Common Assessment Framework

Welcome to a different way of helping Families

www.wakefield.gov.uk
What is the common assessment framework?
The Common Assessment Framework (or CAF) is a way of working with families by listening to you and your children to find out what your needs are, and what is working well in your life. It aims to support you and your family when you need it.

An action plan, agreed with you and your family, is also put in place to make sure you get the right support at the right level and at the right time.

The CAF is voluntary - you and your family can choose to be involved.

When you and your family need extra support, we want to find the best way forward as soon as possible. This leaflet explains a way for everyone to work together which puts you and your family at the heart of decisions made about you and your family.

How will the CAF help my family?
The CAF exists to help you support your family. It can lead to a quick solution or help to identify extra support if needed.

The CAF will ensure that everyone involved with your family - such as teachers and health visitors - work together to support you.

The CAF will help your family receive the right support at an early stage before their needs increase. As the CAF is a shared assessment, you and your children will not have to be repeating the same story to different workers.

When is the CAF used?
The CAF can be used if you or someone who works with your family feels you need extra support. It will help to identify your additional needs, and other workers required to support your family.
How does it work?
If you and your child agree, a worker will ask you and your family some questions to find out what is going well for you and what help and support your family might need. This information is recorded on a simple form. You and your family can agree what is put on the form, and you will be given a copy of it.

Older children may feel able to discuss their situation on their own with the worker. A young person’s wish to keep information confidential from parents may be respected by the worker, where this is in the young person’s best interests and welfare.

What happens next?
Based on the information you and your family provide, all those who can help your family will work together to provide the support your family’s needs. Only workers who need to know your family will share your family’s information.

Who is a lead professional?
If a number of people are providing support to your family, one of these people may be appointed as a “lead professional”. This person will keep you informed, listen to your views and support you. The named worker will also co-ordinate all the services supporting your family.

You and your family will have a say in who should be the lead professional.

Name of lead professional:

Contact number:

E-mail:

Want to know more?
Contact: The Wakefield CAF team. Tel: 01924 304914
Email: cafteam@wakefield.gov.uk  www.wakefield.gov.uk/caf
**Confidentiality**

Your CAF form will be securely stored electronically on the Wakefield WFeCAF system. As a rule the information which you and your child provide will only be shared with your family’s consent. However there may be certain times when the people working with you need to share information. For example:

- when they need to find out urgently if a child is at risk of harm;
- to help a child who is at risk of harm;
- when an adult is at risk of harm;
- or
- to help prevent or detect a serious crime.

This information can be made available in a range of languages and formats.

The Framework is made up of 8 areas including Loving myself; Being heard; and Keeping safe. Each area identifies a set of skills that children and young people need to enable them to do well at school and work. It helps identify the things they are good at as well as the areas they may need some help with.

The framework compliments the CAF (Common Assessment Framework) as it gives workers the tools that can help meet the identified needs of children and young people and this can be recorded on Wakefield Family e-CAF.

The online interactive Support Tool helps children and young people to answer a series of questions which gives practitioners a starting point.

Under 5’s Cards can be used as a prompt to identify the good things and offers useful tips for workers to support you and your family if you are doing a CAF or other assessment.

Online Resources are age and developmentally appropriate and provide workers with session plans, interventions and programmes to support your children to build skills or enhance other support already being delivered.

For more information visit www.riskandresilience.org.uk