page lists the changes to the separating families for deportation and detention purposes guidance, with the most recent at the top.		Related links Policy and principle Definition of 'family unit' Consideration and process When to submit for authority to separate a family unit How to process a family separation referral See also Contact Information owner Links to staff intranet removed
	Date of the change 29 May 2013	Details of the change Six month review by the modernised guidance team: <ul style="list-style-type: none">• Policy and principle:<ul style="list-style-type: none">○ ninth paragraph, first bullet point, reference to Immigration Rules paragraphs 396 to 400 added• Definition of 'family unit':<ul style="list-style-type: none">○ fifth paragraph changed○ ninth paragraph changed○ tenth paragraph added• Consideration and process:<ul style="list-style-type: none">○ fourth paragraph, reference to Immigration Rules paragraphs 396 to 400 added• When to submit for authority to separate a family unit:<ul style="list-style-type: none">○ sub-heading 'Stages at which AD authority may be sought', third paragraph changed○ sub-heading 'Families with no children under 18', second paragraph, reference to Immigration Rules paragraphs 396 to 400 added• How to process a family separation referral:	

		<ul style="list-style-type: none"> ○ fourth bullet point changed ○ eighth bullet point changed • Minor housekeeping changes. 		
	9 November 2012	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Minor housekeeping changes. 		
		For previous changes to this guidance you will find earlier versions in the archive. See related link: Children and family members - Archive .		

Separating families for deportation and detention purposes

Policy and principle

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page tells you about Immigration Enforcement's general policy governing detention in family cases dealt with by criminal casework.</p> <p>The guidance also explains the principles criminal casework caseworkers consider when considering separation of families for deportation purposes.</p> <p>Detaining any foreign national under immigration legislation is a serious step. There must be a presumption of not detaining in all cases. While this policy applies to criminal cases dealt with by criminal casework, the presumption in favour of release may be outweighed by the risk to the public of harm from reoffending or the risk of absconding, with evidence of a previous lack of respect for UK law. Where any detention is considered, there must be a clear and reasonable prospect of deportation or removal in the foreseeable future.</p> <p>The detention policy applied to criminal casework cases is set out in chapter 55 of the enforcement instructions and guidance (see related link: 55 Detention and temporary release). The operational process is set out in the criminal casework detention process instruction (see related link: Criminal casework: Detention).</p> <p>Immigration Enforcement's approach to managing the return of families with children is now to manage return without detention in an immigration removal centre. It is designed to encourage understanding, acceptance and compliance, which will lead to departures of families (preferably together as a unit), where it has been decided that they have no legitimate basis to continue remaining in the UK. For more information, see related link: Managing the return of families with children.</p> <p>Immigration Enforcement will always seek to arrange the coordination of the deportation or removal of family members from the same unit whenever this is practical. Chapter 45 of the enforcement instructions and guidance provides further details on maintaining the family unit (see related link: 45 Family cases).</p> <p>Immigration Enforcement is also committed to neither detaining both parents, nor a single</p>	Related links See also Links to staff intranet removed
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	<p>parent, where that decision will result in a child being taken into care. However, there may be circumstances where you decide to detain a parent where:</p> <ul style="list-style-type: none"> • a child is already in care, or • they are being cared for by a parent or other relative in the community. <p>Unless the local authority would not immediately take steps towards reuniting the family upon release of the parent, this is only likely to be suitable in cases where the risk to the public and/or risk of absconding are assessed to be very high.</p> <p>When considering any decision to separate any subsisting family unit, you must always make sure you take into account the duty to safeguard and promote the welfare of any children involved. However, the separation of a family unit may be justified for the purposes of effecting the deportation of the foreign national offender (FNO) and, where suitable, removal of the family members where:</p> <ul style="list-style-type: none"> • there is evidence that a FNO belongs to a subsisting unit of family members who are considered to fall within the scope of ‘family life’ as defined by article 8 of the European Convention on Human Rights (ECHR) but paragraphs 396 to 400 of the Immigration Rules indicate that deportation remains appropriate (for more details on this see link on left: Definition of ‘family unit’ and related link on right: Immigration Rules Part 13 - Deportation) • it is not possible to remove one or all these family members with the FNO when they are deported • detention of the FNO under immigration powers is justified in line with detention policy following completion of a custodial sentence until deportation is effected, and/or • family members are not liable to removal and wish to remain in the UK. 	
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Separating families for deportation and detention purposes

Definition of 'family unit'

Policy and principle	<p>This page tells you about Immigration Enforcement's approach to defining a family unit for the purposes of family separations as part of decisions made by criminal casework caseworkers to deport and detain.</p> <p>The concept of the 'family unit' cannot be defined by one single indicator alone. It is based on whether it is considered there are sufficiently close family ties and dependencies to constitute 'family life' within the meaning of article 8. This can be demonstrated in various arrangements of family circumstances.</p> <p>In many cases it will be easily measurable on the basis of the closeness of family relations. Generally close, immediate relationships where they cohabit tend to demonstrate article 8 is applied in respect of family life. Extended or distant relationships tend not to. Practically, a family unit with close ties would usually reside together.</p> <p>But there will be family circumstances where perhaps only one of these general assumptions is relevant, yet 'family life' under article 8 will still be deemed to exist. You must consider those relations as a family unit for immigration purposes, and the family separation process will be applicable.</p> <p>For example, two married parents and their two children are living together at the same address in a subsisting close unit up to incarceration of one of the parents as a foreign national offender (FNO). In that case, it will be fairly apparent that a 'family life' within an article 8 context exists once appropriate evidence of this is received by criminal casework.</p> <p>But if a FNO was a carer for a member of their extended family such as an uncle, this may qualify as 'family life', despite the fact they are not close relations. They must be able to prove this was exceptional by sending the relevant evidence to criminal casework. Also, if a FNO did not actually live with their child, but evidence suggests they maintain close contact and a strong bond this could meet the article 8 definition of 'family life', despite the fact the FNO and child were not cohabiting.</p>	Links to staff intranet removed
Definition of 'family unit'		
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	<p>On the other hand, even if both the general indicators of a family life appear to have existed, dynamics within those relationships may in fact mean that family life in the context of article 8 is not demonstrated.</p> <p>An example would be where a wife and child of a FNO, who lived with him before incarceration, make it clear they no longer have any contact with him, and have no intention to renew family ties when the FNO is released. This may be associated with offences committed by the husband against the wife or child and there may even be legal proceedings in place preventing the husband from having contact with these family members.</p> <p>Therefore, despite the fact they are closely related, and cohabited up to the point of the FNO being taken into custody, 'family life' would no longer be considered to exist. You would not need to get authority to separate these family members when you are ready to deport or remove any of them. Also their departures would not need to be coordinated.</p> <p>You must always be aware of the possible variations on 'family life' and that simple closeness of relationships and cohabitation (or lack of) do not always show whether a FNO and any family member has a 'family life' within the meaning of article 8. The consideration must be on a case-by-case basis.</p> <p>When considering if a FNO (and any family members) should be deported you must refer to the relevant paragraphs of the Immigration Rules on article 8 consideration, even if a family life has been proven and article 8 is applied. You must consider the rules regarding criminality, in particular.</p> <p>Paragraphs 396 – 400 of the Immigration Rules set out the circumstances when deportation cannot proceed because of the FNO's article 8 rights.</p>	
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Separating families for deportation and detention purposes

Consideration and process

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This section tells you about the general considerations and processes undertaken by criminal casework when family separation is necessary in deportation and removal cases.</p> <p>When making a proposal to separate a family unit, you must demonstrate that any safeguarding child welfare issues have been taken into account, and weighed against the need to pursue deportation or removal.</p> <p>There is a complex balance between:</p> <ul style="list-style-type: none">• allowing a child to continue their life in the community in which they have formed genuine ties, and• reuniting the child, where it is right to do so, with a parent who is to be deported. <p>Close attention must be given to article 8 of the European Convention on Human Rights (ECHR), and article 3 of the United Nations Convention on the Rights of the Child (UNCRC). Both these paragraphs have been further defined by the introduction on 9 July 2012 of paragraphs 396 to 400 of the Immigration Rules. For more information, on these areas see related links: Human rights and other key considerations, and Immigration Rules Part 13 - Deportation.</p> <p>Any decision to separate a family, even on a temporary basis, requires consultation with the office of the children's champion (OCC) before the matter is referred onwards for clearance. If the separation proposal forms part of an 'ensured' return plan under the managing family returns process, you will need to get advice from the independent family returns panel about the best way to carry out the departure with minimum impact on the child's wellbeing. For more information, see related links:</p> <ul style="list-style-type: none">• Managing the return of families with children• How to process a family separation referral.	<p>In this section</p> <p>When to submit for authority to separate a family unit</p> <p>How to process a family separation referral</p> <p>Family separation where the FNO wishes to leave voluntarily</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Separating families for deportation and detention purposes

When to submit for authority to separate a family unit

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page tells you at which stage the criminal casework caseworker must submit for authority to separate a family in foreign national offender (FNO) cases, and at which level that authority currently sits.</p> <p>The core guidance on separation of families is set out in chapter 45 of the Enforcement Instructions and Guidance (EIG) (see related link: 45 Family cases), and you must refer to it when dealing with family separations. The guidance below relates more specifically to FNO cases.</p> <p>Evidence of a subsisting family life</p> <p>You only need to get authority from an assistant director (AD) to separate a family unit for deportation (and where applicable detention) purposes, once sufficient evidence of a subsisting family life has been gathered. When considering deportation of a FNO, in cases where there is no evidence, you do not need to get authority to separate a family unit, as there will be nothing to show that one exists.</p> <p>To fully consider whether there is subsisting family life, you must follow all of the instruction in the section 'Detaining foreign national offenders with parental responsibility', see related link, which covers:</p> <ul style="list-style-type: none">• Determining parental responsibility• Subsisting family relationships• Local authority children's services• Considering children's circumstances• Considering the FNOs circumstances• Making the decision. <p>Stages at which AD authority may be sought</p> <p>Once you have sufficient evidence to show the FNO does have a subsisting family life, and it has been decided that it is proportionate to pursue the deportation of the FNO, you must get</p>	<p>In this section</p> <p>How to process a family separation referral</p> <p>Family separation where the FNO wishes to leave voluntarily</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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	<p>authorisation to separate the family unit in one of three scenarios:</p> <ul style="list-style-type: none"> • If the FNO is in custody at the point the deportation decision is made. If the FNO is detained under immigration powers at the point the deportation decision is made, then the request for AD authorisation will also cover separation for the purposes of continued detention: <ul style="list-style-type: none"> ○ In 1971 Immigration Act cases, this will be before the issue of the notice of intention to deport (ICD.1070) and reasons for deportation letter (ICD.1914), although you must note the variation on this for imminent release cases (see below). ○ In 2007 UK Borders Act cases, this will be at the point the submission for the deportation order is made. • If the FNO is in the community at the point the deportation decision is made. If the deportation decision has already been made and the decision is made to detain a FNO in the community under immigration powers, you must get AD authority to separate the family before they are detained. • In all other cases, after any deportation appeal has been dismissed, or if one has not been lodged, but before you set any removal directions. <p>You must remember it will not be necessary to get AD authority for a family separation before deportation action is initiated. The point of decision will be the usual stage at which to get AD authority in most cases.</p> <p>It will not normally be necessary for you to get AD authority for family separation more than once in any case, as long as authority has been sought for detention (when re-detaining a FNO who is in the community) and removal. The exception to this is where family circumstances have changed substantially since the original authority to separate the family was obtained.</p> <p>If you are unsure if AD authority is required, for example if a substantial period has elapsed since the last decision, you must consult a senior caseworker.</p> <p>Imminent release cases</p> <p>In the case of FNOs who are to be considered for deportation but (usually as a result of short custodial sentence) are due for release from custody within 48 hours, they will only be</p>	
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	<p>liable to be detained under immigration powers on completion of their sentence if they have been served with:</p> <ul style="list-style-type: none"> • an ICD.0350AD in 2007 UK Borders Act cases, or • both the ICD.1070 and ICD.1914 in 1971 Immigration Act cases. <p>In 1971 Immigration Act cases, to make possible a smooth transition between custodial and immigration detention, the ICD.1070 and ICD.1914 along with the detention notice (IS.91) may be served before referral for AD authority to separate the family, but you must get authority for the family separation within seven days of the person entering detention.</p> <p>During that period you must assemble the necessary information and complete a referral to the office of the children's champion (OCC) for the AD to make a fully informed decision. If for any reason that authority is not obtained, action must be taken to release the FNO with any appropriate restrictions.</p> <p>Detention review</p> <p>You must review any detention every 28 days in line with policy. If one of the following factors applies to a FNO case, you must review their detention immediately:</p> <ul style="list-style-type: none"> • a child is in care and remains in care as a result of the detention • the FNO is a single parent and the child is living with family and/or foster carers as a result of the detention • concerns have been raised about child welfare • siblings will be split up by detention of a parent • both parents are FNOs and in custody and/or detention • the child has special needs. <p>In these kinds of cases, you must balance the welfare of the child against the other risk factors in the case, to determine whether the risk of harm to the public or risk of absconding posed by the FNO outweighs the best interests of the child. You are reminded that Immigration Enforcement has agreed not to detain parents where that will cause a child to be taken into care, except in the most exceptional circumstances.</p>	
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	<p>Where one of the above factors becomes evident, and the FNO is currently detained, you must prepare a release referral, which must be authorised by the strategic director (SD).</p> <p>Families with no children under 18</p> <p>The policy in chapter 45 of the EIG (see related link: 45 Family cases) has now been changed so that authority is no longer needed for the separation of a family unit with no children or where any children are over the age of 18.</p> <p>You will need to consider any family life issues in the context of article 8 of the European Convention of Human Rights (ECHR) and paragraphs 396 to 400 of the Immigration Rules as part of the deportation decision. See related link: Immigration Rules Part 13 - Deportation.</p>	
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Separating families for deportation and detention purposes

How to process a family separation referral

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page tells you about the process criminal casework caseworkers must follow to separate a family in foreign national offender (FNO) deportation cases.</p> <p>You must follow this step-by-step guidance when you need to separate a family:</p> <ul style="list-style-type: none">• If deportation of the FNO is considered appropriate, you must assess whether there is information to suggest the FNO belongs (or would belong if not in custody) to a subsisting family unit in the UK within the context of article 8 of the European Convention on Human Rights (ECHR). If there appears to be no element of dependency or subsisting relationship between the FNO and family members, and they are not considered to have 'family life' within the context of article 8, then a family separation will not be relevant. If there is evidence of 'family life' under article 8, continue as below.• Assess if it will be necessary to separate the family unit for deportation purposes. For instance, will family members be deported or removed with the FNO. If you consider there will be no separation to the family, there will be no need to continue. If there is, and there are children under 18 in the family unit, continue as below.• Contact the relevant local authority children's services (LACS) to establish whether they have contact with the family, and ask them to supply any relevant information regarding child protection issues.• Contact the office of the children's champion (OCC) for advice by emailing a referral template (ICD.4361). This must be completed as fully as possible to provide OCC with all the details they may require to give sound advice on the child welfare issues. This will make sure criminal casework can act in line with their duty to safeguard and promote child welfare under section 55 of the Borders, Citizenship and Immigration Act 2009. For further details, see related link: How to contact the OCC.• Carefully consider all information, including the reply from the OCC, to establish whether any child requires protection from a child welfare agency in the UK, and whether proposed action by criminal casework would have any adverse impact on their welfare.• If deportation is considered to still be appropriate and it is necessary to separate the	<p>In this section</p> <p>When to submit for authority to separate a family unit</p> <p>Family separation where the FNO wishes to leave voluntarily</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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	<p>family from the FNO, seek approval from a senior caseworker (SCW).</p> <ul style="list-style-type: none"> • If agreed by a SCW, email the completed ICD.4361 and ICD.1914 (conductive cases) or deportation order submission (automatic cases) to the local assistant director (AD) for authority to separate the family. That is, if a deportation decision has already been made and authority is needed to detain a FNO currently in the community, then this referral must be made before detention is started. If, in other cases, authority is needed following a dismissed appeal against deportation, a copy of the determination must be included with the referral. This email must be copied to the briefing and correspondence team (BCT) for management information purposes. • Once authorised by the AD, follow the deportation process in the usual way, as set out in the deportation process instructions (see related links: Managing foreign national offenders under 18 years old, Automatic deportation, and Deportation of family members of foreign national offenders). • All deportation order (DO) submissions must include detailed consideration of the effect of the separation on the family and, where the case involves children, particular consideration to the need to safeguard and promote their welfare. You must record all this information and analysis on the Home Office file and CID. The submission must include confirmation that OCC advice was sought, received and considered. 	
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Separating families for deportation and detention purposes

Family separation where the FNO wishes to leave voluntarily

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page tells you about the requirement for criminal casework caseworkers to contact the office of the children's champion (OCC) in separation cases where the foreign national offender (FNO) wishes to leave the UK voluntarily.</p> <p>Normally, in family separation cases, you must contact the OCC for advice as to the impact on the child and/or children of the separation decision (see related link: When to contact the OCC). However, where a FNO has confirmed that they want to leave the UK and they are going voluntarily, the OCC have confirmed they only need to be informed in the following circumstances:</p> <ul style="list-style-type: none">• where the FNO is a single parent• where the FNO is the primary care giver• where the child and/or children are known to the local authority children's services (LACS) for child protection.	<p>In this section</p> <p>When to submit for authority to separate a family unit</p> <p>How to process a family separation referral</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Separating families for deportation and detention purposes

Detention of parents

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page tells you about Immigration Enforcement's policy, followed by criminal casework caseworkers, for the detention of one or both parents for deportation purposes when their child or children are in care.</p> <p>Immigration Enforcement has made a commitment that it will not detain two parents, or a single parent, where that decision will result in a child being taken into care. However, there may be circumstances when you decide to detain a parent where their child:</p> <ul style="list-style-type: none">• is already in care, or• where they are being cared for by the other parent or another relative in the community. <p>In these circumstances, and where it is proposed to deport or remove a parent without their child, you must get authority to separate the family.</p> <p>The same process, as described in the link on left: Consideration and process, must be followed:</p> <ul style="list-style-type: none">• submit a referral template to the office of the children's champion (OCC)• consider their advice, and• if proceeding with the separation, refer the template to an assistant director for clearance, copying in the briefing and correspondence team (BCT) to note (see related link: Email BCT). <p>For more information on the issue of detention of parents, see related link: Detaining foreign national offenders with parental responsibility.</p>	Related links Links to staff intranet removed
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Separating families for deportation and detention purposes

Family members who are not part of the family unit

Policy and principle	This page tells you how criminal casework caseworkers handle family members who are not considered to be part of a foreign national offender (FNO)'s family unit for the purposes of deportation.	
Definition of 'family unit'		
Consideration and process	If there is a family member who is for whatever reason not considered to be part of the FNO's family unit within the definition of 'family life' under article 8 of the European Convention on Human Rights, no deportation action as a dependent relative of the FNO should be taken. See link on left: Definition of 'family unit'.	
Detention of parents		
Family members not part of the family unit	However, if there is evidence that person may be liable to removal for an immigration offence in their own right, you must refer the matter to the relevant immigration compliance and enforcement (ICE) team (formerly known as local immigration team (LIT)) to consider enforcement action as appropriate.	
Children part of the family unit not being deported	If a child is not considered part of a FNO's family unit for deportation purposes, and any investigations by you reveal any child welfare concerns, you must report these immediately to the relevant local authority children's services (LACS) to take forward. If the child is going to be referred to an ICE team for further consideration of their immigration status, any child welfare concerns must be reported to LACS before you refer the case to the ICE team.	

Separating families for deportation and detention purposes

Children in the family unit who are not being deported

Policy and principle	<p>This page tells you how criminal casework caseworkers handle children who are considered to be part of a foreign national offender (FNO)'s family unit for the purposes of deportation, but will not be deported or removed with the FNO for welfare reasons.</p> <p>You will come across cases of children who are part of a FNO's family unit, but will not be deported or removed from the UK because they have particular welfare needs which can only be met by being separated from their parent(s). For example, where a court has found that one or both parents were responsible for significant harm inflicted on the child.</p> <p>The local authority children's services (LACS) department where the child is resident is responsible for assessing whether such conditions apply. In these cases, parents may be deported once the court has decided the local authority should be granted a full care order while the child remains in suitable long-term care arrangements in the UK.</p> <p>If the child has no lawful basis of stay in this country either under the UK Immigration Rules or European Economic Area (EEA) regulations, you must arrange to have their stay regularised before the FNO is deported, unless the other parent has custody of the child and is in the UK. That parent must be asked to submit an application for leave to remain. Once the application has been received and validated this will be processed by the relevant temporary migration casework team.</p>	
Definition of 'family unit'		
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Separating families for deportation and detention purposes

Contact

Policy and principle Definition of 'family unit' Consideration and process Detention of parents Family members not part of the family unit Children part of the family unit not being deported	<p>This page explains who to contact for more help with separating families for deportation and detention purposes.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email criminal casework operational process and policy team (CCOPPT) using the related link: Email CCD process team.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p>Related links See also</p> <p>Changes to this guidance</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Separating families for deportation and detention purposes

Information owner

[Policy and principle](#)

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[Family members not part of the family unit](#)

[Children part of the family unit not being deported](#)

This page tells you about this version of the separating families for deportation and detention purposes guidance and who owns it.

Version	6.0
Valid from date	29 May 2013
Policy owner	Criminal casework operational process and policy team (CCOPPT)
Cleared by director	Angela Kyle
Director's role	CCD Director
Clearance date	19 October 2011
This version approved for publication by	Kevin Gardner
Approver's role	Assistant director, criminal casework
Approval date	20 September 2012

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT using the related link: Email CCD process team, who will ask the MGT to update the guidance if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

Related links

See also

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed