

## What is CAF?

CAF stands for Common Assessment Framework. The CAF is a way of working out what extra support you may need and how best to give you this support. You can have a conversation with a worker to discuss your worries and strengths. This worker will record information about you on a CAF form. The CAF form will record what is going well for you, what extra support you may need and will identify a team of professionals who are best placed to help.

The CAF is voluntary. You can choose to be involved and can ask a worker for a CAF form if you think you need some extra support. You can also choose which worker you want to be the person you tell your story to. This could be a teacher, youth worker, learning mentor, social worker or anyone who works with you. This worker is called the lead professional.

A plan, agreed with you, will be put in place to make sure you get the right support. The CAF form will be used to help identify a range of professionals who can then work together with you to find the best way forward.

## Who will see my information?

We collect the information on the CAF form so that we can understand what help you may need. If we cannot cover all of your needs we will discuss this with you and, with your permission, share the information with an agreed team of professionals. These professionals can help us to provide the services you need.

If we need to share it with any other professionals during the process, to offer you more help we will ask you about this before we do it.

**As a rule the information you provide will only be shared with your consent.**

The only times we will share information without your consent are:

- If we need to find out urgently if you are at risk of harm or we need to help you as you are at risk of harm.
- If we need to help an adult who is at risk of harm.
- If we need to help prevent or detect a serious crime.

**Remember, you have the right to see the information that is held about you at any time. This is called a 'subject access request'. If you wish to do this you should talk to your lead professional who will advise you how to get this information.**

Information for workers is available at [www.cwdcouncil.org.uk/CAF](http://www.cwdcouncil.org.uk/CAF)

Email: [info@cwdcouncil.org.uk](mailto:info@cwdcouncil.org.uk) Call: 0113 244 6311

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Integrated working

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# Your life, your CAF!



Roxanne, 15, has benefitted from the CAF process

A leaflet for young people



Supported by  
department for  
children, schools and families

Extra support

for you

Sometimes you may need some extra support.

The professionals who work with you want to find solutions as soon as possible. This leaflet explains how the Common Assessment Framework (CAF) can help support you and how you can be fully involved in all decisions made to help you.



## How will CAF help me?

The CAF is here to support you. It can identify the right professionals to help you. The CAF process is simple:

1. Someone who works with you may suggest a CAF or you may ask for one if you think you need some support.
2. You will have a conversation with your worker and this will help fill in the CAF form. Your worker will make sure you are happy with the information written on the form and you get to agree the other professionals who will need to see it.
3. You will then discuss what you and your worker would like to happen to help you.

Your worker will suggest a team of people who they feel could help. These may include workers such as learning mentors, youth workers, social workers, teachers, and others if necessary. We want you to be comfortable to share your story with this team and you can suggest other workers you would like to join your team.

4. You can help choose a worker who you would like to be the one person you talk to. This person will be known as the lead professional and will talk to rest of the team on your behalf.

5. Once the team is in place you will all get a copy of the CAF form. Everyone, including you will go to a meeting to work out how to help you. This meeting is often referred to as a team around the child meeting (TAC).
6. From the meeting a plan will be agreed and everyone will have some actions. These should address your worries and help support you. Your lead professional will work with you and make sure the rest of the team stick to the plan.
7. The plan will be reviewed after a short time and everyone will work together to see what has been done and what still needs to happen. After a little time you should feel supported and be able to move on with fewer worries.

The whole process means that you should only have to tell your story once. You will have one main point of contact and a dedicated team of professionals working together to help you.

## Will my parents or carers be involved?

In most cases your worker will encourage you to discuss your worries with your parents or carers. Your worker will respect your wishes to keep information confidential from your parents or carers, unless they think this is not in your best interests.