



Integrated Working
Common Assessment Framework
Staff Guidance
9th December 2009

Promoting a “Buddy System” to support use of the Common Assessment Framework

1. What is a “Buddy System”?

- A “Buddy System” is a voluntary scheme used in the commercial, private and public sectors to develop teams promote staff well-being and improve performance.

2. How will it help with CAF in Bradford?

- The purpose of the CAF “Buddy System” is to formalise peer and colleague consultation to promote confidence and competence in use of the Common Assessment Framework

3. Who is involved?

- All children’s practitioners who are using common assessment in Bradford.

4. What will it look like?

- A “Buddy System” is, simply, consultation and support provided:

to: A colleague or peer undertaking a CAF assessment for the first time.

by: A colleague or peer who has received CAF training, successfully completed at least one CAF assessment **and** who feels confident in offering advice and support.

A “CAF Buddy” would **not** normally:

- Be expected to offer advice, consultation or support to a colleague outside of their own local networks.
- Be expected to be involved directly with the child / young person or family.
- Be expected to attend initial CAF Meetings or CAF Review meetings.
- Replace the role or responsibilities of the practitioners’ line manager.

5. And who can provide you with information about the Buddy System?

“CAF Enablers” will play a key role in establishing and supporting the use of this system by:

a) At point of CAF Initiation:

- At the first point of contact, checking with the practitioner whether this is the first CAF assessment they have initiated.

- If **it is**, supply that practitioner with a list of individuals within their Constituency Area who have agreed to act as a “CAF Buddy”.
- If **it is not**, check the CAF Register database to see if the practitioner is already nominated as a “CAF Buddy”.
- If **not**, ask them if they are prepared to be identified on the database as a potential “CAF Buddy” for their colleagues.
- If **they are** prepared to act as a “CAF Buddy”, amend the database accordingly.

b) At the initial CAF Meeting:

- Establish whether the practitioner who initiated the CAF has been / is being supported by a “CAF Buddy”
- Once a Lead Practitioner is identified for the child / young person, establish whether that practitioner would value the involvement of a “CAF Buddy”.
- If they would, provide them with a list of potential “CAF Buddies” in their team or workplace.

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