

The BFG CAF Pilot Practitioners Aide Memoire

The next 4 figures outline the CAF processes for the BFG Pilot. It should be remembered that the purpose of the Pilot is to find out and develop what works best to improve the outcomes for our children and young people, here in BFG. This process should be used as the starting point and will develop through the Pilot. Your opinion and experience is valued as part of the Pilot so please feed back improvements to the Pilot Support Group, or direct to bryan.abell337@mod.uk

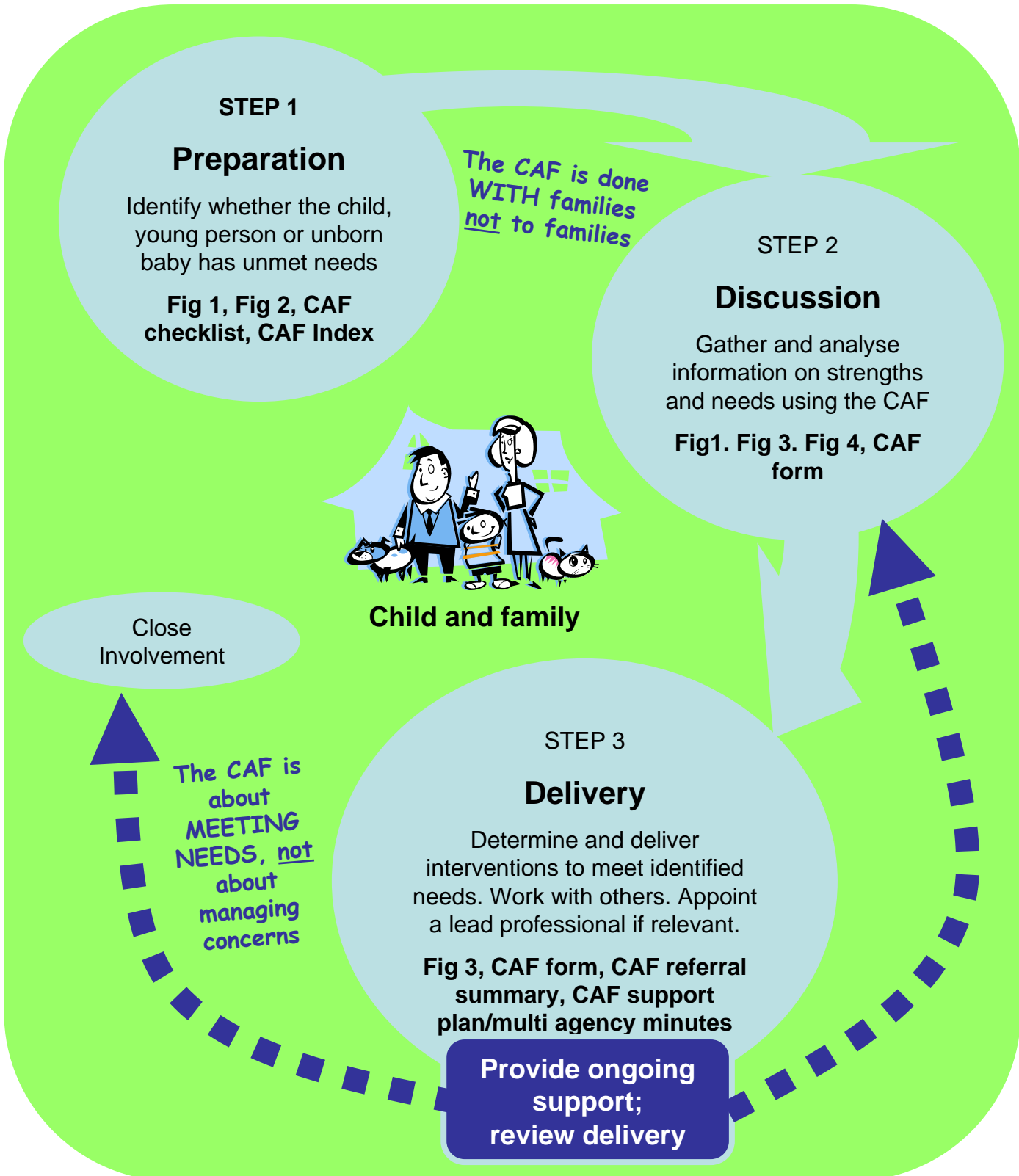


Fig 1

Setting the Foundation



You think a child, young person or unborn baby, has needs which are not being met.
If you think the child* maybe at risk of significant harm go straight to your child protection/safeguarding procedures. (CAF is NOT used for this)

Talk to the child*/family about the CAF, check if a CAF is already in place, find out what other practitioners are involved.

What are unmet needs?
You may be concerned about their health, welfare, behaviour, progress in learning or any other aspect of their wellbeing. You think or believe that a child, young person or unborn baby will not progress towards the five Every Child Matters outcomes without additional services/support.

Use the CAF checklist to see if a CAF would help.

Call 72 8573 to check the CAF Index.

CAF has already been completed

Contact the CAF author / lead professional and agree any updating to the CAF and the Action Plan

No CAF has been undertaken

Child* maybe involved with universal services or specialist services.
Consider whether it would be useful to contact these. Do this with the consent/inclusion of the child*/family.

Would a Common Assessment help the child* to achieve the 5 Outcomes? (Use CAF checklist)

yes

No

Identify/agree who is going to carry out the CAF
See Fig 3

If you have got this far, ask yourself why a CAF would not be useful?
Continue professional involvement as appropriate.

These stages are carried out with the knowledge and involvement of the child/family.*

NOT SURE ABOUT WHO YOU CAN SHARE INFORMATION WITH? Go to Fig 4

From the Pilot we will learn what is the best stage at which information is shared and integrated working begins, this is a guide to help inform the Pilot, to be used flexibly.

If at any point you would like advice or guidance; share your concerns with either:

- The person in your setting who has completed full CAF training
- Your agencies member on the CAF Local Steering Group
- Your agencies member on the Pilot Support Group
- Manager ICRS (CAF Pilot Co-ordinator)

* The term child or children is used throughout, to mean child, young person or unborn baby (or plurals).

Fig 2. Identifying Unmet Need

Summary of Every Child Matters Outcomes Framework

Every Child Matters

THE FIVE OUTCOMES

Every unborn baby, child or young person should be supported to achieve each of these five outcomes as they develop. If they have needs which are not being met, stopping them reach an outcome then a CAF is the tool to use.

BE HEALTHY

- Physically healthy
- Mentally and emotionally healthy
- Sexually healthy
- Healthy lifestyles
- Parents, carers and families promote healthy choices.



ENJOY & ACHIEVE

- Babies and young children show appropriate development
- Ready for school/nursery
- Attend and enjoy school/nursery
- Achieve stretching national educational standards at primary school
- Achieve personal and social development and enjoy recreation
- Achieve stretching national educational standards at secondary school
- Parents, carers and families support learning and development



STAY SAFE

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti-social behaviour in and out of school
- Have security, stability and are cared for.
- Parents carers and families provide safe homes and stability



ACHIEVE ECONOMIC WELLBEING

- Engage in further education, employment or training on leaving school
- Ready for employment
- Live in decent homes
- Access transport and material goods
- Live in households free from poverty



MAKE A POSITIVE CONTRIBUTION

- Engage in decision making and support the community and environment
- Engage in law-abiding and positive behaviour in and out of school
- Develop positive relationships and choose not to bully or discriminate
- Develop self confident and successfully deal with significant life changes and challenges
- Develop enterprising behaviour
- Parents, carers and families promote positive behaviour



NB if a child* is at risk of significant or immediate harm go straight to child protection/ safeguarding procedures.

Fig 3

BFG CAF Process *Use this to help you action a CAF*

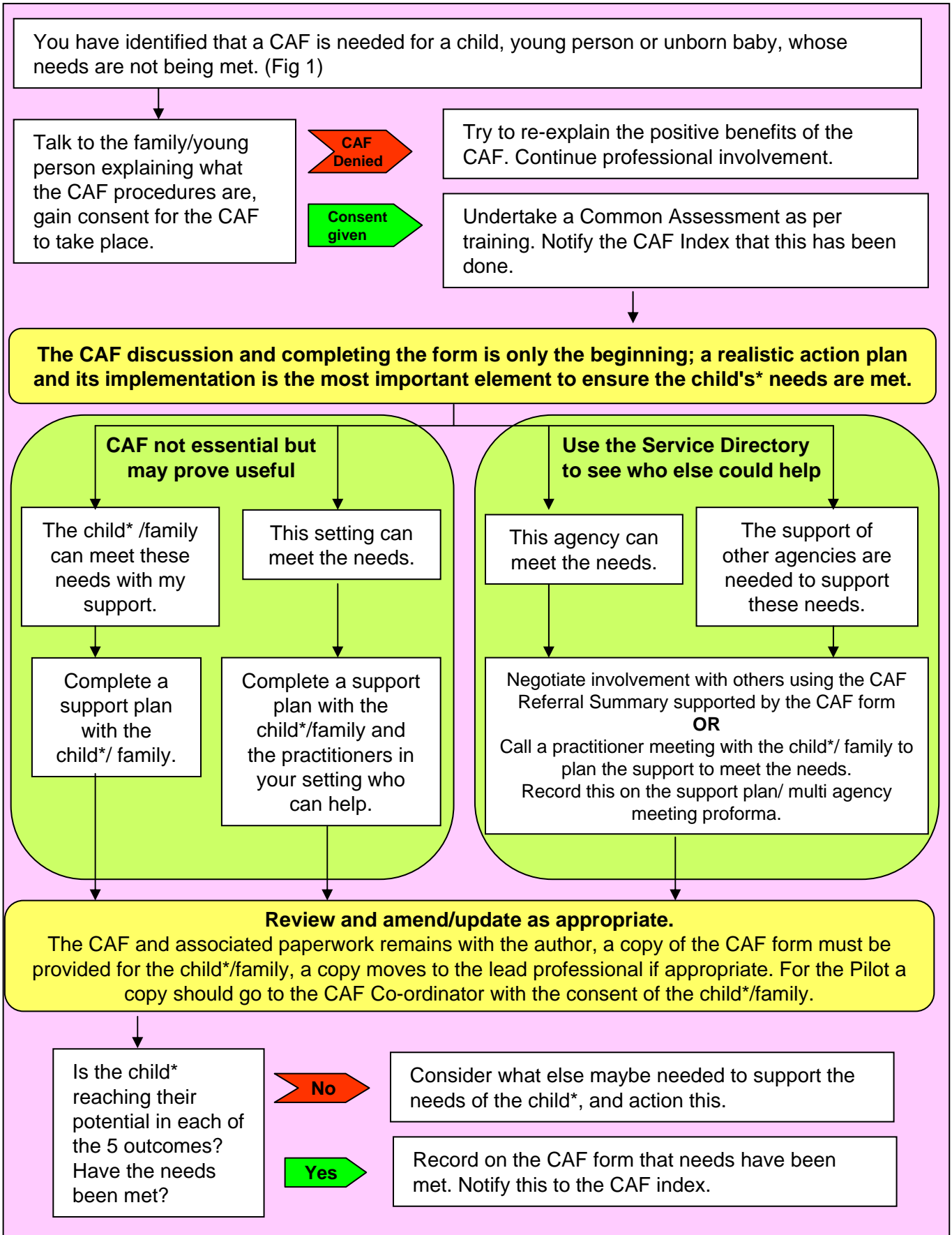
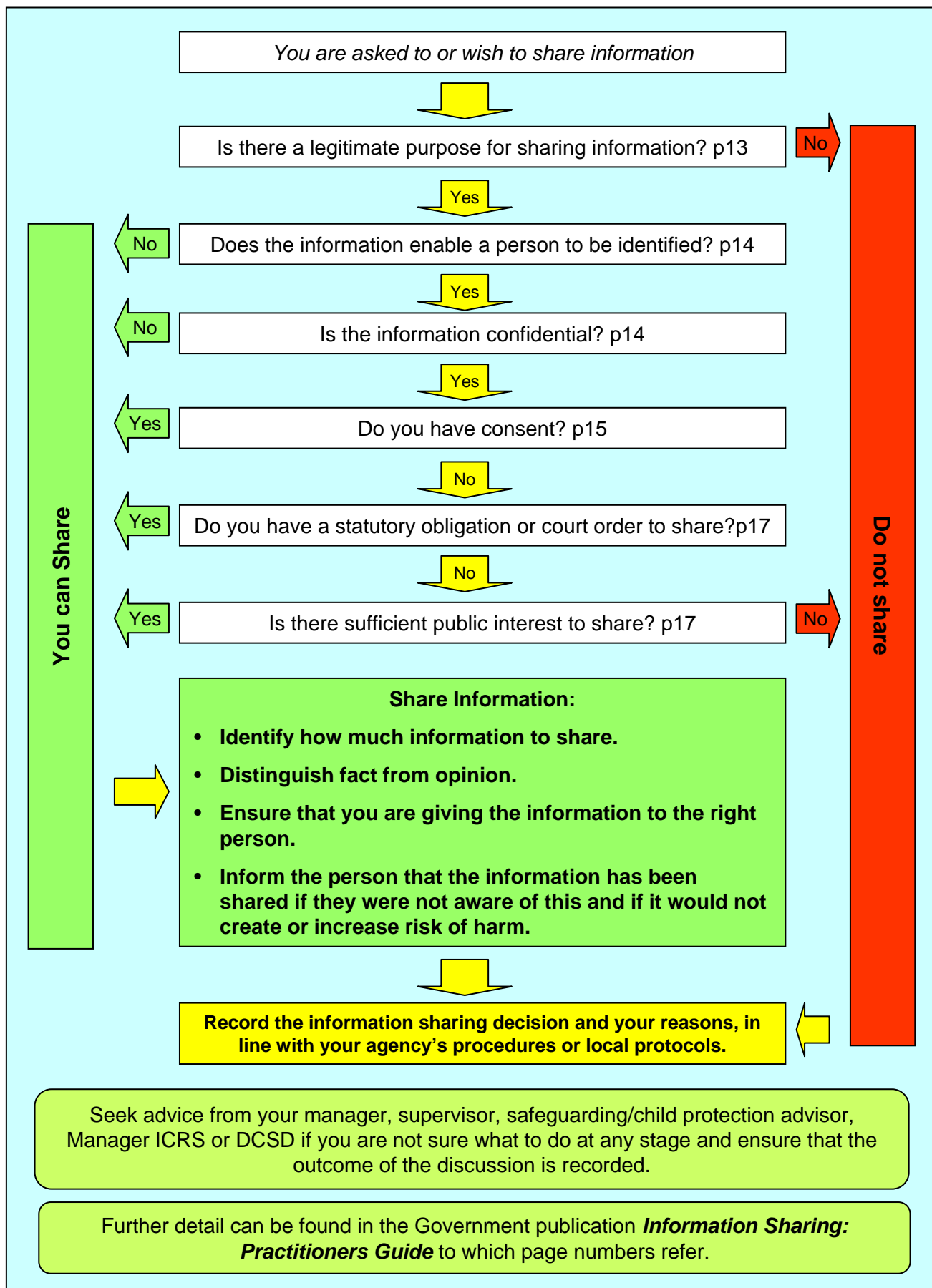


Fig 4 Information Sharing

All agencies working in BFG have signed up to an information sharing protocol as part of the multi-agency CAF Memorandum of Understanding. This accepts the principles set out on this page.



Frequently Asked Questions

Who is the lead professional?

The Pilot will influence the arrangements for the Lead Professional in BFG. We need to be flexible during the Pilot to learn the most. The Lead Professional will be the practitioner as determined the most appropriate by the child*/family and practitioners involved.

*(For further details of this role refer to the Government publication **The Lead Professional; a practitioners guide.**)*

Have I got the support of my agency management to be part of the CAF?

All agencies have signed up to the BFG Children and Young people's Plan 06/07, which agrees to pilot the CAF. More specifically is the Multi-Agency Agreement which outlines what this means.

Does the CAF guarantee services and support? What about if a service/agency refuses involvement?

The CAF does not guarantee services and support as these are related to resources. However it will identify which support would be best, this can be used then as an argument for securing resources. Agencies will still work within their priorities and maximum case loads.

Is the Chain of Command notified of a CAF?

The Chain of Command is not notified of a CAF without the consent of the child/parents, unless it could directly effect the effectiveness of the soldier to carry out his/her duties.

What is the CAF Index?

This is a register of all children* who have been involved with a CAF, and a contact list of the practitioners working with them. It will be developed to match the Child Index in England which will hold ALL children* and the contact details of those who work with them. The CAF Index will NOT hold any case details.

What is the lifespan of the CAF and are there any timescales I should adhere to?

A CAF is used to support unmet needs and will last until these needs are met. During this time it can be updated as required. Agencies will have their own policies for storing the associated paperwork.

Where to I go if I have any more questions?

The person in your setting who has completed full CAF training, your agencies member on the CAF Local Steering Group, your agencies member on the Pilot Support Group, the Manager ICRS (CAF Pilot Co-ordinator) or the Deputy Children's Services Director.

Do I have to do an agencies/services own referral form as well as the CAF?

For the Pilot agencies have agreed to accept the CAF and the Referral Summary sheet as a referral, instead of their usual paperwork. This will be monitored to judge its effectiveness.

What about my agencies own paperwork?

Each agency will be monitoring the Pilot to judge which paperwork can be satisfactorily replaced by the CAF paperwork.

Where is the CAF kept?

Copies of the CAF should be given to the family, practitioners using the CAF should keep them under their agencies usual policies.

Will my workload increase because of the CAF?

Pilot areas have found that initially practitioners see a small increase in workload as they become familiar with new ways of working. However through time the effectiveness of these new systems show dividends and workloads across all practitioners are used more effectively.