

## **Every Child Matters in Liverpool**



### **The Coordination of the Common Assessment Framework (CAF) & Adult Services Assessment and Planning Processes**

#### **Liverpool Children's Trust Arrangements**

# **The Coordination of the Common Assessment Framework (CAF) & Adult Services Assessment and Planning Processes**

## **Purpose of the Guidance**

The following guidance sets out how the Common Assessment Framework (CAF) used in Children's Services and Adult Services Assessment and Planning processes can be used in partnership to identify Child and Adult needs and how those needs can best be met by the provision of a coordinated package of support to improve outcomes for the whole family. The aim of this guidance is to encourage a common and consistent approach to be in place when a child and adult are identified as having additional needs, and clarifies the roles and responsibilities of practitioners working with the child and with the adult who is also the parent/carer.

It is acknowledged that, in many cases, children will have additional needs because their parent/carers have additional needs which impact upon their own wellbeing and their ability to care for their children. Thus, both adult and children's workers are uniquely placed to identify potential needs within a family and request the appropriate assessments and services. Sharing responsibility for children's and adults' outcomes does not mean practitioners acting beyond their competence or responsibilities. (Practitioners to make links on behalf of families across Adults- Children's Services, Health Services and the Voluntary sector) Practitioners will not be expected to take on each other's roles and responsibilities but are asked to consider the needs of the child and the adult, respect individual knowledge and skill, and work together to meet those needs so that outcomes for all of the family can be improved.

The guidance sets out how partner agencies from Adult and Children's Services can work together to ensure that the needs of all family members are met to the benefit of everyone. By practitioners working together at the first sign of difficulty and pooling their expertise and resources, measures can be put in place at an early stage to prevent escalation of need within families. Agencies will be able to respond to needs effectively rather than reacting to a family's situation when the situation has reached crisis point.

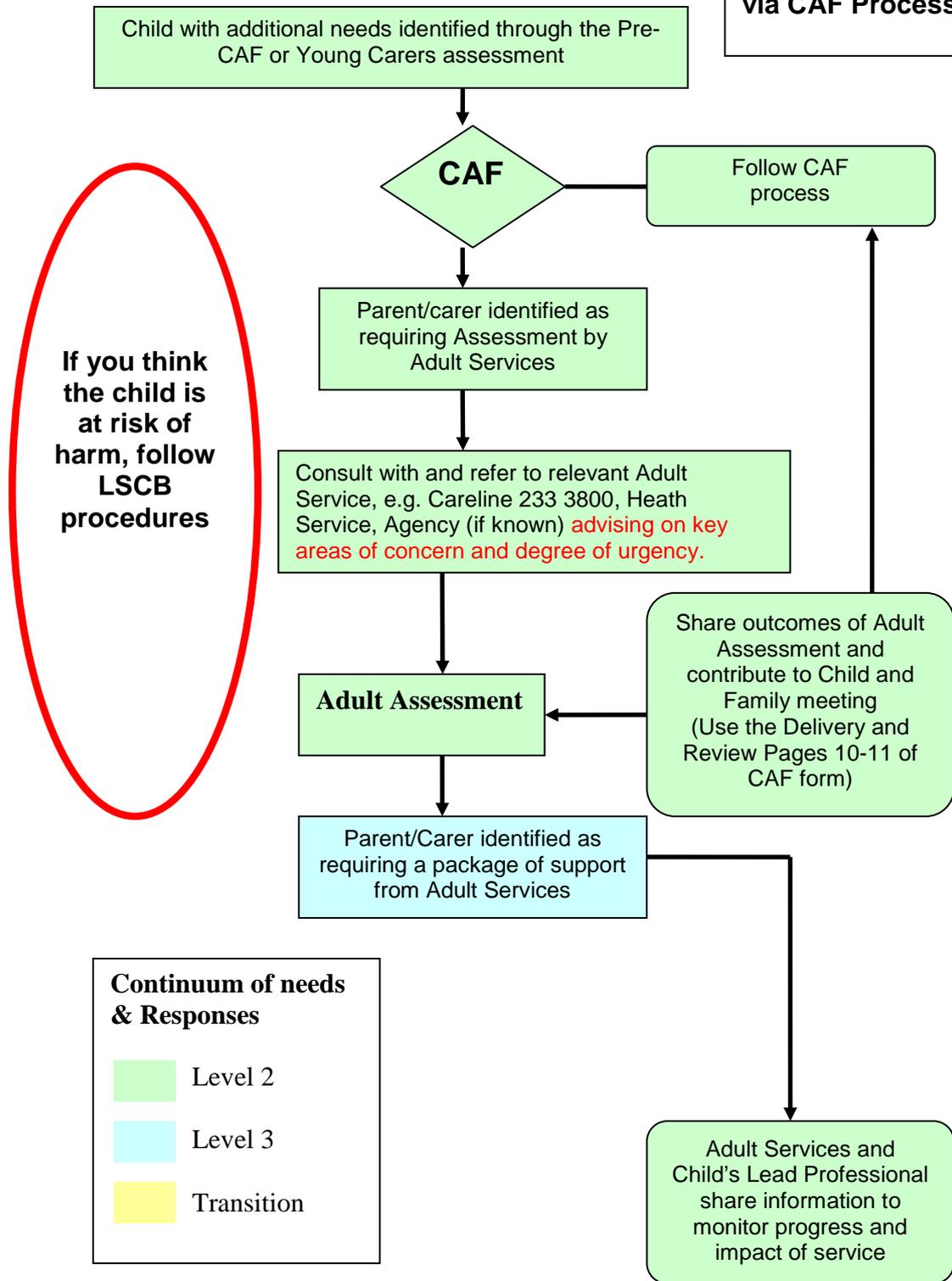
## **Background and context**

The Think Family guidance (SCIE) highlights the importance of adult and children's services practitioners taking a whole family approach when assessing needs and providing services to children, young people and their families. (Examples of multi- agency whole family approach delivered within the CAF and Lead Professional Workshops).

The guidance comprises flowcharts and brief practice guidance as to how CAF and Adult Services Assessments can be used jointly.

# Family Assessment and Pathway Protocol

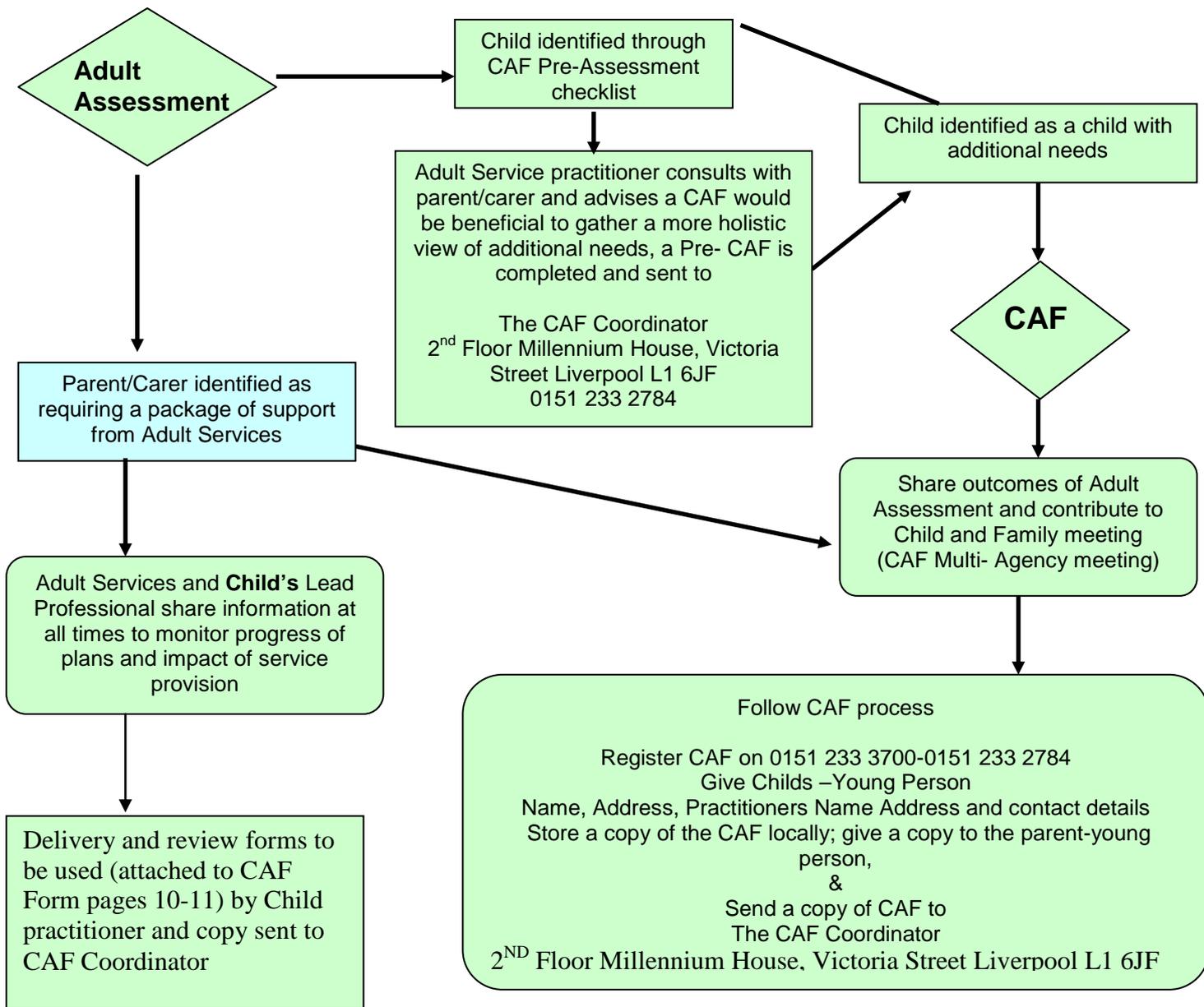
Parent/Carer with additional needs which require Assessment by Adult Services/identified via CAF Process



**Continuum of needs & Responses**

- Level 2
- Level 3
- Transition

**Family Assessment and Pathway Protocol**  
**Child with additional needs identified through CAF Pre-Assessment by Adult Services**



**Continuum of needs & Responses**

- Level 2
- Level 3
- Transition

**If you think a Child is at risk of harm follow LCSB Procedures**

## Parent/Carer with additional needs identified via CAF process

- i. If a practitioner involved with a child or young person identifies that they may have additional needs which cannot be met by universal service provision, the practitioner will complete a common Assessment within the Common Assessment framework process. The CAF may identify that the parent/carers has additional needs which impact upon their own well being and upon their ability to meet the needs of the child.
- ii. If appropriate the CAF author will consult with and request a Assessment of the parent/carers needs from Adult Services with the consent of the parent/carers e.g. Careline, Health Services or Agency (unless the conditions to dispense with consent apply). Information from the CAF can be shared with Adult Services with consent.
- iii. Adult Services will share the results of their assessment with the **Child's Lead Professional** and contribute the package of support for the child and family which will have been agreed in the Child and Family Action Plan (within the CAF process). If, through the Adult Assessment, it is identified that the parent/carers requires a separate package of support in addition to the Child and Family Plan (CAF) then Adult Services planning process will be followed. The Adult Services Practitioner and Child Lead Professional will at all times share information between themselves and with other Partner Agencies as required to ensure that progress is being made and actions are being carried out to improve outcomes.
- iv. **If at any time a child is considered to be at risk of significant harm LSCB procedures will be followed.**
- v.

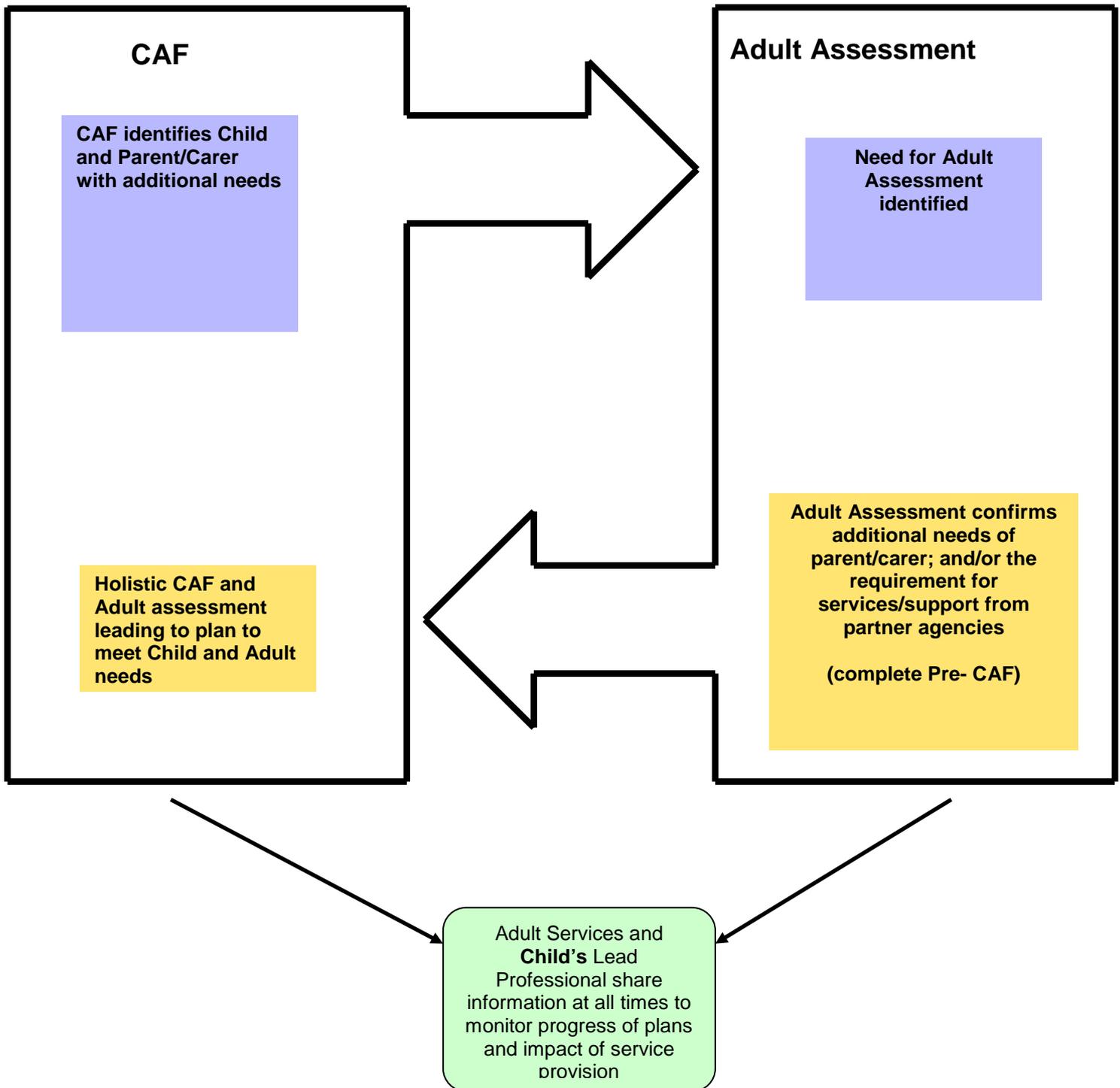
## Child with additional needs identified through Assessment by Adult Services

- vi. If it has been identified by a practitioner carrying out an Adult Assessment that a child or young person may have additional needs and their needs cannot be met by universal provision then the practitioner could at this point complete a **Pre Common Assessment Framework Checklist within the Common Assessment framework process or a Young Cares assessment. (Download from [www.liverpool.gov.uk](http://www.liverpool.gov.uk) Health and Social Care, Every Child Matters. Common Assessment Framework, Practitioner information, Ednet for Education, Epex for Adult Services & Meditech for Hospital Professionals)**
- vii. If the indicators from the Pre- CAF checklist show that a CAF is needed, the Adult Services Practitioner will consult with the CAF Coordinator and request a CAF for the child or young person using the Pre- CAF form (CAF Coordinator to identify the most appropriate Professional to initiate the CAF) from the relevant information provided, with the consent of the parent/carers, The Information from the Adult Assessment can be shared with the practitioner completing the CAF

with the consent of the parent/carer. (Adult practitioner to send Pre-CAF to The CAF Coordinator, 2<sup>nd</sup> Floor Millennium House , Victoria Street , Liverpool L16JF).

- viii. The CAF author will share the results of the CAF with the Adult Services Practitioner and ask them to contribute the Child and Family Action Plan (CAF), if one is required. If through the Adult Assessment it is identified that the parent/carer requires a separate package of support in addition to the Child and Family Action Plan (CAF) then Adult Services planning process will be followed. The Adult Services Practitioner and Child Lead Professional will at all times share information between themselves and with other Partner Agencies as required to ensure that progress is being made and actions are being carried out to improve outcomes.
- ix. **If at any time a child is considered to be at risk of significant harm LSCB procedures will be followed.**

## Common Assessment Framework (CAF) and Adult Assessment



## Overlap between CAF and Adult Assessment

The table below details how information can be transferred from the CAF to the Adult Assessment and vice versa to inform each of the assessments and ensure information is shared effectively.

The CAF provides a holistic assessment of the child's needs and circumstances, including the needs of the parents/carers. The CAF may identify the need for an assessment of these needs by Adult Services.

The CAF will also identify which services are required to meet the child and family needs in order to provide a coordinated package of support. It is recommended that the Child and Family (CAF) delivery plan template is used to agree the package of support for the parent/carer and the child if a multi-agency response is required.

If the Adult needs are such that priority has to be given to these in order to improve the outcomes for the child, Adult Planning will be used separately from a CAF Action Plan but at all times the Child's Lead Professional will be updated about the progress of the adult plan..

CAF	ADULT ASSESSMENT
<b>Identity details</b>	
Given name, address, contact tel. no, date of birth of named child(s) (p1)	<ul style="list-style-type: none"> <li>Name, address, phone no, mobile no, age, date of birth (p1)</li> </ul>
Ethnicity (p1)	<ul style="list-style-type: none"> <li>Ethnicity (p1)</li> <li>Parental Details</li> </ul>
<b>Assessment information</b>	
Details of parents/carers	
Current family and home situation (p2)	<ul style="list-style-type: none"> <li>Home situation (p3)</li> </ul>
<b>CAF assessment summary</b>	
<b>1. Development of the child/young people</b>	
Health	<ul style="list-style-type: none"> <li>How parental issues maybe impacting upon ability to meet the needs of the child.</li> </ul>
Emotional and Social Development	
Behavioural Development	
Identity, including self-esteem, self-image and social presentation	
Family and Social relationships	
Self-care skills and independence	
Learning	

<b>2. Parents and Carers</b>	
Basic care ensuring safety and protection	<ul style="list-style-type: none"> <li>The Adult Assessment will identify the parent/carers needs which impact upon their ability to meet the needs of the child.</li> </ul>
Emotional warmth and stability	
Guidance, boundaries and stimulation	
<b>3. Family and environment</b>	
Family history, functioning and well- being	<ul style="list-style-type: none"> <li>The Adult Assessment will be informed by and will provide more detail.</li> </ul>
Wider family	
Housing, employment and financial considerations	
Social and community elements and resources, including education	
<b>Conclusions, solutions and actions</b>	
What changes are wanted?	<ul style="list-style-type: none"> <li>What sort of help that you think you need?</li> </ul>
How can change happen?	<ul style="list-style-type: none"> <li>Actions needed to support the parent./carer and wider family</li> </ul>