

# Your Guide to the Common Assessment Framework



Information for Parents and Carers in Nottinghamshire

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

All babies, children and young people should have the chance to make the most of their lives. To do this, some children and their families may need extra help.

The Common Assessment Framework is a tool that we use to gather information about your child's strengths and needs. We do this by talking with you and your child. We may also talk to other workers, if you give us your permission to do so.



## When is the CAF used?

The CAF can be used to support any child from pre-birth to age 19.

It is most likely to be used when several people need to work with you to support your child. It will help us to share information and means that you will not need to tell your story more than once.

If someone who works with your child thinks that a CAF may be useful, they will offer to complete one with you, and will answer any questions you may have about how it works.



## How will the CAF help my child?

The CAF will allow you and the workers involved with your child to gain a shared understanding of his or her needs. The CAF will help your child to receive the right kind of support as early as possible.

Following the assessment we will decide how best to meet your child's needs. If we are unable to provide the service directly, we will signpost you to someone who will be able to offer further support.

## What is the CAF process?

**Preparation** – We will talk to you about using the CAF and ask if you would like to have one completed.

**Discussion** – We use the CAF to record your child's strengths and needs. We do this by talking to you, your child and anybody else who is working with you if you are happy for us to do so.

**Delivery** – We will agree with you what to do next to support your child. We may hold a meeting with you and others to decide what to do.

## What happens after a CAF has been completed?

You will agree the next steps with the worker who completed the CAF.

If your child needs support from other services, a meeting may be arranged with you to bring everybody together. During this meeting you will discuss how your child's needs can be met.

One person will take a lead and keep in regular contact with you. This person is called the lead professional. They will also stay in touch with everyone providing a service to your child. You can agree with the lead professional how often you will need to meet to support your child.



## What happens to the information I give for the assessment?

We will give you a copy of the form to keep. We will not share any information without your permission. You can decide who you are happy to share the information with.

A young person may feel able to discuss their situation on their own with a worker. We always encourage young people to involve their parents or carers, but will respect their views.

If we think that a child may be at risk of significant harm, or if we have information about a serious crime, we may share information without asking your permission. We will usually tell you if we are going to share information for these reasons.

## How can I find out more information?

### Contact us

email            **caf@nottsc.gov.uk**  
phone           **08449 80 80 80**  
mini-com       **01623 434993**

### Visit the Nottinghamshire CAF Web site at:

[www.nottinghamshire.gov.uk/commonassessmentframework](http://www.nottinghamshire.gov.uk/commonassessmentframework)

### See the Every Child Matters Web site:

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

You can also visit County Contact in Arnold, Mansfield, Retford, Sutton-in-Ashfield or Worksop.

If you would like a copy of this leaflet in an alternative format or a different language please contact: [communications.cyp@nottsc.gov.uk](mailto:communications.cyp@nottsc.gov.uk)

published       **February 2010**  
photos          **John Birdsall/PA**