

## What is CAF?

CAF stands for Common Assessment Framework. The CAF is a way of working out what extra support your child may need and how best to provide this support. With your agreement, professionals who work with your child will have a conversation with you to discuss your child's needs and strengths. The CAF form will record what is going well for your family, what extra support may be needed for your child and which professionals are best placed to help.

The CAF is voluntary. You and your child can choose to be involved and can ask a professional for a CAF form if you think you need some extra support. You can also have a say in which worker you want to help coordinate your action plan, they are called the lead professional.

An action plan, agreed with you and your child will be put in place to make sure your child gets the right support. The CAF form will be used to identify a range of professionals who can work together with you to find the best way forward.

## Who will see my information?

We collect the information on the CAF form so that we can understand what help your child may need. If we cannot cover all of your needs we will discuss this with you and, with your permission, share the information with an agreed team of professionals. These professionals can help us to provide the services you need.

If we need to share it with any other professionals during the process, to offer you more help we will ask you about this before we do it.

**As a rule the information you provide will only be shared with your, and your child's consent.**

The only times we will share information without your consent are:

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

**Remember, you have the right to see the information that is held about you and your family at any time. This is called a 'subject access request'. If you wish to do this you should talk to your lead professional who will advise you how to get this information.**

Further information about CAF is available at [www.hertsdirect.org/caf](http://www.hertsdirect.org/caf)

If you cannot find the information you require on the website -  
Email: [caf-enquiries@hertscc.gov.uk](mailto:caf-enquiries@hertscc.gov.uk) or call 01438 737575

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IW104/0110  
HCTP 0031 issue 1 July 2010

Integrated working

**cwfdc**  
Children's Workforce  
Development Council



Pat and her grandson Ryan who have been through the CAF process

## Your family, your CAF

A leaflet for parents and carers

**CHILDREN'S TRUST**  
partnership  
HERTFORDSHIRE

**Sometimes your child may need extra support.**

**Services who work with your child want to find solutions as soon as possible.**

This leaflet explains how the Common Assessment Framework (CAF) can help support your family and how you and your child are placed at the heart of all decisions made about your child.

**It is your family and your CAF!**

### **How will CAF help my family?**

The CAF exists to help you support your child. It can help identify the right professionals to be involved and lead to quicker solutions. The CAF process is simple:

1. Someone who works with your child may suggest a CAF or you may ask for one if you think your child needs extra support.
2. You will have a conversation with your child's worker and your child and this will help fill in the CAF form. Your child's worker will make sure you are both happy with the information recorded, who it will be shared with and how it will be stored.
3. You will then discuss the support needs for your child and your worker will suggest a team of people who they feel could help. These may include professionals such as learning mentors, youth workers, social workers, teachers, and others if necessary. We want you to be comfortable sharing your story with this team and you can suggest additions to your team.
4. You and your child can identify one professional from the team who you would like to be your one point of contact. This person will be known as the lead professional and will coordinate the support package for you.

5. Once the team is in place you will all receive a copy of the CAF form. Everyone including you and your child, if appropriate, will attend a meeting to discuss moving forward. This is called a team around the child meeting (TAC).
6. From the meeting an action plan will be agreed and everyone will have responsibilities to follow-up on, this will include you and your child. These actions should address your child's support needs and your lead professional will coordinate the delivery of the required services.
7. The action plan will be reviewed after a short time and everyone will work together to address extra support needs. After a period of time your family should feel supported and your child's needs should have been met.

**The whole process means that you should only have to tell your story once. You will have one main point of contact and a dedicated team of professionals working together to find solutions.**

### **Is CAF any different for young people?**

Some young people may feel able to discuss their situation on their own with a worker. In most cases the worker will encourage them to discuss the issue with their parents or carers but will respect a young person's wish to keep information confidential, unless this is not in their best interests. Either way, the process young people will go through is exactly the same.