

This guidance is one of a family of Integrated Working Guidance. It is for managers and staff in each agency working with children and young people in the Bradford district. It sets out the support that is required to implement Integrated Working and the CAF process.

The Children Act 2004 sets out a new integrated children's services agenda that requires agencies to work much more closely within local communities to ensure a more seamless provision of service to children and young people and their families.

The Council and their partner agencies working with children and young people are committed to this approach. They created the Big Idea of "Local joined up services focused on prevention" in the Children and Young People's Plan, which all partners will implement.

Joining up services around the provision for families requires agencies to work collaboratively using common agreed processes with a common purpose in preventing additional needs from escalating. The Common Assessment process provides the framework for services to engage with each other and with children and their families with additional needs.

The Agency Support Requirements to implement this have been developed in Bradford multi-agency pilots based in school clusters over a 3-year period.

Agency Support Requirements

1. A dedicated manager responsible for the CAF process in each agency. For larger settings particularly schools, the manager will need to link with strategic management.
2. Administrative support for each contribution to the CAF process. Administrative delay needs to be excluded from the process to ensure that all practitioners involved are provided with the information that they need when they need it. This support will be required both for the current hard copy (manual) solution and to a smaller extent when the national eCAF solution is implemented in 2009. (Integrated Working Guidance – CAF Practitioner Paper process)
3. All staff engaged in the CAF process have an Enhanced CRB check and are trained in CAF, integrated Working and Information Sharing and have basic computer skills. These are also the requirements to be registered to access ContactPoint.
4. Consistent supervision and support for practitioners to ensure that for each CAF that the practitioner is involved in:
 - a. Clear decisions are made in agreed timescales.
 - b. Appropriate CAF Action Plans are agreed that are based on solutions and outcomes sought by parents and young people.
 - c. Arrangements are planned, monitored and implemented to review the Action Plans.
 - d. Arrangements are in place to monitor and evaluate outcomes and to measure success and user satisfaction.
 - e. Appropriate decisions are reached about who will be the lead practitioner/professional.

Integrated Working Guidance - Agency Support Requirements

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- f. The minimum requirements of the CAF process contained in the Integrated Working Guidance – CAF Practice and the linked documents are consistently met.
 - g. Includes personal support that is responsive to the emotional impact of undertaking the practitioner role. (The Workforce Development Steering Group of the Children and Young Person's Strategic Partnership are developing a common understanding and implementation of supervision through the multi-agency training agenda)
5. Implement the Lead Practitioner role across all provision and tiers of service. Where there is a CAF Action Plan the lead practitioner will be the most appropriate person.
 6. Encourage families to play an active part in influencing the CAF process and practitioners to feel confident that in doing so they are acting appropriately and professionally on the behalf of their agency. This is a shift in practice by managers and practitioners
 7. Encourage solution focused approaches. This approach is included in the training. It is familiar to most agencies in the district. It is powerful, effective and easy to use by those with basic skills and experienced practitioners.
 8. Use all multi-professional meetings to implement the CAF process and support practitioners.
 9. Accept the information on the CAF form as the process of engaging with your agency and respond without requesting repeat information, only agency specific additional information.
 10. Have assessment procedures in place that incorporate ECM outcomes and determine which children may benefit from a CAF assessment.

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

www.bradford.gov.uk/integratedworking

For the CAF Helpdesk: 01274 437902 or 437685

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