

Kingston's Common Assessment Framework

welcome to a new way of helping families

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 centre 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. An assessment is a simple way of gathering information and recording it in an organised way.

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.

Actions will be agreed with you and your child to make sure your child gets the right sort of help.

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





How will the CAF help my family?

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

The CAF will ensure that everyone involved with your child, such as teachers and health visitors, work 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 agree, a worker you feel comfortable with, like your child's teacher or health visitor will ask you and your child some questions to find out what help and support your child might need. The information is recorded on a simple form. You and your child 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 wishes to keep information confidential from parents may be respected by the worker, where this is in the young person's best interest and welfare.

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 have information shared with them.

Who is a lead professional?

If a number of people are providing support to your child, and a plan has been agreed as part of a Support Meeting, one of these people will be appointed as a 'lead professional'.

This person will keep you informed, listen to your views and support you. The 'lead professional' will also help to co-ordinate all services supporting your child.

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





Confidentiality

Generally 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 from harm;
- When an adult is at risk of harm;
- To help prevent or detect a serious crime.

Want to know more?

Talk to a professional working with you or your child or contact

ASKK [Advancing Services for Kingston Kids]
020 8547 5888
askk@rbk.kingston.gov.uk

If you are working with a child or young person and want more information about the CAF process or need help and support please contact:

CAF Helpline 020 8547 6232
cafcoordinator@rbk.kingston.gov.uk

Or visit the website: www.kingston.gov.uk/caf

