



Lancashire  
Children and Young People's  
Trust

# Your family guide to CAF 'Assessment and Planning Tool'



**Lancashire**  
County  
Council 

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## Introduction

Many families need additional support at some time in their lives. Agencies that work with families have a responsibility to work closely together with you and your family to make sure every child and young person has the best possible chance to reach their full potential.

Agencies that work with children, young people and families are responsible for listening to you and supporting you to take the right actions to ensure you and your family get support at an early stage.

## Common questions

### What is the Common Assessment Framework(CAF)?

The Common Assessment Framework is an 'Assessment and Planning Tool' to gather information about children and families in one place and using it to help you decide what type of support is needed to help you as a family. People from different organisations may talk to each other and share your information with your consent and work together with you to help

to support you and your child. If your family has had a Common Assessment completed this will be recorded and means that you will not have to keep repeating your story to lots of different people.

### Is the information held about me secure?

The Local Authority holds the information about the CAF and only a small number of people can access it, based on your consent.

### Why am I being asked to consent to a CAF?

A Common Assessment Framework can only take place with your agreement. You are being asked to agree to a CAF so that the people working with your family can gather information and agree, with you, if you need help. People who can help and support you will work with you to write a plan. The plan will say what will be done, who will do it and by when.

### Can a CAF be done without my agreement?

A Common Assessment Framework is voluntary and can

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only be done with your agreement and the people working with your family will always involve you.

## What will happen to my assessment? Can I have a copy of what is written about me?

You will be given a copy of your assessment to keep. The person who completes your Assessment with you will keep a copy of the form. They will only share it with those who need to have a copy. This will be agreed with you when you consent to an Assessment being started.

## What is a Lead Professional and what do they do?

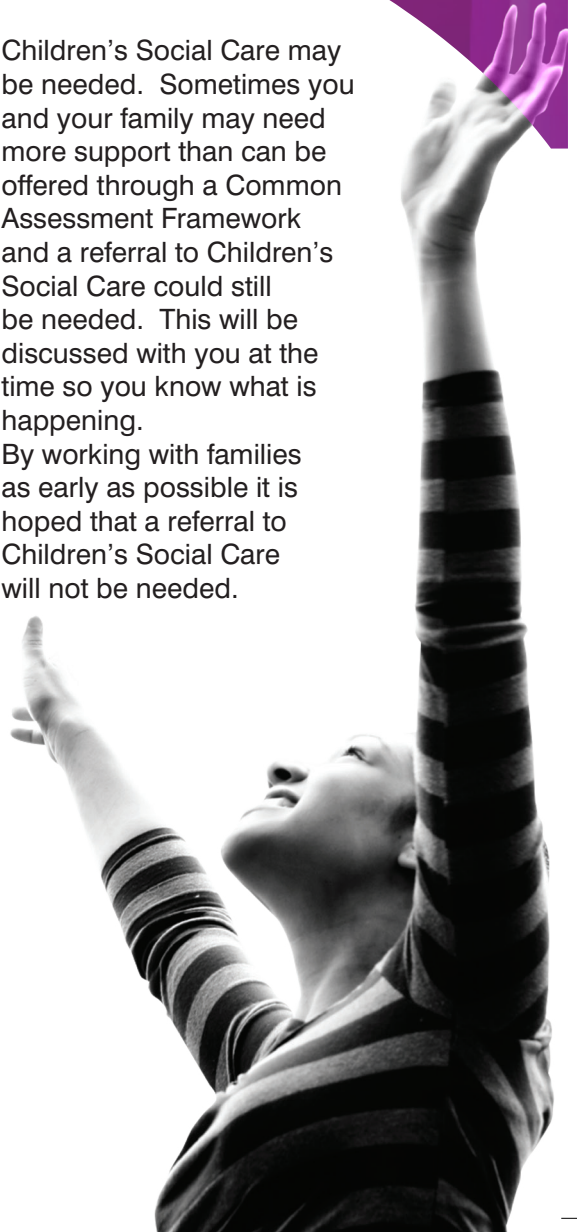
The Lead Professional is your single point of contact, who will co-ordinate your plan of support and action and will be the person you can ring with any questions or queries.

## Will I be referred to a Social Worker?

A CAF is intended to identify any support your family may need. If there are concerns about the welfare of children, a referral to

Children's Social Care may be needed. Sometimes you and your family may need more support than can be offered through a Common Assessment Framework and a referral to Children's Social Care could still be needed. This will be discussed with you at the time so you know what is happening.

By working with families as early as possible it is hoped that a referral to Children's Social Care will not be needed.





If you have any further questions, please contact:

A large, empty white rounded rectangular box with rounded corners, intended for contact information.