



Young persons guide to CAF 'Assessment and Planning Tool'



Introduction

Many young people and their families at some time in their lives need some help to make sure that they live happily and safely.

Agencies like school, Young People Service and drug workers are responsible for listening to you and your family and supporting you to make sure you and your family get support when you need it.

What is CAF

(Common Assessment Framework)

The CAF is a tool that gathers information about you and your family this helps to look at what is going right as well as what type of support you may need.

How does it work?

A person who knows you for example school nurse, young people's worker will talk to you and your mum, dad or whoever you live with and listen to what you and your family think would be helpful.

If you agree they will write down what is talked about on a form and give you a copy of the form. Then all the agencies who can help you will work together to give you and your family support.

With your agreement your CAF is shared by the people that know you like teachers, learning mentors, and young people's worker, drug worker which means that you and your family only have to tell your story once.

What is a TAF?

The person that has helped you to complete the CAF may arrange a meeting. This meeting is called a Team around the Family.





How will I know who is doing what and when?

Before the TAF meeting the person that knows you will discuss with you and your family which person you feel most comfortable talking to this person will be known as the Lead Professional.

This person will be you and your families' main point of contact and will tell you what is happening, listen to any worries and support you. This person will also support the people helping you.

Who will have information about me?

As a rule the information on your CAF will not be shared with anyone else unless you agree. But there may be times when people working with you and your family need to do so.

For example:

- When they need to find out urgently if you are at risk of harm
- To help someone else who is at risk of harm
- To help prevent or detect a crime.



Will a Social Worker be involved?

No your CAF will help you and your family identify any support that you may need as early as possible to prevent being referred to Children's Social Care. However if there are concerns about your safety and wellbeing a referral to Children's Social Care may be needed.

This will be discussed with you and your family.



With thanks to the young people of Lancashire without whom this leaflet would not have been possible.



If you wish to discuss anything, need help or support please contact:

Name _____