

## 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 information.

## Who is the lead professional?

If a number of people are providing support to your child, one of those people may be appointed as a 'lead professional'. This person will keep you informed, listen to your views and support you. The lead professional will also co-ordinate all the services supporting your child. You and your child will have a say on who should be the lead professional.

## For more information

The national every child matters website has some helpful information and can be found at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) or call the integrated services team on 01384 813753



[www.dudleycyp.org.uk](http://www.dudleycyp.org.uk)



# ecaf

**A new way of helping  
children and young people**

**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 working together which puts your family at the heart of decisions made about your child.

### **What is the common assessment framework?**

The common assessment framework (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 their life.

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

The common assessment framework is voluntary - you and your child can choose to be involved.

### **How will the common assessment framework help your family?**

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

It will ensure that everyone involved such as teachers and health visitors, work together to support your child and it will help your child receive the right support earlier 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 it used?**

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

### **How does it work?**

If you both 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 will be given a copy of it.

Older children may feel able to discuss their situation with a worker on their own. If a young person wishes to keep information confidential from their parents this may be respected by the worker if 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 the information.

For example:

- When they need to find out urgently if a child is at risk of harm
- To help prevent or detect a serious crime

Your child's basic details i.e. name, address etc. will be included on ContactPoint which is a database allowing the people helping you to make sure you get the support you need.