

Why we need to now if you use the CAF

We need to keep a central record of all CAFs initiated so that we can:

- Make sure that there is only one CAF in place for a child or young person at any one time
- Use our information to evaluate how effectively we are using the CAF

How we keep our information secure

Doncaster holds CAF information on behalf of the DSCB and Children's Trust. Information is held on a secure database. This holds the minimum information needed to identify a child or young person and the lead professional working with them. It does not contain details about work carried out with the family.

Workers will telephone the CAF Team for a number of reasons. They can call to find out whether a CAF has been completed for a child or young person they are working with, to give updates on work carried out, and to close the CAF when necessary. The CAF Team follows security procedures to confirm a workers identity before giving out any information about a child or young person.

Information held on the database may be used to monitor the use of CAF within Doncaster. All identifying information will be removed from reports.

To find out more information about the CAF process:

Telephone:

01302 566008

andrea.tattersall@doncasterpct.nhs.uk

Doncaster
Safeguarding
Children
Board



Working to make our children's lives safer

Contact

The CAF Team

01302 566008

Using the CAF



To ensure that there is only one CAF in place for a child or young person at any one time, the CAF Team holds a central log of all CAFs initiated by practitioners.

Once you have decided to undertake a Common Assessment Framework, please contact the CAF Team on **01302 566008** to see if a CAF is already in existence for the child or young person you are working with.

If there is a CAF in place, the CAF Team will call you back to provide you with the contact details of the lead professional so you can contribute to the ongoing support being offered to the child or young person. The CAF Team will always verify who you are before giving out any information.

When you Log a CAF, the CAF Team will ask you for the Child or young persons:

- Name
- Date of Birth
- Address

They will also ask you for the following information about you:

- Name
- Role
- Address
- Phone Number
- E-mail Address

At this point you will be recorded as the temporary Lead Professional

The original CAF form should remain within your service. Please give a copy to the family and to any practitioners that the family have consented to.

A copy of the CAF form should be sent to:
The CAF Team, Sovereign House,
Ten Pound Walk, Doncaster, DN4 5DJ

It is important to keep our CAF Central records up to date. Please call back on the following occasions:

- **If there is a new Lead Practitioner at any stage**
Please provide their contact details and their role.
- **If a family refuse to engage or withdraw consent to share information.**
- **When a CAF is closed.**
Closure paperwork is available to download from the website www.doncaster.gov.uk/caf
A CAF may be closed when the child or young persons needs have been met or a referral to a specialist service e.g. Children's Social Care may have been made.