

Steps in the CAF process:

1. Use the pre-assessment checklist to decide if a CAF would help
2. Gain consent of the family/young person
3. Contact the CAF administrator: check whether a CAF already exists on the child & register the CAF noting the reference number given.
4. Check who else is working with the child/family
5. Meet with family to complete the CAF assessment form with them
6. Discuss the completed CAF at the locality CAF panel if required
7. Decide which services or professionals might be able to help
8. Organise a Team around the child meeting, if required
9. Formulate and agree an action plan with the Team around the child & the family
10. Appoint a Lead Professional with the Team around the child & the family, if required.
11. Share CAF with any specialist agency you make a referral to
12. Provide on going support
13. Review delivery of services at agreed intervals with Team around the child & family
14. Agree further plans if needs not met
15. Close involvement if needs met
16. Inform the CAF administrator that the CAF process has ended.

Sources of information for CAF in Dorset

If you require advice or support to assist you, at any stage in the CAF process we have a Lead Professional advice and support network listed on the Dorset For You website:-

www.dorsetforyou.com/caf

Contact your locality coordinator or the CAF Coordinator:

Liz Chapman:

Tel: 01305 361447

email: liz.chapman@dorset-pct.nhs.uk

The website also gives names of representatives from a variety of agencies, who may be able to assist with specific issues related to your area of practice

Other useful websites:-

www.everychildmatters.gov.uk

To check if a CAF has been registered & to obtain a reference number, please telephone the CAF Database Administrator:

Miss Lee Bentley: 01305 228657
lee.bentley@dorsetcc.gov.uk

Visit: www.dorsetforyou.com/caf

- For all information and guidance regarding CAF in Dorset
- For all CAF documentation, including CAF forms, the pre-assessment checklist and information leaflets for families

CAF Common Assessment Framework

Quick guide for practitioners

Dorset County Council



Improving the quality of life for people in Dorset,
now and for the future

What is CAF?

- CAF is a universal assessment tool, based on the Every Child Matters 5 outcomes
- CAF provides a framework for multi-agency working for children in levels 1 & 2
- CAF puts families at the heart of the process
- CAF provides for a Lead Professional to coordinate service delivery to children

How can the CAF process help?

- Help to identify needs at an early stage
- Fully involves the family/young person
- Provides a structure for recording & sharing information
- Helps to engage & access other services
- Provides a single point of contact for the family
- Helps prevent repeated assessments

If at any stage of the CAF process you think that a child/young person is at risk of harm

You should make a referral to Children's Services under Dorset LSCB safeguarding children procedures (Yellow Folder)

Who can CAF help?

- Unborn babies
- Infants
- Children
- Young People up to the age of 18
- Teenage parents

What issues can the CAF help with?

- Health
- Welfare
- Behaviour
- Progress in learning
- Any area of well-being
- Periods of transition

The CAF is designed for use when:

- You are concerned about a child's progress
- The needs are unclear
- The needs are broader than your service can address
- A CAF would help identify the needs
- A CAF would engage other services
- A CAF would improve multi-agency working

When to do a CAF

Any time you think a child/young person will not progress towards the **Every Child Matters 5** outcomes, without additional services

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being