

There are 5 distinct parts to the whole Family CAF process. It's not just an assessment, neither is it just a meeting.

When we work closely with children, young people and, by association, their parents or carers there may be occasions when we see that some may have needs that your service cannot meet. Remember it may be the needs of a parent or sibling that are impacting negatively on the child or young person, or vulnerable adult you work with.

The family CAF assessment form enables you to make sense of those observations and to describe identified needs in a way that other services can also understand and therefore help when making referrals to other agencies for services

Once services have been identified they need bringing together in a multi-agency meeting with the family to pull together an agreed action plan.

As a result of a clear and unambiguous action plan everyone, service, parent, carer, young person, will understand the part they play in achieving commonly agreed outcomes.

Those agreed actions and outcomes are then reviewed. The focus of those review meetings is to establish that outcomes are being achieved and, if not, identifying what the blocks to success are and devising strategies and actions to achieve that. Consistent failure to achieve positive outcomes may result in an escalation along the threshold continuum. The review meeting will also record any new, emerging, needs for the family and identify appropriate actions to address these.

**1:** You think there are unmet needs and a Family CAF would be useful.

**2:** Contact the Family CAF team to find out if there is already a Family CAF in place. This will save you time and reduce duplication if there is already CAF work underway with the Family

**3:** If there isn't already a Family CAF you will be asked to undertake an assessment with the family.

**4:** Complete the assessment form (see *resource pack for examples*)

**5:** It's now time to get all services working with the family around a table together with the family. Identify two or three dates that you and the parent can be at a meeting and then invite the other services. Choose a the date that most people can attend.

## 6: Hold the meeting

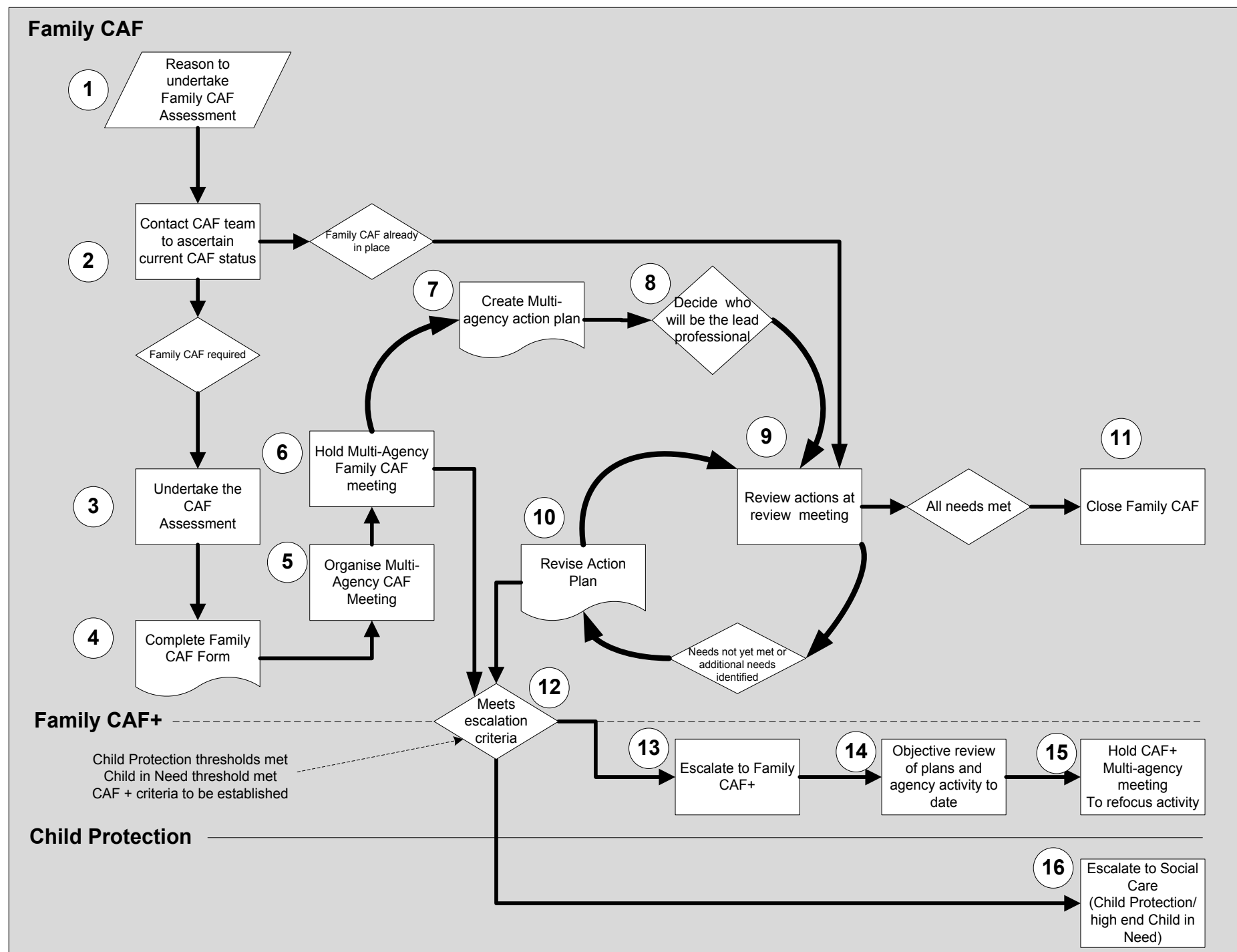
**7:** Using the Family CAF templates create an action plan that everyone agrees to, including the family. Make sure that what you plan to do has clear timescales and that each action has named person responsible for it.

**8:** At the meeting the family should choose who they want to be the Lead Professional (*see resource pack for more information*)

**9:** Meet to review the action plan. It's vital that things don't stall so we need to get a clear understanding of what is working on the plan and what is not. If something isn't working change it or even stop doing it and try something else.

**10:** Using the review action plan template create a revised plan to take in any changes the meeting has agreed to make.

**11:** One all the families needs are met the Family CAF can close. Contact the Family CAF team to advise them of the closure.



**12:** If, after a period of time, changes don't seem to be happening, maybe the parents/carers are disengaging from services before needs have been met or there's an escalation in the levels of need that are causing concern then we may need to think of a different approach or, possibly, refer to Children's Social Care if there are Child Protection concerns. You should contact a Family CAF co-ordinator and seek advice on how to proceed.

**13:** Escalate to CAF+ approach.

**14:** All parties involved with the CAF , including the family, are asked to complete templates which will help determine exactly where the blocks or problems are and form the basis of a revitalised action plan

**15:** Hold multi-agency meeting and establish the new plan.

SOCIAL CARE

## 16: Escalate to Social Care