

## Common Assessment Framework (CAF)

Please ✓ all appropriate boxes

- Complete this assessment when you feel that a baby, child or young person may have additional needs which their current level of provision is not addressing.
- The purpose of this assessment is to gather evidence of the baby, child or young person's strengths and needs, taking account of their family circumstances. It will provide the basis for decisions about the scale and nature of any additional support the baby, child, young person or family/carer may need.
- You do not need to complete all assessment factors; concentrate on the presenting issues.
- Follow your local Area Child Protection Committee (ACPC)/Local Safeguarding Children Board (LSCB) established child protection procedures as soon as any requirement to do so is identified.

### Why the CAF is important

It will ensure that whenever a baby, child or young person is assessed, an established assessment model is followed. This means that:

- evidence is consistently recorded to high, credible standards;
- practitioners will work together and share information more effectively.

### Completing the assessment

#### Assessment summary

As a minimum you should provide an indication that you have considered all three domains listed. You are not required to deal with all factors, concentrate on the presenting need(s).

#### Assessment evidence

Practitioners should take care about how they present the different types of evidence they may use in assessment. All those providing information should take care to distinguish between fact, observation, allegation and opinion. 'Views, wishes and intentions' need to be noted alongside areas of agreement and disagreement. (**Working Together to Safeguard Children.**)

Lastly, you will need to complete the 'Conclusions, solutions and actions' section detailing what needs to be done, by whom and by when. If more than one practitioner is involved, a lead professional should be identified.

#### Sharing the assessment

In most circumstances the child or young person (if they are of sufficient age), or their parent or carer, should be provided with a copy of the assessment. This must not be done if it could put the baby, child or young person at risk of harm.

If, as a result of your assessment, you conclude that it will be beneficial to work with other agencies, and the child, young person, or their parent or carer agrees, you should forward the agency a copy of this assessment.

#### Additional information

The guidance accompanying this form contains examples of what evidence to look for. However, they are not presented as an assessment 'script' for you to work through, they are for your guidance only. As someone who knows the baby, child or young person, you are best placed to determine the best way to address each of the factors for each individual child in unique, sometimes complex circumstances.

For babies, children or young people with significant levels of disability, be careful to take account of the real progress being made. For example, comments on 'speech, language and communication, development' should, for a baby, child or young person with a disability, refer to their preferred means of communication, where relevant.

**Exceptional circumstances ~ Significant harm and putting others at risk of harm**

If at any time during the course of this assessment you feel that a baby, child or young person is "a **child in need**" which includes being at risk of significant harm, you must follow your local Area Child Protection Committee (ACPC)/Local Safeguarding Children Board (LSCB) procedures in the normal way and as set out in the booklet **'What To Do If You Are Worried A Child Is Being Abused'**.

Similarly, children or young people putting others at risk of harm, for example, by their threatening behaviour, should be dealt with immediately using established procedures operated locally.

**Details of baby, child or young person being assessed**

First Name:		Date of Birth:	/	/
Surname:		Also known as:		
Gender:	Male <input type="checkbox"/>	Female	<input type="checkbox"/>	
Address:				
		Postcode:		
Contact Tel No. (inc. code):				
Unique Ref. No. (if known):				
Update/version no. (if known):				

**Details of all person(s) with parental responsibility**

Name:				
Relationship to baby, child or young person:				
Address:				
		Postcode:		
Contact Tel No. (inc. code):				
Name:				
Relationship to baby, child or young person:				
Address:				
		Postcode:		
Contact Tel No. (inc. code):				
Name of parent or carer present at the assessment:				
Name(s) of other adults within household:				
Frequency of contact with absent parent:				

**Details of person(s) undertaking assessment**

Name of person(s) undertaking the assessment:				
Address:				
		Postcode:		
Contact Tel No. (inc. code):				
Agency:				
Name of lead professional (where applicable):				





## Common Assessment Framework (CAF) Assessment Summary – Identify Strengths & Needs

Please identify strengths and needs. There is no need to comment on all factors. For definitions see CC 2011C.  
Please ✓ all appropriate boxes

### 1. Development of baby, child or young person

#### Health:

Including general health, physical development, speech, language and communications development

#### Emotional and social development:

#### Behavioural development:

#### Identity, including self-esteem, self image and social presentation:

#### Family and social relationships:

#### Self care skills and independence:

#### Learning:

Including understanding, reasoning and problem solving, participation in learning, education and employment, progress and achievement in learning, aspiration:

**2. Parents and Carers**

Basic care, ensuring safety and protection:

Emotional warmth and stability:

Guidance, boundaries and stimulation:

**3. Family and environmental**

Family history, functioning and well-being:

Wider family:

Housing, employment and financial considerations:

Social and community elements and resources, including education:

**Supporting evidence (strengths and needs identified):**

Provide evidence to substantiate your conclusions and recommendations. Work with the baby, child or young person and/or parent or carer, and take account of their views. Record any major differences of opinion.

What evidence is your assessment of strengths and needs based upon?

**CONCLUSIONS, SOLUTIONS AND ACTIONS**

Now you have completed the assessment, you need to record conclusions, solutions and actions. Work with the baby, child or young person and/or parent or carer, and take account of their ideas, solutions and goals.

What are your conclusions (for example, strengths, no additional needs, additional needs, complex needs, risk of harm to self or others)?

What action is needed immediately?

What actions do you recommend (for example, no further action, continue to work with the baby, child or young person or multi-agency meeting)?

What are we going to do, and by when (for example, you, your agency, other agencies, the child or young person and their family)?

How will you review the progress:

Date for review:        /        /

How will you know when things have improved (you may wish to refer the five priority outcomes described in the CAF pre assessment checklist)?

Child or young person's comment on the assessment, and actions identified:

Parent or carer's comments on the assessment, and actions identified:

**Consent for information storage and information sharing**

I understand the information that is recorded on this form and that it will be stored and used for the purpose of providing service to:

Me     This baby, child or young person, for whom I am: -    Parent     Carer

I agree to the information recorded on this form being shared with the other people/services listed who may be able to help provide services to:

Me     This baby, child or young person, for whom I am: -    Parent     Carer

The information may be shared with the following people/services:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:        /        /

Assessor's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:        /        /