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In Bracknell Forest we are committed to meeting every child's needs, promoting permanency in their lives through stability, security and continuity.



The Early Intervention Hub for children 0-18 years

The CAF and Early Intervention Team

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Copies of this leaflet may be obtained in large print, Braille, on audio tape or in other languages. To obtain a copy in an alternative format, please telephone 01344 352000.

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Information for Families



What is a CAF?

A little extra help and support may be needed at any stage in a child or young persons life.

If someone working with your family feels that your child would benefit from access to more services they will ask your permission to complete a CAF. The form will be completed in partnership with you and if your child is old enough, their views will also be included. This type of support is called 'Early Intervention' and aims to offer families additional help in difficult times, tackling problems as early as possible when issues tend to be easier to manage and address. If there are a number of children, a Family CAF may be completed. This means that siblings also receive any support they may need.

Working together, you will complete and agree the content of the CAF and which agencies you are happy for it to be shared with. You will be asked to give signed consent for it to be shared. The CAF Team will ensure that any information about you is securely stored and only shared on a need to know basis.

Early Intervention Hub

Other agencies may also be called upon to provide specific support.

The CAF Team and a range of professionals meet regularly. This is called the 'Early Intervention Hub.' Membership of this group can vary but generally includes representation from the following:

- Autistic Spectrum Social Communication (ASSC)
- Behaviour Support Team
- Children and Adolescent Mental Health Service (CAMHS)
- Children's Social Care
- Community Paediatrics
- Education Welfare Service
- Education Psychology Service
- Early Years service/Children's Centres
- Family Intervention Team (FIT)
- Health Visiting Team
- Housing Office
- Play & Childcare Team/Access to Play (APS)
- Pupil Referral Service
- Young Carers Project
- Youth Offending Service
- Youth Service

If you agree to your child's assessment being passed to the Early Intervention Hub the key points from your child's assessment will be read and discussed by a number of agencies.

They will look at your child's strengths and needs as identified in the CAF. The Hub will discuss which agencies can best support you and your child to address the needs identified. A summary letter will be sent to you and the relevant professional: this ensures that all involved are clear about the actions to be taken. A copy of your assessment will go to the agencies that are going to offer support.

A lead professional agency will be assigned to you so that you have a named person you can speak to about any progress: this person will also arrange to review the actions identified, making sure that you and everyone involved remains on track and working in the best interests of your child and your family.

You and those working with you can review the CAF. This will save you repeating lots of information.

We aim to work with you to enable you to improve life at home, at nursery or at school to help your child to move forward independently.



Consent – Please sign the tear off slip for the Early Intervention Hub to consider your child's assessment.

The role of the Early Intervention Hub has been explained to me/us and I/We agree to a referral being made.

(Please Tick)

I/We agree to the Hub members to be involved, and for any relevant information to be shared with them.

(Please Tick)

I/We understand that this information will be kept securely either electronically or in manual records for monitoring, review and evaluation purposes.

(Please Tick)

Parent/Carer:
Signature(s)

.....
.....

Date

Name(s)
.....
.....

Name of Child/ren
.....

Data Protection Act: Any information provided will be used within the guidelines outlined in the 'Framework for the Assessment of Children in Need and their Families' and 'Working Together'. It will be treated in strict confidence and only disclosed as necessary and to any extent appropriate and as required by law or to safeguard the child in the public interest.

Where information is disclosed to other agencies it will be subject to the provisions of the Multi-Agency Disclosures Protocol. Details may be shared with the family of the child as necessary to safeguard the child and for the assessment process.