

Common Assessment Framework (CAF) Flowchart

Step 1: Practitioner identifies child / young person has an additional need.

If single need clearly identified then refer to the appropriate agency. Continue to monitor and if additional need / complex needs are identified then CAF must be completed.

Step 2: Check if a CAF / Family CAF already exists.

Check if there is an existing or previous common assessment (CAF) by emailing the name and DOB to bracknellCAF@bracknell-forest.gov.uk

- If CAF in place make contact with CAF author / LP and agree your involvement in the process. CAF will be shared with you (with consent). Consider TAC/TAF plan.

Step 3: Obtain informed consent from parent/carer and/or child.

Step 4: Complete common assessment with the child / young person and/or their family as appropriate. Follow guidance on CAF form / Family CAF form.

- As part of the assessment contact other practitioners working with the family to discuss needs and share relevant information – based on consent given.
- Inform the family of these discussions.

A
Safeguarding or **specialist need** identified. Consult with specialist service e.g. Children's Social Care (CSC) Duty, CAMHS.

CAF progresses to statutory/ specialist assessment. Maintain involvement and pass on the Lead Professional functions as appropriate.

B
Needs identified which require the support of **more than one agency** or service.

CAF assessor to submit completed assessment to Early Intervention (EI) Hub.

- The EI Hub will:
1. Discuss assessment.
 2. Clarify or identify Lead Professional role.
 3. Agree or amend proposed action plan.
 4. Escalate to service level 3 as appropriate.
 5. Advise timescales for review.

Review at TAC/TAF meeting.

Consider progress made and take appropriate action.

C
Assessment indicates additional support is required from **single agency** or service.

Direct referral to appropriate agency. Support referral with CAF form.

Continue to monitor and review. If necessary return to Step 1.

Glossary:

CAF – Common Assessment Framework
CAMHS – Child and Adolescent Mental Health Service
CSC – Children's Social Care
EI – Early Intervention
LP – Lead Professional
TAC – Team Around the Child
TAF – Team Around the Family

End involvement.

Re-submit back to Hub.

If at any stage of this process you suspect a child is suffering or at risk of suffering significant harm please contact Children's Social Care Duty Team for advice and action on 01344 352020.