

A PARENT'S GUIDE TO COMMON ASSESSMENT FRAMEWORK (CAF) & THE YorOK CHILD INDEX.

This leaflet is to help you and your family to understand the **Common Assessment Framework** and the **YorOK Child Index**.



YorK!

Working together with Children,
Young People and Families



INTRODUCTION

The Government have said that all agencies that work with families have a responsibility to work closely together with you to make sure every child and young person has the best possible chance to reach their full potential.



Helping children, young people and families is everybody's business. All agencies that work with children, young people and families are responsible for listening to your concerns and worries and taking the right actions to ensure you and your family get support at an early stage.

SOME ANSWERS TO THE QUESTIONS MOST OFTEN ASKED...

What is the Common Assessment Framework?

The Common Assessment Framework is often called CAF and is sometimes also referred to as "Your Info".

A Common Assessment is a way of gathering information about children and families in one place and using it to help decide what type of support is needed to help a family. People from different organisations will talk to one another, share information with your consent and work together with you to help to support you and your child.

What is the YorOK Child Index?

The YorOK Child Index is a system that helps the people who are working with you and your family to contact each other. It contains basic information such as name, address, date of birth and school but does not hold the personal information about work done with your family.

The staff that work with the YorOK Child Index can tell authorised people if another service is working with your family and how to contact that service. Index staff do not know the details about why a service is working with you.

The information about children is securely held. Only authorised people can ask for information from the YorOK Child Index. They must have attended training.



If your family has had a Common Assessment completed this will be recorded on the YorOK Child Index. If another practitioner contacts the YorOK Child Index about your child they will be told if a Common Assessment has been done and who to contact. This 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. Any practitioner who rings the YorOK Child Index must have had training and will have a secure number, which allows them to ask for information.

Why am I being asked to consent to a Common Assessment? (CAF)

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

Can a Common Assessment be done without my agreement?

A Common Assessment is voluntary and can only be done with your agreement. The people working with your family will always try to involve you. If your child is old enough (12 years or over) they can agree to a Common Assessment themselves.

ONE PARENT SAID:

"I WOULD SAY
TO ANYONE,
DO IT, IT HELPS
YOU TO SEE
HOW BEST YOU
CAN CHANGE
FOR THE
GOOD, IT'S
THERE TO HELP"

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

The person who completes your Common 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 Common Assessment. You will be given a copy of your assessment to keep.

What sort of services might be included on my action plan?

This will depend on your family's needs. Some services that families have found helpful include:

- *Information about groups such as Dads Groups, Young Carers' Groups and CANDI (for families who have children with disabilities), youth groups and activities for young people.*
- *Services such as nursery sessions for your child, adult education classes for you.*
- *Support in being a parent such as finding a course of parenting classes for you.*

- *Referral to organisations such as Home-start, Mental Health Services, Compass.*

This is just a small number of the services which might help you, there are many more.



SOME THINGS PARENTS HAVE SAID:

**“I GOT HELP TO
GET A NURSERY
PLACE”**

**“COMPLETING
CAF MADE ME
FEEL A WEIGHT
WAS OFF MY
SHOULDERS”**

**“I HAVE BEEN
ATTENDING
FAMILY
LEARNING
PROGRAMMES”**

Is there anything I can do to prepare for the assessment?

Common Assessment is intended to support your family and make things better for your children. Try to think about what might be helpful to you and your children; it might help if you talk to a friend or a family member.

What is a Lead Practitioner?

When there are 3 or more different services involved with your family, a Lead Practitioner will be agreed with you. The Lead Practitioner can be anyone who works with your child or family and will help you to find the right help at the right time. The Lead Practitioner will make sure organisations work together to help you. Their name will be recorded on the YorOK Child Index. If an authorised person rings the YorOK Child Index for information they will be asked to contact the Lead Practitioner.

Will I be referred to a social worker?

A CAF is intended to offer support to your family soon after additional needs are identified. By working with your family and by offering extra services as soon as possible it is hoped that a referral to social services will not be needed. Sometimes you and your family need more support than can be offered through a Common Assessment and a referral to Children’s Social Care is still needed. This will be discussed with you at the time so you know what is happening.



I've heard about PPAC from my local Children's Centre. How is this different from Common Assessment?

PPAC stands for Preventative Planning and Co-ordination. It's a way for a group of team leaders from different services like Children's Centres and Health Services to get together. They meet every month in each of the three Children's Centre areas to look at Common Assessments for families with children under the age of 5 years. They look at what services they can offer, or what other services they can think of, to support the family. If your Common Assessment is going to be discussed at the PPAC meeting this will be agreed with you first.





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and practitioners
who contributed to
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FOR MORE INFORMATION:

you can visit the YorOK website

www.yor-ok.org.uk

Or email yor-ok@york.gov.uk

If you wish to make a comment, complaint or
a compliment, please contact City of York
Council by phone on 01904 554081,
by email haveyoursay@york.gov.uk or write to
The Complaints Manager, PO Box 402,
George Hudson Street, York YO1 6ZE

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim
własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جا سکتی ہیں۔ (Urdu)

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