

How does the CAF process work?

1. A worker asks you whether you would like to start a CAF and explains the process.
2. They check that your child doesn't already have a CAF.
3. They arrange to have a discussion with you to talk about your child's strengths and needs and write down the details on a CAF form.

The screenshot shows the 'CAF form' interface. At the top, it says 'Every Child Matters' and 'Common Assessment Framework for children and young people (CAF)'. Below that, it says 'Identifying details'. There is a 'Save as draft' button and a 'next page' link. The form includes fields for 'Name of child/young person' and 'Family name'. There is also a section for 'Record details of unborn baby, infant, child or young person being assessed'.

4. They discuss with you the services that may be able to provide support and you decide which ones are allowed to see the CAF information.
5. They invite other workers to form a team so they can work together to help your child.
6. The team have a meeting with you and agree a plan and some actions to meet your child's needs.
7. You and the team carry out the actions and meet regularly to catch up. The CAF is closed when this extra support is no longer needed.

Want to know more?

To find out more about CAF you can:

- ◆ Speak to the person who suggested the CAF or another professional who knows your child.

Visit:
www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/caf

- ◆ Contact the Department for Education:
Tel: 0870 0002288
Email: info@education.gov.uk
Sanctuary Buildings, Great Smith Street,
London SW1P 3BT
- ◆ Contact the Central CAF Support Team (see below)

This leaflet was produced by the Central CAF Support Team at Cambridgeshire County Council.

If you would like further copies, or a copy of the text on audio cassette, in Braille, large print or other languages please contact us.

**Central CAF Support Team
Box No: CC1222
Shire Hall, Castle Hill
Cambridge
CB3 0AP**

**Tel: 01480 376666
E-mail:
CentralCAFTeam@cambridgeshire.gov.uk**

CAF

Common Assessment Framework

Information for parents and carers



What is CAF?

The Common Assessment Framework (CAF) is a way of identifying whether a child or young person needs extra support and working out the best way to provide the right support.

A CAF starts with a detailed discussion between you and a worker and your child (if appropriate) about your child's strengths and needs. The worker will then do their best to get your child the support they need. With your permission they may contact other people to form a team to provide this support. The CAF is closed when this extra help is no longer required.

What are the benefits?

- ◆ CAF identifies needs early so that your child doesn't get into any more difficulty.
- ◆ The assessment looks at your child as an individual and your family situation to work out what action would be best.
- ◆ The process helps people work together more efficiently to provide the support your child needs.
- ◆ It makes sure you can be involved throughout the process and be part of the solution.

How will it be stored?

The CAF may be stored on paper or electronically (as a .doc or .pdf document). The information will be written and securely stored as a paper or electronic file. You will be asked to check and sign a paper copy to ensure it is correct.

The existence or refusal of a CAF is recorded on a Local Authority database.

You are allowed to see the CAF at any time. All you have to do is ask to see the information being held about you or your child. It will be retained for a maximum of seven years from closure.



Who will be able to see the information?

The CAF will only be shared with people who are involved in meeting the needs of your child. You will be asked to decide exactly which types of service (e.g. schools) can see the information and which ones can't. Other workers will only be invited to get involved if you have given consent and signed a form.

There are a small number of people whose job it is to look after the CAF process. This includes audit and quality assurance. They will have access to the information but will not share it with anyone else.

Everyone involved in the CAF process is trained and has had an enhanced Criminal Records Bureau (CRB) check. They are not allowed to share the information without permission unless someone is at risk of harm or a law has been broken.

Can I change my mind later?

Yes, you can withdraw from the CAF process at any time.

In some situations children/young people can make their own decisions about whether they need a CAF, and who they want to support them.