

WHY WE NEED TO KNOW IF YOU USE THE CAF

We need to keep a central record of all CAFs initiated so we can:

- make sure that there is only one CAF in place for a child or young person at any one time
- use our information to evaluate how effectively we are using the CAF.

HOW WE KEEP INFORMATION SECURE

Nottinghamshire County Council holds CAF information on behalf of the Children and Young People's Trust. Information is held on a secure database. This holds the minimum information needed to identify a child or young person and the lead professional working with them. It does not contain details about work carried out with the family.

Workers will telephone the Integrated Services Team for a number of reasons. They can call to find out if a CAF has been completed for a child or young person they are working with, to give updates on work carried out, and to close the CAF when necessary. The Integrated Services Team follows security procedures to confirm a worker's identity before giving out any information about a child or young person.

Information held on the database may be used to monitor the use of CAF within Nottinghamshire. All identifying information will be removed from reports. They may also contact the lead professional to find out more about work carried out.

To find out more information about the CAF process:

E-mail: caf@nottsc.gov.uk
Telephone: 01623 433181



Using the CAF ?

Contact
the Integrated
Services Team

01623 433291

To ensure that there is only one CAF in place for a child or young person at any one time, the Integrated Services Team holds a central log of all CAFs initiated by practitioners.

Once you have decided to undertake a Common Assessment Framework, please contact the Integrated Services Team on 01623 433291 to see if a CAF is already in existence for the child or young person you are working with.

If there is a CAF in place, the Integrated Services Team will call you back to provide you with the contact details of the lead professional so you can contribute to the ongoing support being offered to the child or young person. The Integrated Services Team will always verify who you are before giving out any information.

If there is not a CAF in place, you will be asked to provide some basic details about yourself and the child or young person in order for the CAF to be logged centrally.

When you log a CAF, the Integrated Services Team will ask you for the child or young person's:

- Name
- Date of birth
- Address

They will also ask for the following information about you:

- Name
- Role
- Address
- Phone number
- E-mail address

At this point you will be recorded as the temporary lead professional.

The original CAF form should remain within your service. Please give a copy to the family and to any practitioners that the family have consented to.

A copy of the CAF form should be sent in line with your agency's Information Sharing Governance to:

Claire Flexney
CAF Project Manager
Integrated Services
Meadow House
Littleworth
Mansfield NG18 2TB

It is important to keep our CAF central records up to date. Please call back on the following occasions:

- **When you have completed the CAF assessment.** Please inform us of the completion date and outcome of the assessment e.g. support provided by a single service, multi-agency support needed, or no further action.
- **When you have the dates of Team Around the Child (TAC) meetings.** Please let us know if TAC meetings will continue or if needs are being met by a single service.
- **If there is a new lead professional at any stage,** please provide their contact details and their role.
- **When a CAF is closed.** The family may withdraw consent, the child or young person's needs may have been met, or a referral to a specialist service e.g. Children's Social Care may have been made.