

## Common Assessment Framework (CAF) Fact Sheet

### What is the Common Assessment Framework?

The CAF is a standardised approach to undertaking an assessment of a child or young person's additional needs, identifying how best to meet those needs, and putting in place a plan to address them. It provides a generic and holistic assessment of a baby, child or young person's strengths and needs across three domains:

- development of the child or young person;
- parents and carers;
- family and environment

The CAF promotes early intervention, and improved communication and integrated working between practitioners supporting a child or young person. It is a voluntary process, with a strong emphasis on engaging and working in partnership with children and young people and parents/carers.

In Haringey, undertaking a common assessment facilitates access to many of the targeted and specialist services that support children, young people and families.

### Who can complete a CAF?

In Haringey, the agreed policy is that only staff who have attended the *CAF Assessor* training, or who have had training in undertaking assessments at a similar or higher level (e.g. *APIA*), can undertake common assessments.

Many organisations have someone who is able to undertake common assessments, and you should speak to that person if you think a child or young person would benefit from a CAF. If there is no such person in your organisation, you should contact the child or young person's Health Visitor (for children under 5) or their school (for those over 5) and inform them of your concerns.

Whilst not all practitioners will undertake common assessments, it is expected that they know about the CAF, when it is appropriate, how to find out if a CAF already exists, and how to arrange for one to be undertaken. In addition to the CAF guidance, the ½ day *Introduction to Integrated Working in Haringey* course covers these areas. It is aimed at all practitioners working with children and young people and their families in Haringey. Please contact [caf@haringey.gov.uk](mailto:caf@haringey.gov.uk) for information.

### When should a CAF be undertaken?

A common assessment should be considered when:

- There are concerns about how well a child or young person is progressing – these may be about their health, development, welfare, behaviour, progress in learning or any other aspect of their well-being
- A child or young person or their parent/carer raises a concern with you
- The child or young person's needs are unclear, or broader than your service can address

You should then use the *Haringey thresholds of need and service responses* to help you decide whether to proceed with a common assessment, or whether a different response is required - this document is available at:

[www.haringeylscb.org/thresholds\\_of\\_need.pdf](http://www.haringeylscb.org/thresholds_of_need.pdf)

The CAF is the appropriate response for those children and young people at level 2 (vulnerable children with additional needs).

For further information on the CAF in Haringey, please refer to the full guidance document, available at:

[www.haringey.gov.uk/integratedworking](http://www.haringey.gov.uk/integratedworking)

You can also contact the CAF Manager on 020 8489 3314 or by email [caf@haringey.gov.uk](mailto:caf@haringey.gov.uk)

# The Common Assessment Framework (CAF) - Overview of Haringey Process

