



# Guide to the Common Assessment Framework



Information for Children,  
Young People and Families



## What is the Common Assessment Framework (CAF)?

The CAF is a new way of working with children, young people and their families.

It helps you and the people working with you to make sure that you have the right services when you need them.

## When might it be used?

You and a worker involved with you (a health visitor or teacher for example) might feel that some extra support would be helpful to you and that a number of people need to work together to provide this.

## How will it work?

If you agree the person working with you will ask some questions about how things are. They will listen to what you say about what makes life difficult and what works well.

This information will be recorded on a simple form and you will be given a copy to keep. You will only have to do this once.

## What happens next?

With your permission the same worker will share this information with other practitioners who may be able to offer you help. Together with you they will work out what support will be most helpful.

A meeting (called a co-ordinated support meeting) might be necessary to talk about how you can get the help you need. You will be part of this meeting.

## Who will let me know how things are going?

One of the people working with you take the lead in keeping you informed and linking with the other practitioners involved. You will have a say in who does this. This person will be called the "lead professional". He or she will keep checking on how things are going.

## How will the CAF help ?

The CAF will mean that you don't have to go to different places to ask for help or answer the same questions again and again and you will get the help and support you need when you need it.

## Who will have access to personal information about my family?

You decide who does and who doesn't share information about you. You can see any of the personal information practitioners share about you.

There may be times when people do need to share your information without permission, for example:-

- If a child or young person is at risk of harm
- If an adult is at risk of harm
- In the case of a crime being committed.

## How can I get this help?

There are lots of professionals who are able to listen to you and talk to you about the CAF and these include:

- Health Visitors
- Children's Centre Staff
- Teachers
- School Nurses
- Youth Workers
- Connexions Personal Advisers.

If you need information, help or support ..... Just ask.

## My contact for the common assessment is

Contact:

Contact Number:

Notes:

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This leaflet can be made available in other languages (including British Sign Language) and alternative formats (large print, audio tape, computer disk and Braille) on request. Please ring 01905 766082.