

## 6. Delivering integrated services (Forming the Team Around the Child)

### Forming the 'Team Around the Child'

- The Team Around the Child<sup>6</sup> refers to all practitioners and family members who are involved in delivering the CAF action plan to a specific child.
- It is important to ensure that appropriate out of borough practitioners are included in the Team Around the Child to ensure effective planning and support.
- The CAF process should result in a CAF Plan.

## 7. Delivering integrated services (Coordinating and delivering integrated services - Lead Professional)

- The Lead Professional's role should span borough boundaries – s/he is the most appropriate practitioner to work with the child or family irrespective of the authority in which a service is based.
- The Lead Professional needs to be able to access all CAF documentation - assessment, action plans, service provision and made and progress reviews.
- The Lead Professional will be a member of the Team Around the Child and be responsible for coordination and keeping the team informed of developments.
- All practitioners delivering services to support the child or young person MUST keep the Lead Professional informed of all developments, including recommendations for when a child or young person should move to a lower or higher level of specialist support and where / how that support will be accessed.
- The Lead Professional could change. For example in primary to secondary school transfer or when a child moves authorities and a change is appropriate to meet the child's needs. In all cases relevant information should be transferred (including schools information) to ensure a seamless progression of support to the child.
- The London Continuum of Needs (Annex 2) can be used to identify and agree whether the level of need the practitioner has identified meets the threshold for additional needs.

## 8. Reviewing progress

- The CAF Plan needs to be reviewed regularly and adjusted accordingly. The first review date should be on all versions of the CAF form and further review dates will be agreed as and when needed.
- Review processes should involve the whole Team Around the Child (including the child/young person and parent/carer), regardless of whether they are from the authority where the CAF originated or the home authority.

<sup>6</sup> Your authority may call this Team by a different name; in essence this refers to practitioners meeting with a child, young person and parent/carer. Please note the TAC is not the same as a Multi-agency Panel



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## Mobility and Young London

### Annex 1: Common Assessment Framework (CAF) Process



**ALDCS**  
Association of London  
Directors of Children's  
Services



## Annex 1: Common Assessment Framework (CAF) Process

This annex will support practitioners and services to work together across authority boundaries using the CAF to address the needs of children and young people. It sets out minimum requirements that practitioners should follow when taking part in common assessment processes.

It is part of a series of annexes from *Integrated Working Without Boundaries - The London Common Assessment Framework (CAF) Protocol*.

### Key terms used in this annex as they relate to the CAF:

**Team Around the Child** - all practitioners and family members involved in developing the CAF action plan and delivering a service to a specific child or young person.

**CAF Plan** - the action plan that the Team Around the Child develops and implements.

**CAF Initiator** - the practitioner who initiates a common assessment.

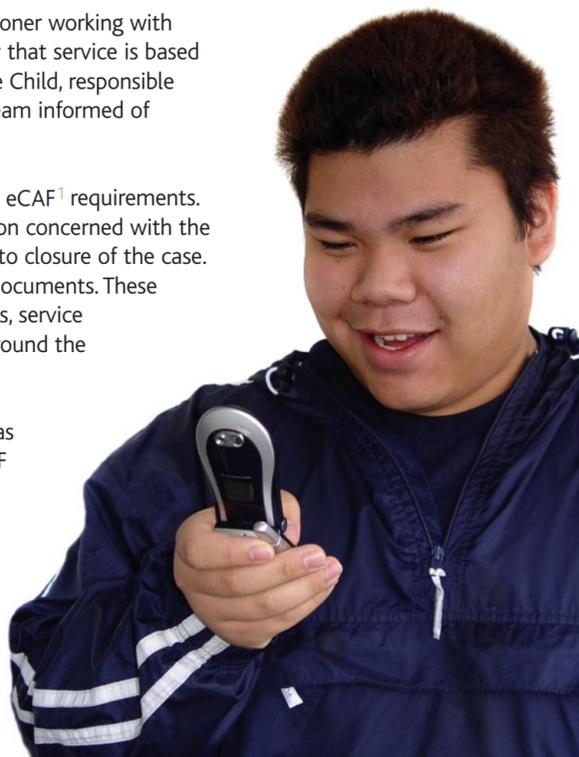
**CAF Contact** - the main contact in a given borough for co-ordinating integrated working or the delivery of the CAF.

**ContactPoint** - ContactPoint will be the quick way to find out who else is working with the same child or young person, making it easier to deliver more coordinated support. This basic online directory will be available to authorised staff. If practitioners working with a child know about each other they can find the right support quickly, before problems get more serious.

**Lead Professional** - the most appropriate practitioner working with the child or family, irrespective of which authority that service is based in. They will be a member of the Team Around the Child, responsible for co-ordinating the CAF plan and keeping the team informed of developments.

**CAF Episode** - a term used primarily for National eCAF<sup>1</sup> requirements. It describes the CAF process and all the information concerned with the CAF process for a specific child, from assessment to closure of the case. It is represented as a 'folder' containing the CAF documents. These include assessments, action plans, progress reviews, service requests, involvement of members of the Team Around the Child and consent statements.

**CAF Episode Coordinator** - an eCAF user who has responsibility for keeping the information on eCAF up to date. This could be the Lead Professional if they are an eCAF<sup>2</sup> user but may not be.



<sup>1</sup> This is the same for both local and national e-CAF systems.

<sup>2</sup> This is the same for both local and national e-CAF systems.

### 1. Assessment form

- The DCSF Common Assessment Framework form and its domains should form the basis for all local versions of the CAF form.
- Practitioners should use the CAF form provided by the borough for which they work.

### 2. Identifying needs early (Preparation)

- As a minimum requirement, prior to making a common assessment, a check must be made to find out if a common assessment already exists.
- Checks should also include social care services to see whether they are involved or have had prior involvement.

#### Until ContactPoint is available to all practitioners it is recommended that:

- any practitioner seeking to identify whether a CAF is underway should contact their borough lead CAF contact;
- the lead CAF contact will need to be able to satisfy checks that the person making the request is a practitioner with a legitimate reason; and
- the lead CAF contact will contact their counterpart in the other authority<sup>3</sup> using LARA<sup>4</sup> where necessary.

If there are other practitioners or a Lead Professional currently working with the child, any information should be shared between them (with consent of the child or family) in order to gain the full picture of the child's situation. This will enable the practitioner to determine whether they need to remain involved, join an existing Team Around the Child or begin a common assessment.

### 3. Sharing information

- As with any other personal information, a practitioner undertaking a common assessment should only share information with a third party with the explicit consent by the child, young person and/or family to do so, unless in the practitioner's judgment there is sufficient public interest to share information without that consent.
- Good practice indicates that the child, young person and/or family should be aware of how information may be shared. This should be noted on the common assessment or recorded on a sharing information register.
- Practitioners should only share information with a third party where they have confirmation that the requesting practitioner has a legitimate reason for requiring that information and the consent of the child, young person and family, unless they judge there is sufficient public interest as above. Where there are any doubts, this confirmation should be provided by the lead CAF contact in the authority where the practitioner is based prior to any sharing.

Please refer to Annex 4 for guidance on how to Share Information Securely.

<sup>3</sup> Authority of residence

<sup>4</sup> LARA is a national database of ContactPoint implementation managers and CAF coordinators. If LARA is removed once ContactPoint is available to ALL practitioners the lead CAF contact can be accessed by the authority's service directory

### 4. Assessing those needs (Discussion - undertaking a common assessment)

- When undertaking a common assessment, practitioners need to give careful consideration to discussions with/involving any appropriate out of borough services. This must influence and be clearly reflected in the ensuing initial action plan which should be signed by the child/young person and parent/carer. It should also be updated and reviewed (see Delivery below).

### 5. Delivering integrated services (Service procurement/delivery)

- As a minimum, all authorities need to have a Service Directory (Family Information Service) which sets out clearly the services available to children, young people and families, their geographical coverage, the client group they work with, where they are based, and how to access them. This will ensure clarity about:
  - which services are universally available, both for borough residents and for non residents who are attending universal provision (e.g. schools, GP practices, Youth Services) within other boroughs;
  - whether existing protocols are in place to organise cross-borough working (e.g. the London Attendance Exclusions and Off rolling Passport) and;
  - where services are available only to borough residents.

In the case of health services, the CAF initiator or CAF episode coordinator<sup>5</sup> needs to be clear on where the child or young person's GP is based and access services accordingly.



<sup>5</sup> Please note the CAF initiator or CAF episode coordinator may not be the same practitioner as the lead professional

