CAF Guidance

Child with additional needs identified

Unsure of needs

Pre-assessment checklist

CAF not necessary

Follow agency protocol & record

Clear needs identified & **with consent**

Unmet needs identified & **with consent**

Check if a common assessment has been completed by contacting your district CAF Coordinator

Yes

Contact person who undertook CAF/ lead professional
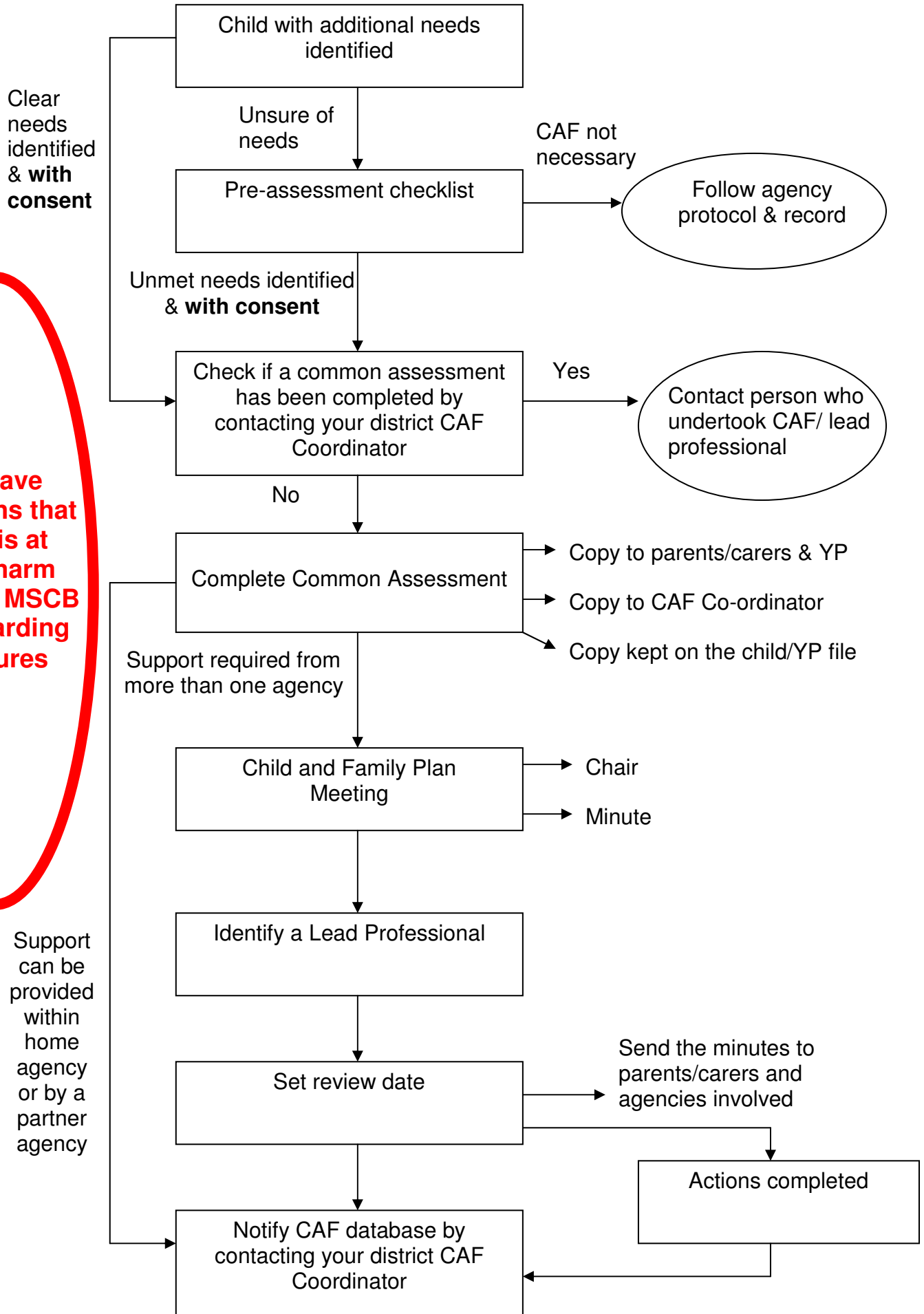
No

If you have concerns that a child is at risk of harm refer to MSCB safeguarding procedures

Complete Common Assessment

→ Copy to parents/carers & YP

→ Copy to CAF Co-ordinator

→ Copy kept on the child/YP file

Support required from more than one agency

Child and Family Plan Meeting

→ Chair

→ Minute

Identify a Lead Professional

Support can be provided within home agency or by a partner agency

Set review date

Send the minutes to parents/carers and agencies involved

Actions completed

Notify CAF database by contacting your district CAF Coordinator