

Stockport Common Assessment Framework for Children & Families

If you are completing this form electronically, boxes will expand to fit your text.
Where 'check boxes' appear, insert an 'X' in those that apply.

Date assessment/assessment update	
Version No. <i>Not sure of version number? Check with Common Processes Team 0161 217 6160</i>	

Name of person completing assessment	
Address	
Role	
Organisation	
Contact Telephone No.	

Name of Lead Professional	
Change of Lead Professional <i>(if lead has changed give name / date of change)</i>	

Identifying Details of Child	
<i>Record details of unborn baby, infant, child or young person being assessed. If unborn, state name as 'unborn baby' and mother's name e.g. unborn baby of Ann Smith.</i>	
Given Name	
Family Name	
AKA / Previous Names	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
Date Of Birth or Estimated Due Date (dd/mm/yyyy)	
Address	Postcode
Ethnicity	Click to Select
Ethnicity Notes	
If other, please specify	
Immigration status	
Child's first language	
Parent's first language	
Is the child or young person disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' give details	
Details of any special requirements (for child and/or their parent) e.g. signing, interpretation or accessibility needs.	

Family Outline						
Address						
Adults in the Family						
Name	DOB	Gender	Relationship	Contact details	Ethnicity	
Children in the Family						
Name	DOB /EDD	Gender	Relationship	Contact details	Ethnicity	School Attended
Services Working with the Child / Family <i>(Including details of GP, Health (HV, Midwife etc.), early years, education, FE training provision)</i>						
Service Name	Named Person		Contact details	Which family member are you working with?		

Reason for Assessment

CAF Assessment Summary: Strengths & Needs
<p>Consider each of the elements to the extent they are appropriate in the circumstances. You do not need to comment on every element if you do not have relevant information. Base comments on evidence, not opinion, and indicate clearly what that evidence is and the source. If there are any major differences of opinion, these should be recorded clearly.</p>

In each of the domains below, you will find prompts to help you provide evidence of strengths and needs. You should use the **level of needs document** if you require further guidance

1a.	Health and development of unborn baby, infant, child or young person	
1a(i)	Health Conditions and impairments: registered with and use of dentist, GP, optician, immunisations, developmental checks, hospital admissions, accidents, health advice and information.	
	Evidence of Strengths	
	Evidence of Needs	
	Physical Development: Nourishment; activity; relaxation; vision and hearing; fine motor skills (drawing etc.); gross motor skills (mobility, playing games and sport etc.)	
	Evidence of Strengths	
	Evidence of Needs	
	Speech, Language & Communication: Preferred communication/learning style, language, conversation, expression, questioning; games; participation in stories and songs; listening; responding; understanding appropriate to age.	
	Evidence of Strengths	
Evidence of Needs		
1a(ii)	Emotional and Behavioural Early attachment/strong attachment observations; risk taking/actual self-harm; phobias; psychological difficulties; coping with stress; motivation, positive attitudes; confidence; relationships with peers; age appropriate peers; feeling isolated and solitary; fears; often unhappy; bereavement; family breakdown (i.e. mother and father separate). Lifestyle, self-control, reckless or impulsive activity (lack of impulse control); behaviour with peers; substance misuse; anti-social behaviour; offending behaviour; pro-criminal friends/family; violence and aggression; restless and overactive; easily distracted; attention span/concentration.	
	Evidence of Strengths	
	Evidence of Needs	
1a(iii)	Identity Perception of self; knowledge of personal/family history; sense of identity and belonging; experiences of discrimination due to race, religion, age, gender, sexuality and disability.	
	Evidence of Strengths	
	Evidence of Needs	
1a(iv)	Social Presentation Has positive social presentation; has a wide range of interests and feels positive about self; is empathetic and shows consideration of others appropriate to age.	
	Evidence of Strengths	

	Evidence of Needs	
1a(v)	Self-care skills Becoming independent; boundaries, rules, asking for help, decision-making; changes to body; washing, dressing, feeding; positive separation from family; ability to travel independently (appropriate to age)	
	Evidence of Strengths	
	Evidence of Needs	
1b	Health of Adults	
1b(i)	Conditions and impairments ; registered with and use of dentist, GP, optician; immunisations, developmental checks, hospital admissions, accidents, health advice and information.	
	Evidence of Strengths	
	Evidence of Needs	
1b(ii)	Emotional/social - Attachments, forming relationships and social networks including wider family support, coping with stress and general resilience, motivation, positive attitudes, confidence, relationships and stability; feeling isolated, fear, domestic abuse, family relationships, caring responsibilities, require help with self-care.	
	Evidence of Strengths	
	Evidence of Needs	
2.	Learning & Education	
2a.	Child Include pre-school and at home; school/college experience; school attendance, access to resources, understanding, reasoning, problem solving, creative lay, organisation, employment, training, aspirations and achievement. Provide information from Statements, individual learning plans, individual behaviour plans EHCP (where applicable).	
	Evidence of Strengths	
	Evidence of Needs	
2b	Adult - Employment & Training	
2b(i)	Employment, training, work programmes ; work history, apprenticeships and work related benefits. If unemployed explore motivation to work and approaches to becoming work.	
	Evidence of Strengths	
	Evidence of Needs	
2b(ii)	Income/benefits ; effects of hardship; long term out of work benefits.	
	Evidence of Strengths	
	Evidence of Needs	

3.	Behavioural	
3a	Child Behaviour; behavioural difficulties; home/school, anti-social behaviour, school exclusions, risk of exclusion, attendance, positive role models, engaging in positive activities.	
	Evidence of Strengths	
	Evidence of Needs	
3b	Adult Behaviour; Anti-social behaviour, offending behaviour, police attendance at address, positive friendship.	
	Evidence of Strengths	
	Evidence of Needs	
4.	Family Relationships	
4a	Family Relationships - Child; Building stable relationships with family, peers and wider community; age appropriate peers; helping others; friendships; levels of association for negative relationships; consistent, positive role models.	
	Evidence of Strengths	
	Evidence of Needs	
4b	Family Relationships - Adult; Formal and informal support networks from extended family and others; wider caring and employment responsibilities e.g. childcare arrangements. Anti-social behaviour in area; peer groups, social networks and relationships.	
	Evidence of Strengths	
	Evidence of Needs	

Is there evidence of Domestic Abuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
If 'Yes' give details			
Is there evidence of Parental substance misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
If 'Yes' give details			
Has the young person ever gone missing/absent from home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
If 'Yes' give details (No. of incidents/action taken)			

CAF Summary
Child/Young Persons View
Parent/Carer/Adult view

Conclusions/Solutions and Actions (What are your aims?)
How will you know things have improved?

Initial Family Outcomes Plan

This plan is an agreed approach to evidencing when a family has achieved significant and sustained progress.

Parents & Children involved in crime or anti-social behaviour
Key Priority: To reduce offending and re-offending. Recorded ASB (Housing providers, ASB Teams)

Lead Professional

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| 1. Is ASB present? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is there an Adult Offender | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is there a Child Offender | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Children who have not been attending school regularly
Key Priority: To support all parents to give their child the best possible start in life by improving school attendance.

Lead Professional

- | | | |
|------------------------------------|------------------------------|-----------------------------|
| 1. Is there an issue with truancy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have there been any exclusions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Children who need help
Key Priority: To support all parents to give their child the best possible start in life by reducing safeguarding needed.

Lead Professional

- | | | |
|--|------------------------------|-----------------------------|
| 1. Is there a CAF in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are there issues around child's social and emotional wellbeing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are there issues around adult's social and emotional wellbeing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Adults out of work or at risk of financial exclusion or young people at risk of worklessness
Key Priority: To support more Stockport residents into good quality sustained work.

Lead Professional

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is there a person on an out of work benefit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is there an issue with Debt/Poverty? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Families affected by Domestic Violence or Abuse
Key Priority: To reduce offending in Domestic Abuse

Lead Professional

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are there family members affected by Domestic Abuse | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

Parents and children with a range of health problems
Key Priority: To build independence, self-reliance and wellbeing of families by improving mental health and reducing drug and alcohol misuse.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is there a Mental Health condition that affects a family member? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is alcohol misuse an issue for a family member? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is drug misuse an issue for a family member? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Team Around the Child (TAC) Plan: Actions and Desired Outcomes

(to be developed and agreed alongside child, young person and / or family)

Date of TAC	
Was this a formal meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who attended?	
Who did not attend?	
Text Box for important bullet points:	

Action					Review			
Domain Please Note: The codes in the 'Domain' column below correspond to the titles in PURPLE found in the CAF assessment summary: Strengths & Needs Section	What is needed and what needs to change	How should this be met (Action) <i>(specific, measurable, achievable, realistic, time limited)</i> By when? <i>(Must be specific do not use 'ongoing')</i>	Responsible Person / Agency <i>(who is going to do it?)</i>	What is Plan B if this action does not progress?	At review, the needs have: <i>(Please click and select relevant outcome)</i>	Update on distance travelled for child and family <i>(include positive progress or analysis if situation has deteriorated / stayed the same)</i>	Actual Outcome <i>(how did this help the child and / or family?)</i> To be completed once action has ended.	Date completed <i>(dd/mm/yyyy)</i>
Click					Click			
Click					Click			
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Click					Click			
Click					Click			

Closure

Does this CAF episode require closure?

Yes No

Date of Closure

Reason for closure

By completing this section and checking the 'yes' box (which inserts a cross) you, the practitioner, confirm that you have received signed, written consent on the original copy of the CAF document and that the family, child or young person understand and agree that you will share the information with other agencies to maximise the support available to them. Yes

"Information in this CAF document is collected so that we can understand your needs and offer appropriate support. If all of your needs cannot be addressed we may need to share this information with other agencies so that they can help us to provide the services that you need."

"We will keep your information secure and handle it fairly and lawfully. We will not share it unless it is in the child and family's best interests to share, or if we are required to do so by law. If we believe that withholding information may result in you or your child coming to harm, we would need to share it with appropriate agencies. When we do share information we will only ever share the minimum information we need to."

I understand the information that is recorded on this form and that it will be stored and used for the purpose of providing services to:

Me

This infant, child or young person for whom I am a parent

This infant, child or young person for whom I am a carer

I have had the reasons for information sharing explained to me and I understand those reasons.

For children under 5 only: The child's name, address and date of birth will be shared with the local Sure Start Children's Centre, unless parent/carer indicates they don't wish this to happen, by ticking this box:

I do NOT wish my child's name, address and date of birth to be shared with the Children's centre.

Parent or Carer:

Signed:

Print Name:

Date:

Young Person:
(where appropriate)

Signed:

Print Name:

Date:

Practitioner:

Signed:

Print Name:

Date:

Copy form securely to the child and family and all agencies involved and send a copy to:

Common Processes Team, using the most secure method:

Use Email: cin@stockport.gov.uk (password protect document) or **Office Online** www.stockport.gov.uk/cypd (using return type 'CAF Forms') if you have a **stockport.gov** or **stockport.sch.uk** email address.

Use Gov Connect email: caftac@stockport.gcsx.gov.uk if you have a gov connect compliant email address e.g. nhs.net.

Post: Common Processes, Scanning Support Team, Lower Ground Floor, Stopford House, Piccadilly, Stockport SK1 3XE Tel: 0161 217 6160. If sending in the post please ensure, as a minimum that you mark the envelope private and confidential, with a return address on the back of the envelope and consider sending recorded delivery.

Exceptional circumstances: concerns about significant harm to infant, child or young person

If at any time during the course of this assessment you are concerned that an infant, child or young person has been harmed or abused or is a risk of being harmed or abused, you must follow your Local Safeguarding Children Board (LSCB) safeguarding children procedures. Visit www.safeguardingchildreninstockport.org.uk to view the Stockport Safeguarding Children Policies and Procedures Handbook. The practice guidance *What to do if you're worried a child is being abused* (HM Government, 2006) sets out the processes to be followed by all practitioners.

if you think the child may be a child in need (under section 17 of the Children Act 1989) then you should also consider referring the child to children's social care by contacting the Contact Centre on 0161 217 6028. This referral process is included in the local safeguarding children procedures and is set out in *Working Together to Safeguard Children (2013)*. You should seek the agreement of the child and family before making such a referral **unless to do so would place the child at increased risk of significant harm.**

The information provided will be used to update the Council's records as well as for reporting and monitoring quality purposes.

Privacy Notice

Stockport Supporting Families National Evaluation Study

Consent form

Stockport Family the Council's response to the [Government's national programme https://www.gov.uk/government/news/troubled-families-programme-expanded-to-help-younger-children](https://www.gov.uk/government/news/troubled-families-programme-expanded-to-help-younger-children) is aimed at improving the lives of families struggling to cope and in supporting them to play a stable role in their own communities.

The Council and its partner organisations are working closely together to ensure that services are more joined up. This will make it possible for us to:

- identify families who are eligible for help and support
- ensure that services across a range of organisations are coordinated and focussed on families with additional needs
- participate in local and national research to assess how well the programme is working in delivering better long term outcomes for families and in making services more effective

About Stockport Supporting Families

Families with a range of problems often struggle to get the right help and support at the right time.

To address this, the Council is working across organisational boundaries with partner organisations to ensure that families with the most serious issues receive coordinated help and support when it is most needed.

For this reason, the Council with the help of its partner organisations is identifying families that are experiencing at least two of the issues listed below so that early help can be offered to those with the most pressing needs:

- Parents or children involved in crime or anti-social behaviour.
- Children who have not been attending school regularly.
- Children who need help: children of all ages, who need help, are identified as in need or are subject to a Child Protection Plan.
- Adults out of work or at risk of financial exclusion or young people at risk of worklessness.
- Families affected by domestic abuse.
- Parents or children with a range of health problems.

How we assess families eligible for early help

To proactively assess those eligible for early help, personal information is shared between departments of the Council and between the Council and its partner organisations to understand which families experience two or more of the issues listed earlier. For those families that require support as problems are just emerging, departments of the Council and/or our partner organisations directly refer families who will benefit from coordinated support.

Only the minimum necessary information is shared and it is shared only on a 'need to know' basis.

Partner organisations working with the Council are:

- Housing Providers
- Department of Work and Pensions
- Community Rehabilitation Company
- National Probation Service
- Health Services
- Schools
- Employment and Skills Services
- Community Safety Services
- Greater Manchester Police

Following identification of need those families with additional identified needs will be offered support via the Supporting Families Programme.

National and local research

In addition to the sharing between Council departments and partner organisations described above, personal information will be used to evaluate how successful and effective the programme is at both local and national level.

This is the case whether or not a family has been asked to join the programme.

National research

At a national level, the Department of Communities and Local Government (DCLG) has asked the Office of National Statistics (ONS) to undertake anonymous national research to evaluate the effectiveness of this programme.

Local authorities and national government departments are being asked to contribute to this research study.

This means that basic personal information supplied by the Council about individual family members (such as name, address, date of birth and gender) together with family level information about those issues listed above, is to be linked with personal information held by national government departments.

This research aims to compare the outcomes between those families engaged in support and those who are not. This will help to determine whether this way of working to support families changes lives for the better. This will also help to inform improvements to public sector services over time.

Personal information linked for research purposes at national level will:

- be de-identified after it has been linked so as to limit any chance of families and individuals being re-identified;
- be kept securely to prevent any unauthorised use;
- not be used for making decisions about families or individuals;
- not be shared back with the local authority;
- be destroyed once the research project is concluded;

The national departments involved in this research are listed here:

- Ministry of Justice (*Police National Computer and prisons database*)
- Department for Education (*National Pupil Database and individualised learner record*)
- Department for Work and Pensions (*Work & Pensions Longitudinal Study*)
- Health & Social Care Information Centre (*Hospital Episodes Statistics, Mental Health minimum dataset, improving access to psychological therapies and maternity and children's dataset*)
- Public Health England (*national drug treatment monitoring system*)
- National Crime Agency (*crime mapping database*)

The Council will only receive information about the local authority results of this national research in anonymised form and any reports published by the Department of Communities and Local Government (DCLG) will ensure that families and individuals are not identifiable.

Local Research

If the Council alone or with other Councils in Greater Manchester decides it is necessary to supplement the above national research and this involves personal information, this will be carried out in line with the safeguards listed above.

Statistical analysis may also be undertaken from time to time using only anonymised information.

General information

The Council shares your personal information only for the reasons set out above, unless the law requires or permits us to share it for another reason, or for example, this is necessary to protect you or others from harm.

Your personal information will be handled securely, strictly on a need to know basis only by those specifically authorised to do so and will not be kept longer than is necessary.

Your rights

You have the right to ask the Council for personal information held about you and details of how to do this can be found [here](#).

You may also ask the Council to consider any objections you may have to the processing of your personal information, including processing for research purposes.

For more details about your rights and whether you and/or your family are eligible for the Supporting Families Programme contact Stockport Contact Centre Direct

Changes to this Privacy Notice

Stockport Council may amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by amending this notice.

Date published: July 14th 2015

Consent statement

I understand the Council has adopted a new way of working to ensure that families receive coordinated early help and support when it is most needed. Having been assessed as a family that will benefit from early support, this support has been explained to me and I have been given a copy of the Privacy Notice.

By agreeing to support I understand that my family will be allocated a Lead Professional and that personal information about me and my family will need to be shared to provide this. This will include information collected on this form, any additional information supplied by me or my family and any other relevant information from the Council and/or its partner organisations (as listed in the Privacy Notice) where it is necessary and in my family's best interests that this information is shared.

In addition, I understand that before any medical information about my physical or mental health or condition is requested from a health practitioner, I will be asked to consent separately at that time.

I understand that unless I choose to object, basic personal information will also be shared for local and national research purposes in accordance with the safeguards listed in the Privacy Notice. I understand this will not be used to make personal decisions about me and/or my family and where any research results are published, this will be in anonymised form. If I decide not to consent to my information being shared for the national evaluation, I understand that this will not prevent me from getting support.

I am aware that it may be necessary for personal information to be shared about me and/or my family without express permission where the law requires or permits this or it is necessary to protect me or others from harm.

By signing this form you are consenting to the above (unless you tick the box below objecting to your personal information being shared for research purposes).

I give permission for the sharing of my personal information, including the personal information of the children aged under 16 for whom I am the parent/carer.

Signature:

Date:

Tick this box if you object to your personal information being shared for local/national research purposes:

You may withdraw your consent or alter your objection preference at any time. This will take effect within 14 days from receipt of your request but will not apply to personal information which has already been shared or to the future sharing of your personal information where this is required or permitted by law or, necessary to protect you or others from harm.

ICO statement – issued by DCLG with email to TF leads on 23/6/2015

The Troubled Families Programme involves a number of different stages which involve processing personal data;

- (1) The initial stage of identifying and assessing those families who meet the eligibility criteria for the Troubled Families programme
- (2) Approaching those families and working with them if they agree to it
- (3) Sharing information with DCLG, for the National Impact Study (NIS), about the families worked with; and
- (4) Finally sharing information with DCLG, for NIS, about the families who were assessed but did not meet the eligibility criteria, or who haven't been worked with yet (the control/comparison group)

As the data controller, local authorities have a duty to ensure any processing of personal data is fair, this is usually done by providing privacy notices. In order to make the processing fair it is important to tell people clearly, consistently and in different ways (layered approach). It would be for each local authority to decide what formats and methods of privacy notices would be adequate to satisfy this.

If a local authority is satisfied that the privacy notices it has provided for stages 1 & 2 above are adequate, it is possible that it could have then added the fair processing information required for NIS to the existing privacy notice. The same would apply for the information being shared for NIS about the control/comparison group. These individuals would be aware of the programme if adequate fair processing information was provided to the residents in your local authority area for stage 1.

It is important to note that privacy notices should also be provided in a timely manner i.e. as soon as is practicable and providing a reasonable amount of time between telling people and undertaking the processing. Therefore, if you have not yet told individuals about NIS then it may not be sufficient to just add the information to existing privacy notices. It is unlikely this will provide individuals with a reasonable amount of time to see the information before the information is shared with DCLG. Therefore, you may wish to consider additional forms of communicating the information to ensure that individuals have seen it and to manage their expectations.