

The Common Assessment Framework is a new way of making sure you get the right help as soon as possible.

Want to know more?

If you would like to know more or think you might want a CAF, ask one of the workers you know (like your teacher, doctor or school nurse) about CAF or call 01438 737575.

Or visit the Every Child Matters website, www.ecm.gov.uk or www.hertsdirect.org/caf for further information about the Common Assessment Framework and Lead Professional.

A new way of helping children and young people in Hertfordshire



With thanks to Keens Utd children and young people's forum for their help with this leaflet.

Sometimes children, young people and their families need extra help and support. The Common Assessment Framework will be used to make sure you get the right help as soon as possible.

Welcome to a new way of helping children and young people

What is the CAF?

The Common Assessment Framework means listening to you to find out what you need, and what is working well in your life. If you need help with something a plan is put together with you to make sure you get the right sort of help. We want to make sure you are happy with everything agreed, but if you don't want to take part you don't have to - it really is up to you!

How will the CAF help me?

The CAF will work out what is the best sort of help for you and your family. This may mean talking to people who know you, like your teacher or school nurse (we call these people workers). If they can talk together, they can find the best support before things become too difficult. Also, you will only need to tell your story once, rather than to lots of people.

How does it work?

If you agree, a worker who knows you will arrange a time to talk to you and listen to what you have to say. They will write down what is talked about on a form and give you a copy of it. It should take about 90 minutes to fill out a CAF.

Sometimes you might not want your mum, dad or carer to be at the meeting. This is fine. Just let the worker know.

What happens next?

After the assessment you could get advice and help from different workers. One of them will be your Lead Professional. You can have a say in who you want to be your Lead Professional and talk to them about any worries you have.

Our promise to you

Your information will not be shared with anyone else unless you agree, but sometimes we may need to share information if this will help to keep you or someone else from being harmed. Sometimes workers may also need to share information to make a decision about what to do next. You can make a list of who is allowed to see your information on the form.

An example of how a CAF can help

David is 12 years old. He is sometimes bullied, doesn't do his homework and sometimes hangs around the local shops instead of going to school.

David's teacher notices these problems and asks David and his dad if they would like an assessment. They agree and all fill in a form together.

The form shows that David finds it difficult to do his homework because he shares a room with his two young brothers. David sometimes doesn't go to school as he is worried about being bullied.

An action plan is put together and David and his dad help the school with their anti-bullying policy. David also joins an after-school homework club and the school PCSO gets David involved in some youth projects in the area to help give him more confidence.