

**Recording and Storing the CAF Form & the CAF Review Form
Integrated Working Guidance**

**Version 2
May 2010**

This is one of a family of Integrated Working Guidance. It is for managers and staff working with children and young people in the Bradford District.

Recording and Storing the CAF Form and the CAF Review Form

This guidance is designed to advise practitioners how to record and store all paperwork and information related to the Common Assessment Framework.

1. a. A copy of the completed CAF form must be sent (marked Private and Confidential) to:

CAF Team - Integrated Working
Bradford Council
Olicana House
35 Chapel Street
Bradford BD1 5RE

- b. If the form is sent via secure email, you must ensure there is a note on the signature page that says signed consent has been obtained.
- c. Once the CAF Team receive the form, they will register the CAF.
2. The family must always be sent an up to date copy of the CAF form.
3. The Lead Practitioner must hold a copy of all additional information that is relevant to the Common Assessment, including a signed copy of the CAF form.
4. This information should be stored in a secure filing system and retained by the organisation, as per the organisation's policies and procedures.
5. Reviews should be recorded on the CAF Review form. The CAF Team should be informed of dates for review meetings.
6. At the review meeting, you should review the action plan, ask whether the action plan is working and discuss whether new actions need to be agreed.
7. The Lead Practitioner must make sure that the young person and/ or the parent/ carer and all relevant practitioners receive copies of the review information.
8. The child/ young person and/ or family should always be encouraged to attend review meetings.

For all CAF forms and Integrated Working Guidance, go to:

www.bradford.gov.uk/integratedworking

For the CAF Helpdesk: 01274 437902 or 437685

Email: cafhelppdesk@bradford.gov.uk

FAX: 01274 437119