



**Issue 8 - February 08**

# Newsletter

Promoting Children and Young People's Wellbeing in Worcestershire.  
Common Assessment Framework, Lead Professional and Information Sharing.  
**Visit the website: [www.worcestershire.gov.uk/iwp](http://www.worcestershire.gov.uk/iwp)**

**Welcome** to the February edition of the Integrated Working Programme Newsletter.

The newsletter is produced on a monthly basis to keep everyone up to date with the implementation of the common assessment framework (CAF) in Worcestershire.

Briefings and training on the CAF are available for all of the children's workforce across Worcestershire including Children's Services, Health Services, Child & Adolescent Mental Health Services (CAMHS), Voluntary Organisations, Housing, Leisure Services, Staff in Adult Services who work with parents, West Mercia Police, Youth Offending Service, Extended Services, Schools, Colleges, Young Persons Substance Use/Misuse Service, District Councils, Youth Support, Connexions and Early Years settings..... and so on.

Remember, CAF = Early intervention, co-ordinated support and better outcomes for children and young people!

*Jessica Glenn,  
Project Manager*

**Number of staff across all agencies in Worcestershire briefed and trained so far (as at 8th February):**

**Briefings to  
918  
multi-agency  
staff**

**347  
multi-agency  
staff CAF  
trained**

**4  
completed  
common  
assessments**

## The Practitioner Toolkit

The Practitioner Toolkit given out at the training sessions includes procedures for staff around completing a common assessment, being a lead professional and around information sharing.

It provides you with the Common Assessment Form – Co-ordinated Support Plan Form - Co-ordinated Support Review Plan Form - Checklist for completing the Common Assessment Process – Guide to completing the Common Assessment form and Pro-forma for written information to a Co-ordinated Support Meeting.

Look out for updates to the toolkit via the website: [www.worcestershire.gov.uk/iwp](http://www.worcestershire.gov.uk/iwp)



# The Common Assessment Process

## So what is the Common Assessment Process really like?

An interview with Neil Grimshaw, Early Intervention Family Support Worker, Pershore.

## When did you think about doing a common assessment?

I had an informal discussion with the Head Teacher and we both expressed that from what we knew of the CAF, this child and family would benefit from a holistic assessment and co-ordinated support. There were a large number of health services involved with the child and issues around behaviours at home, relationship difficulties and issues around learning at school.

## What did you do first?

I agreed with the school that I would initiate the common assessment. I also ran the case by my area CAF Co-ordinator to get his response. He agreed that a common assessment would be useful for the child and family.

## How did you engage with the family and complete the CAF?

I had a chat with the parents and talked about some of the issues that the family were experiencing and we talked about the fact that a common assessment could help to ensure a co-ordinated approach to identify solutions for the issues that the child and family were experiencing. We completed the common assessment over a couple of visits to the family and the school assisted me with completing the learning section.

## How did you know which other practitioners to involve in the process?

The assessment helped identify services which would help the needs of the child. These were health services, school and educational psychology. The mother of the child explained which health services were active and which were not. For example an occupational therapist had recently concluded her involvement and we were clear as to her recommendations. These recommendations could be followed up within the school and so this information was helpful. The mother was very clear and up to date in terms of appointments regarding health issues and this was a strength.

## How was it arranging the co-ordinated support meeting?

That was potentially the most difficult part to achieve within timescale of 10 days. One professional worked part time and so we identified what dates she could do and managed to fix a convenient time for all. The co-ordinated support meeting included the Family Support Worker, the Educational Psychologist, School representation and the child's mother.

## How was it agreeing the Lead Professional?

It was agreed by all (including the child and parents) that the SENCO (special educational needs co-ordinator) would take the Lead. This is because she knows the child and parents well and will be a continued person in child's school life at the Middle school.



# - "Go for it!!!!!"

## **Did you feel that you had support throughout the process?**

Despite some early anxieties, the Head Teacher, SENCO and myself supported each other throughout. I have to add that I kept in close contact with my area CAF Co-ordinator throughout process and this was very helpful for me especially as it ensured that I was on track with the process.

## **How do you feel this is going to make a difference?**

It has identified that behaviours at home have similarities to behaviours in school and has given all practitioners and staff involved with the child an insight to this. The school have already identified an additional short course for the child in school, which will put some of the recommendations from the Occupational Therapist in to practise.

The teaching assistant is to link with the Educational Psychologist and work out a plan of direct work based upon some solutions from the Co-ordinated support meeting. I feel confident that some changes will take place! I also feel that the CAF can be part of showing the importance of Early Intervention services.

## **Top tip for other practitioners thinking about using the CAF?**

If the child and family will benefit, then GO FOR IT!!!! Support is there and don't be shy in asking for it!!!

# Feedback

## **Initial feedback from Lead Professional (SENCO) at the child's school**

"Initially I was quite anxious about being the lead professional, never having gone through the process before. Working closely with Neil was essential throughout the CAF process, as was maintaining links with all the agencies/services who were involved in the co-ordinated support meeting. As everyone at the meeting was concerned for the welfare of the individual and aware of his/her needs, it was much easier to co-ordinate their input than it has been previously, and everyone knows who is responsible for each element of the plan."

Nikki Sage

## **Feedback from the CAF Co-ordinator**

"I supported Neil throughout the CAF process and gave advice to Nikki with regard to her Lead Professional role. When staff/practitioners want to talk about a situation where a common assessment may be helpful, I am happy to listen and provide advice as to whether a common assessment would be useful. Particularly as this is a new process, myself and my two colleagues will guide and support staff to implement this new way of working. It is a really exciting time for us to be implementing the Common Assessment Framework in Worcestershire and ultimately it will help to ensure a child or young person is meeting the five Every Child Matters outcomes"

Peter Holland



## Your area CAF Co-ordinators are:

### **Sarah McMorrow**

covers Tenbury, Wyre Forest,  
Hagley and Droitwich  
Tel: **01562 757867**



### **Jeff Barnard**

covers Redditch and Bromsgrove  
Tel: **01527 556168**



### **Peter Holland**

covers Evesham, Pershore,  
Malvern, Martley and Worcester  
Tel: **01905 765787**



**They will support you and provide advice on completing common assessments. Don't forget to tell your CAF Co-ordinator if you intend to start a common assessment.**



## Most popular query of the month

### **Can I complete a common assessment if I haven't done the CAF training?**

Yes. It is advisable to do the training as soon as you can, however, if you know a child or young person who you feel would benefit from a common assessment, you can contact your CAF Co-ordinator to talk through the situation and if after discussion, you feel that a common assessment would be useful, then your CAF Co-ordinator will help you through the process. It is of course then still advisable to book on to training as soon as you can.

## Training

Book your briefing or training place via [www.worcestershire.gov.uk/iwp](http://www.worcestershire.gov.uk/iwp)  
or email [cafraining@worcestershire.gov.uk](mailto:cafraining@worcestershire.gov.uk) or call Kay Harris on 01905 766082.

### **Briefings**

All of the children's workforce in Worcestershire will need to be aware of the Common Assessment Framework. The briefings provide an awareness and overview of the Common Assessment Framework, Lead Professional, Information Sharing and Contact Point. Briefings will be up to 2 hour sessions available throughout the County.

### **CAF Practitioner Training**

This training is for professionals who are likely to carry out Common Assessments or undertake the Lead Professional role as agreed by their agency. This will now be a 1 day training course available throughout the County

### **Manager / Supervisor Training**

This training is for managers responsible for staff carrying out Common Assessments or undertaking the Lead Professional role. This will be a 1 day training course available throughout the County.

On completion of training, you will be expected to implement the Common Assessment Framework straight away.

For further information or to become involved, contact Jessica Glenn, Project Manager

**Email: [jglenn@worcestershire.gov.uk](mailto:jglenn@worcestershire.gov.uk) Tel: 01905 72 8808**



Children and Young  
People's Strategic  
Partnership

For more information on the common assessment framework, lead professional & information sharing you can visit: [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)