

Early Help Common Assessment Framework

Information for parents and carers



There may be a variety of reasons why the Early Help Common Assessment Framework (CAF) may have been suggested or may be beneficial for your child.

This explains what the Early Help Common Assessment Framework (CAF) is, how it works and what might happen.

What is the Early Help Common Assessment Framework (CAF)?

The Early Help Common Assessment Framework (CAF) is a supportive process for all children and young people aged from unborn to 18.

It involves:

- Gathering information from your child, you and anyone working with them.
- Completing the CAF assessment to identify your child's needs and what is working well for them.
- Working together with professionals to agree an action plan which will aim to put support in place to meet your child's needs.
- Meeting regularly to review the process and record any progress made by holding Team Around the Child (TAC) meetings.
- Referring to other professionals and services to support and work with your child where it is felt necessary.
- The Early Help Common Assessment Framework (CAF) is a voluntary process, which you and your child can choose to be involved with.

How will I know what support may be needed for my child?

The 'Wiltshire Wheel' opposite can be used by everyone involved to work out what worries and concerns there may be, and which should be supported first.

Who will support my child?

A team of professionals and services will be used to help you support your child. This support will be determined by the actions plan created at the TAC meeting.

If you feel a CAF would support your child please talk to a professional who is already working with them.

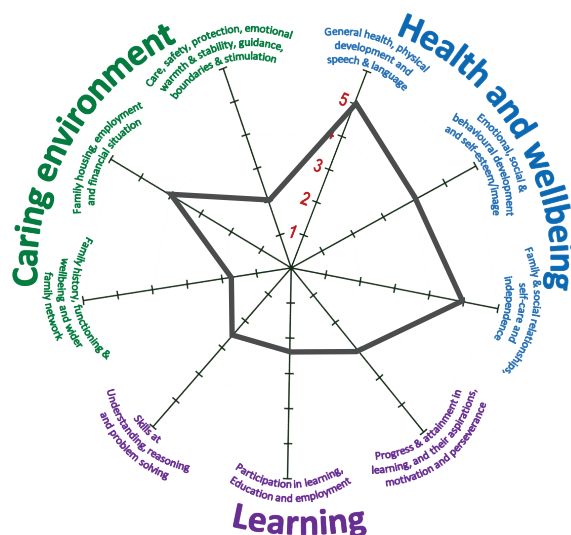
How will the Early Help Common Assessment Framework help my family?

- It can help access the appropriate services for your child.
- It can bring all of the people supporting your child together for regular meetings.
- It can enable you and your child to have a say about their needs and how best to support them.
- It can help prevent you and your child having to repeat your story to different workers.

When is the Early Help CAF process used?

The Early Help CAF process may begin for your child if it has been identified that there are some short term unmet needs which require the support of more than one service.

The Early Help CAF process is not used if there are significant Safeguarding concerns for your child that need to be supported by Children's Social Care Safeguarding teams — If you are unsure about this or want to know more about safeguarding thresholds, call the **Multi Agency Safeguarding Hub (MASH)** on **0300 4560 108**.



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Who is the Lead Professional?

There may be a number of people supporting your child, one of these people would agree to be the named Lead Professional (LP).

This person will help to keep you informed about what is happening, to ensure that your opinions are listened to and included and help coordinate regular Team Around the Child (TAC) meetings where progress and support are reviewed.

The Lead Professional can be anyone who is working with you or your child. You can have an input into who this might be.

What happens next?

Once all of the information has been gathered, you will be asked to sign the consent for the Early Help CAF and for sharing of information. The Early Help CAF form will then be sent to County Hall for registering and a copy held on file, copies are sent to all the services working with you and your child along with any other services you may wish to seek support from. You will be given the original.

A Team around the Child (TAC) meeting will be arranged to discuss the agreed Action plan ideally within 15 working days. TAC meetings are then usually held every 6-8 weeks.

When it gets to the point where everyone agrees all of your child's needs are being met by the relevant services, the CAF can close.

Where to go for more information?

- CAF team 01225 713884 or email caf@wiltshire.gov.uk
- Early Help services within Wiltshire Council 01225 718230
- Special Educational Needs and Disabilities team 01225 757985
- Wiltshire Safeguarding Children's Board (WSCB) www.wiltshirelscb.org
- Wiltshire Council website www.wiltshire.gov.uk

