

Welcome to a new way of helping children and young people



What is the Common Assessment Framework?

The Common Assessment Framework (or CAF) is a new way of working with children and young people. It involves listening to you and your child to find out your child's needs, and what is working well in your child's life.

An action plan, agreed with you and your child, is also put in place to make sure your child gets the right sort of help.

The CAF is voluntary – you and your child can choose to be involved.

The Hounslow CAF Support Team can be contacted:

Telephone: 020 8583 2742

Email: caf.support@hounslow.gov.uk

In Writing: The Hounslow CAF Support Team
Children Services & Lifelong Learning
Civic Centre, Lampton Road,
Hounslow TW3 4DN.

www.hounslow.gov.uk

A message for parents and carers

When your child needs extra support, we want to find the best way forward as soon as possible. This leaflet explains a new way of everyone working together which puts your family at the heart of decisions made about your child.

Every Child Matters
Change for Children

Welcome to a new way of helping families

How will the CAF help my family?

The CAF exists to help you support your child. It can lead to a quick solution or help to identify extra support if needed.

The CAF will ensure that everyone involved with your child – such as teachers and health visitors – works together to support your child.

The CAF will help your child receive the right support at an early stage before their needs increase. As the CAF is a shared assessment, you and your child will not have to repeat the same story to different workers.

When is the CAF used?

The CAF can be used if you or someone who works with your child would like your child to receive extra support. It will help to identify your child's additional needs, and other workers required to support your family.

How does it work?

If you and your child agree, a worker will ask you and your child some questions to find out what help and support your child might need. This information is recorded on a simple form. You and your child will agree what is put on the form, and you will be given a copy of it.

Older children may feel able to discuss their situation on their own with the worker. A young person's wish to keep information confidential from parents may be respected by the worker, where this is in the young person's best interests and welfare.

Confidentiality

As a rule the information which you and your child provide will only be shared with your family's consent.

However there may be certain times when the people working with you need to share information.

For example:

- when they need to find out urgently if a child is at risk of harm;
- to help a child who is at risk of harm;
- when an adult is at risk of harm; or
- to help prevent or detect a serious crime.



What happens next?

Based on the information you and your child provide, all those who can help your child will work together to provide the support your child needs. Only workers who need to know about your child will share your child's information.

Who is a lead professional?

If a number of people are providing support to your child, one of these people may be appointed as a 'lead professional'.

This person will keep you informed, listen to your views and support you. The named worker will also co-ordinate all the services supporting your child.

You and your child will have a say in who should be the lead professional.
