

If you have a concern that a child or young person you are working with may not achieve one or more of the 5 ECM outcomes, you might think about beginning a Common Assessment. Below are the steps you should follow to do this:

1.
 - a. Discuss your concerns with your manager or appropriate colleague and with the child/ young person/ family
 - b. Use the pre-assessment checklist to help determine if the CAF is appropriate
2. Based on the information gathered through discussion and the pre-assessment checklist, decide if the CAF is appropriate.
3.
 - a. Check if a Common Assessment already exists for the child/ young person by contacting the CAF helpdesk 01274 437902,
 - b. If a Common Assessment already exists, contact the Lead Practitioner, If one does not, contact the helpdesk to register the child, then if another practitioner phones about the same child/ young person the Helpdesk will be able to pass on the name and contact details of Initiator. This can be done without consent.
4. Talk with the child/ young person/ family; begin the process of a common assessment. When they are ready, discuss the need to gain signed consent to register the CAF and to share information - be clear about who you will be sharing information with.
5. Contact services that you have permission to share information with and develop a 'Team Around the Child' to help meet the needs identified in the action plan. It is usually helpful to meet, but you may be able to achieve this through phone discussions/ written communication. Ensure the child/ young person/ family are invited to all meetings and kept up to date with developments.
6.
 - a. Agree the action plan with the child/ young person/ family and with the services that are involved, using the Action Plan section of the CAF form.
 - b. Identify who should be the Lead Practitioner.
 - c. Send a paper copy of the CAF marked Private and Confidential to: Integrated Working – CAF Team
Bradford Council
4th Floor Olicana House
35 Chapel Street
Bradford BD1 5RE

Post by registered mail or deliver by hand.
 - d. Or, Email the CAF Helpdesk to request a free, secure email account so you can share the CAF form electronically with other CAF Practitioners and the CAF Helpdesk
 - e. If you send the form by secure email to the CAF Helpdesk, you must indicate on the form that signed consent has been obtained.
7.
 - a. All services to deliver actions agreed in the action plan.
 - b. Inform the CAF Helpdesk of dates for review meetings 01274 437902.
8.
 - a. Agree with the child/ young person/ family what you need to take to the review meeting and discuss whether you need to change the Lead Practitioner. NB: The CAF Helpdesk must always be informed when the Lead Practitioner changes.
 - b. At the review meeting, review the action plan and decide with the child/ young person/ family whether the CAF can close.
9.
 - a. If the CAF can be closed, inform the CAF Helpdesk 01274 437902
 - b. If the CAF needs to stay open, review or agree new actions with the child/ young person/ family.

For all CAF forms and Integrated Working Guidance, go to:

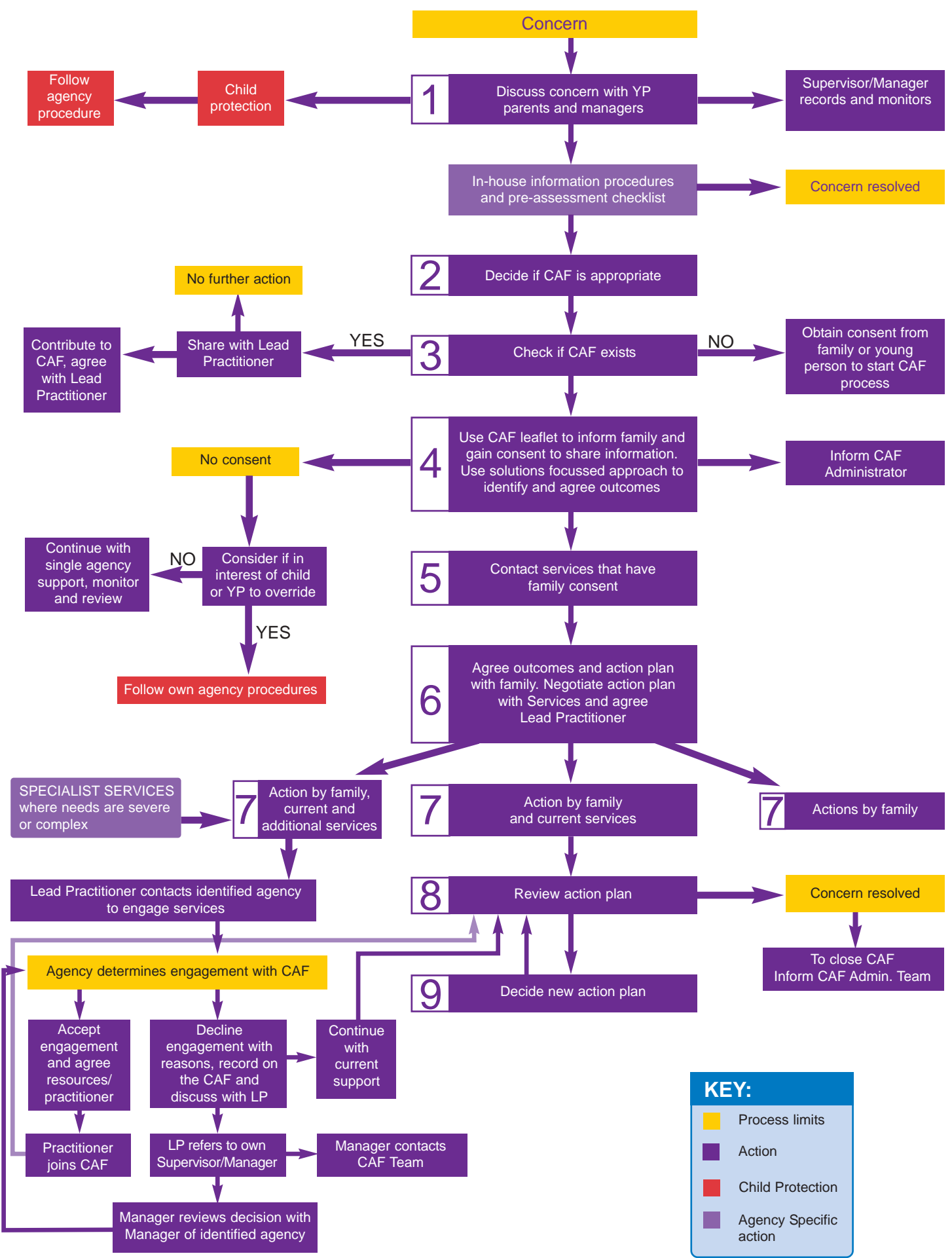
www.bradford.gov.uk/integratedworking

For the CAF Helpdesk; 01274 437902 or 437685

Email: cafhelppdesk@bradford.gov.uk

FAX: 01274 437119

Universal Services and Community Voluntary Agencies



KEY:

- Process limits
- Action
- Child Protection
- Agency Specific action