



## **Checklist for CAF Review**

### **Prior to the Review**

- Check all participants are able to come to the meeting or request a written report from them ( email /phone call/ letter)

### **Essential to the review**

- Date of Review
- Name and date of birth of young person
- School or agency
- Names/contact details of those attending or contributing Including – parent(s) and the child/young person.
- Consider Information Sharing -Consent needs to be given

### **The Review process**

- Discuss progress made on the Actions from CAF
- Read any reports from other agencies
- Identify any actions outstanding or any new needs and actions.
- Parent/child to be included in an action plan
- Date of next review or return to universal services or escalate to specialist service if evidence of lack of progress
- Signatures and dates on the document
- Agree date for next review or close CAF

Review Flow Chart/Outcome of Review

### **After the Review**

- **Send a copy to CAF Co-ordinator**
- **Send a copy to all participants and any new agency identified**
- **Give a copy to the parent(s) and young person**