

# **CAF Interface between Children and Young Peoples Service Providers (C&YP Service Providers) Specialist Provision and Safeguarding**

**ALL CHILDREN WHO ARE CONSIDERED AT RISK OF SIGNIFICANT HARM SHOULD BE REFERRED DIRECTLY TO SAFEGUARDING AND SPECIALIST PROVISION SERVICES FOLLOWING THE KIRKLEES SAFEGUARDING BOARD PROCEDURE.**

# FORWARD

This process document shows the interface for the Common Assessment Framework between Safeguarding and the Children & Young People's Service Providers. An initial consultation day was held to develop the process document; it is intended to hold additional events with wider partners. The initial consultation event was attended by representatives from Children & Young People's Service Providers and colleagues from Safeguarding & Specialist Provision.

It is intended that this document is used to identify the escalation and de-escalation protocol and procedures to facilitate the appropriate use of the Common Assessment Framework within the continuum of need.

Pages 3 provides a flow chart map of the **ESCALATION** process

Pages 4 - 6 provides the written description of the process that all services should follow and where the work undertaken should be recorded for the escalation process.

Pages 7 provides a flow chart map of the **DE-ESCALATION** process

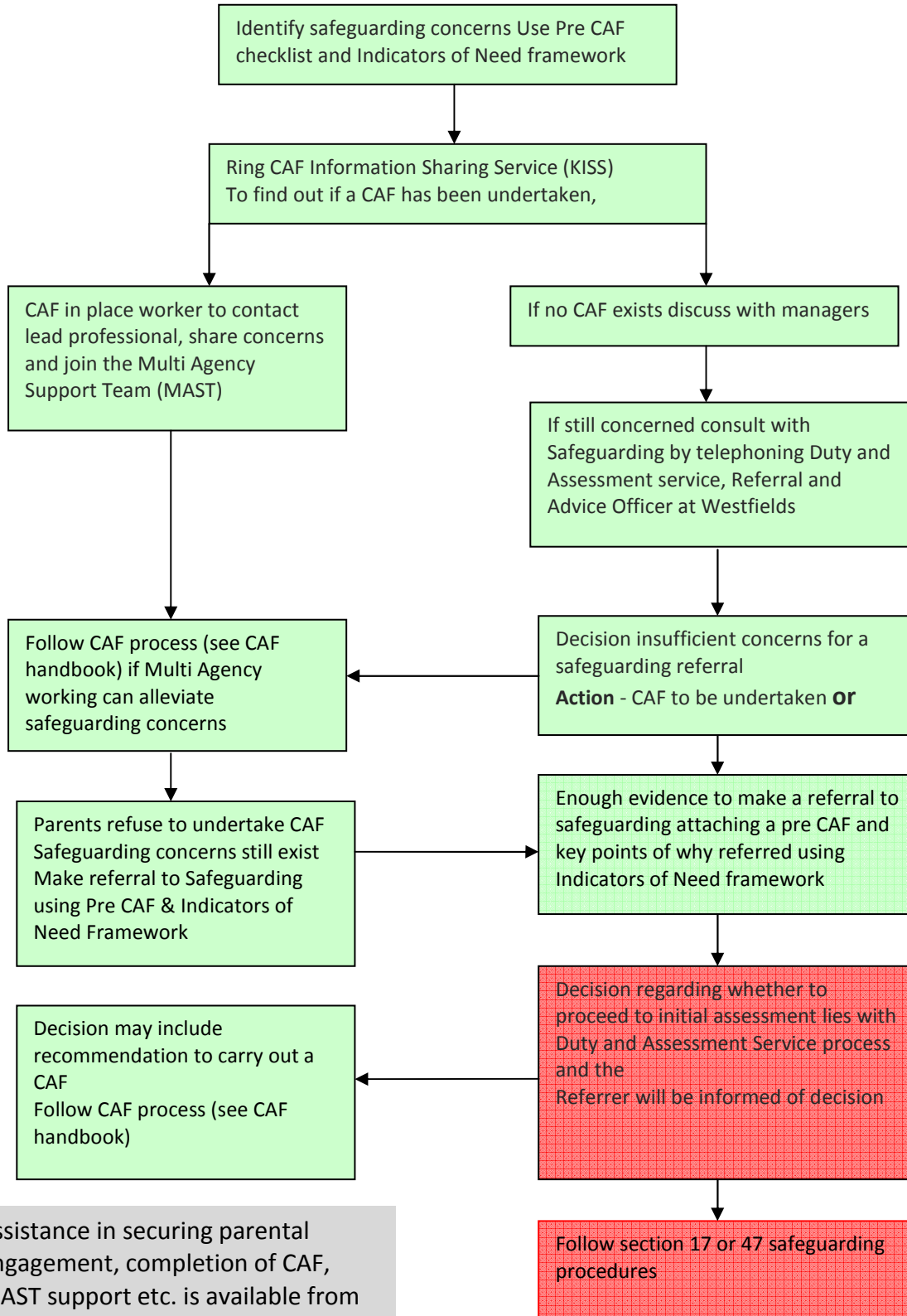
Pages 8 provides the written description of the process that all services should follow and where the work undertaken should be recorded for the de-escalation process.

Page 9 is the windscreen diagram that illustrates the continuum of need and where CAF interface happens. Workers must remember families can and will be receiving services from different parts of the continuum at one time and as such can move across the continuum not necessarily in a sequential way.

Page 10 and 11 informs the reader of the definition of the Continuum of Need and a short version of the process.

## CAF Interface between C&YP Service Providers and Safeguarding & Specialist Provision (ESCALATION)

ALL CHILDREN WHO ARE CONSIDERED AT RISK OF SIGNIFICANT HARM SHOULD BE REFERRED DIRECTLY TO SAFEGUARDING AND SPECIALIST PROVISION SERVICES FOLLOWING THE KIRKLEES SAFEGUARDING BOARD PROCEDURE.



Assistance in securing parental engagement, completion of CAF, MAST support etc. is available from CAF team. Contact KISS in first instance.

## Escalation route from Children's Service Providers, Specialist Provision to Safeguarding

PROCESS NUMBER	TASK	BY WHOM	WHERE RECORDED	TIMESCALES	RISKS
	Child Protection Concerns Refer to Safeguarding immediately	C&YP Service Providers	Child/family Case File CP record	Immediate	
1	Identify safeguarding concerns Use Pre CAF checklist Check does a CAF already exist?	C&YP Service Providers	Pre CAF checklist in C&YP Service Providers case file		All services using pre CAF check list
2	Ring CAF Information Sharing Service(KISS) To find if a CAF has been undertaken , if there is one the worker would contact lead professional, share concerns and join the Multi Agency Support Team (MAST)	C&YP service providers	C&YP service providers case file	5 working days	Contacting Lead professional KISS being made aware of the MAST plan Information sharing issues
3	Discussion with managers	C&YP Service Providers	C&YP Service Providers case file		No appropriate qualified staff in the agency to give advice/decision
4	If still concerned consult with Safeguarding by telephoning duty and assessment service, referral and advice officer at Westfield's	C&YP Service Providers	C&YP Service Providers case file		C&YP Service providers not knowing about or using the consultation systems Safeguarding not responding and explaining in terms that other services can understand
5	Decision insufficient concerns for a safeguarding referral Action - CAF to be undertaken	C&YP Service Providers	C&YP Service Providers case file		No CAF trained authors No internal CAF processes
6	No CAF, start the process, Consult with parents and get consent for undertaking CAF and get a IS1 Form signed	C&YP service providers	C&YP service providers case file		Parents refusing to undertake a CAF Continue to offer a service to ensure safety of child
7	Parents refuse to undertake a CAF  Safeguarding concerns still around  Make a child in need referral to safeguarding with clear evidence base for concerns and attach a pre CAF form completed	C&YP service providers	C&YP service providers case file		Clarity of which services is appropriate to deal with children in need  Ability of practitioners from both services to define the level of need  Thresholds interpretation
8	Decision regarding whether to proceed to initial assessment lies with Duty and Assessment Service process and the Referrer will be informed of decision	Duty and assessment service	Duty and assessment files in referral record	1 day	Thresholds interpretation Workload pressure Clarity of information

PROCESS NUMBER	TASK	BY WHOM	WHERE RECORDED	TIMESCALES	RISKS
9	Where Duty and Assessment Service conclude a CAF would be an appropriate response a copy of the decision document to be sent to KISS	Duty and Assessment Service	Duty and Assessment files in referral record  KISS	TBC	Threshold interpretation  Failure to inform referrer of decision by Duty and Assessment
9	Contact CAF team Register new CAF get unique ID number	C&YP service providers	C&YP service providers case file		Could at any time have to cease the CAF process and refer to Safeguarding  Workload pressures, remembering to register CAF
10	Complete assessment form (one per child) Include CYP and Parent in process. Talk to others involved (any other known assessments, health, school etc	C&YP service providers	CAF form C&YP service providers case file		Sending all documentation to KISS  Lack of agencies understanding the integrated way of working  Information sharing
11	Decision made on outcome of CAF <ul style="list-style-type: none"> <li>Needs met</li> <li>Referral to one single agency</li> <li>CAF PROCESS continue</li> </ul>	C&YP service providers	C&YP service providers CAF Form Copy sent to KISS		Clarity of evidence collation  Assessment skills of worker  Lack of collaboration from family
12	MAST meeting MAST action Plan Unmet needs Identified Lead Professional Agreed Review process	C&YP service providers	CAF Proforma for <ul style="list-style-type: none"> <li>Meeting</li> <li>Plan</li> <li>Unmet needs</li> <li>Reviews</li> </ul> All copies to be kept on C&YP service providers case file and copies given to family and sent to KISS		Time/workload pressures  Clarity of evidence collation  Assessment skills of worker  Lack of collaboration from family  Information sharing  Integrated working
13	If decision is taken at steps 3 or 4 that it is appropriate to refer to Safeguarding the following process takes place	C&YP service providers	C&YP service providers case file	1working day	Criteria for accepting referrals  clarity of Evidence given

PROCESS NUMBER	TASK	BY WHOM	WHERE RECORDED	TIMSCALES	RISKS
14	<p>The Initial assessment criteria decisions</p> <ul style="list-style-type: none"> <li>If a manager believes the child has a level of need there will be an initial assessment</li> <li>If sufficient concerns exist to suggest a child is suffering or likely to suffer significant harm the initial assessment/Sec 47 Core assessment will be allocated to worker in one day</li> </ul>	Safeguarding worker and manager	Childs Case File in Safeguarding	7 days	
15	<p>The initial assessment process</p> <ul style="list-style-type: none"> <li>See/interview the child</li> <li>Interview parents/carers and any other family members</li> <li>Consider whether to interview child alone</li> <li>Determine what the parents should be told of any concerns</li> <li>Consult with other agencies</li> </ul>	Safe guarding qualified social worker	Safeguarding Case File	7 working day	
	<p>Initial assessment decision's</p> <ul style="list-style-type: none"> <li>Child is suffering or likely to suffer significant harm.</li> </ul> <p>This develops into a section 47 under safeguarding procedures</p>	Safeguarding worker and team manager	Safeguarding Case File	7 working days	
	<ul style="list-style-type: none"> <li>Indicators show the child has other high level needs</li> </ul> <p>This moves into either a Sec 17 or Sec 47 core assessment</p>	Safeguarding worker and Team manager	Safeguarding Case File	35 working days	
	<ul style="list-style-type: none"> <li>The child is a child in need and has low level needs not requiring ongoing Safeguarding and Specialist Provision at this stage</li> </ul> <p>Safeguarding &amp; Specialist Provision arrange a MAST meeting, sharing the initial assessment with the meeting, agreeing the MAST action plan and a new Lead Professional. Safeguarding and Specialist Provision to close case</p>	Safeguarding worker and Team manager	Safeguarding Case File and outcome recorded on Carefirst KISS informed of new MAST plan	?	Parents/Carers unwilling to engage in MAST plan this would lead to further assessment/evaluation within Safeguarding and Specialist Provision if appropriate

## CAF Interface between C&YP Service Providers and Safeguarding & Specialist Provision (De-escalation)

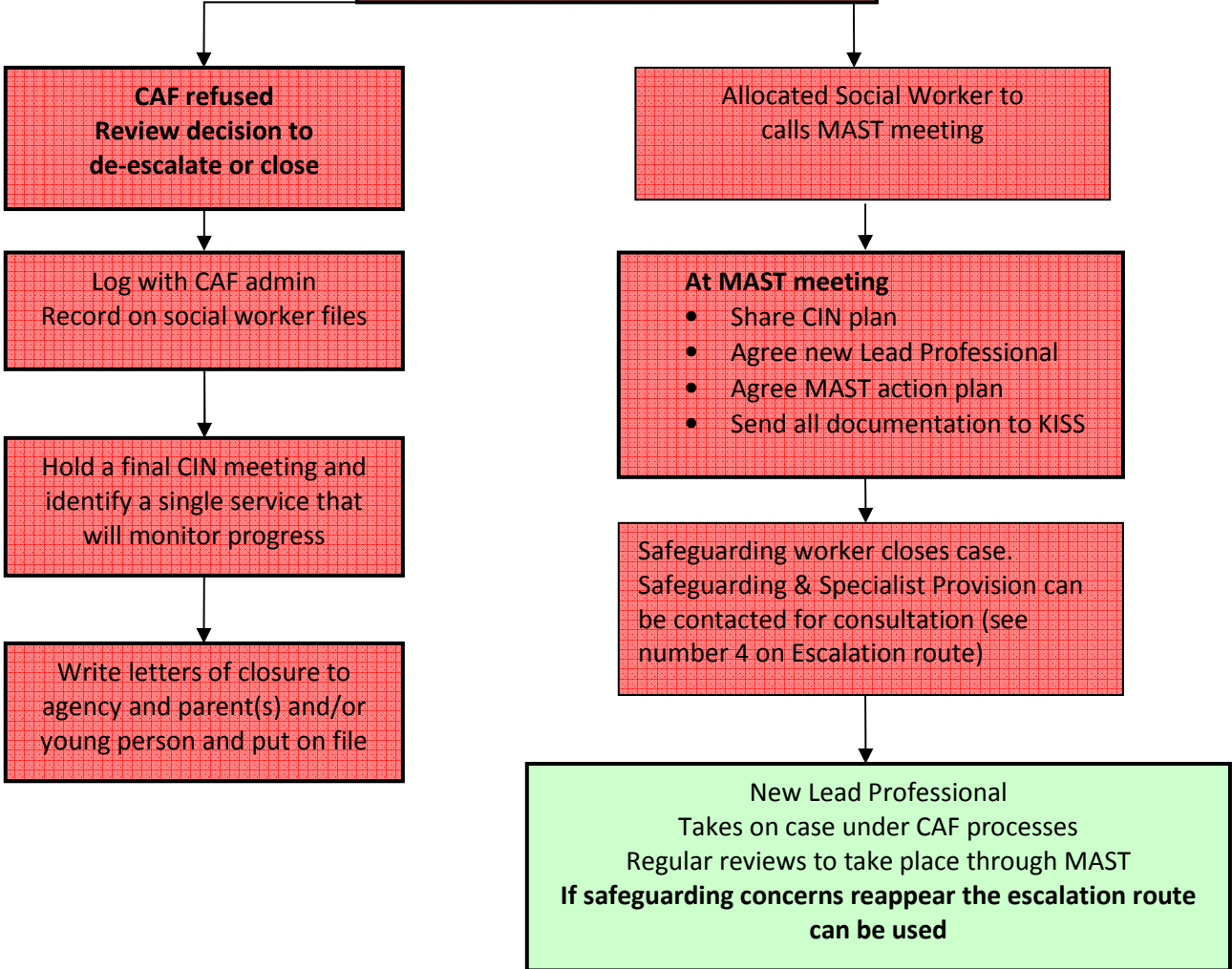
Allocated social worker is the lead professional. Case is discussed in supervision and noted on supervision notes.

Review of a Safeguarding Plan in agreement with Multi Agency Network  
Decision to de-escalate or close the case to Safeguarding made

**Allocated Social Worker**

- Registers family with KISS and gets unique CAF ID number
- Obtain Families signed consent to CAF on IS1 form

Leaflets are available from CAF team to support this process

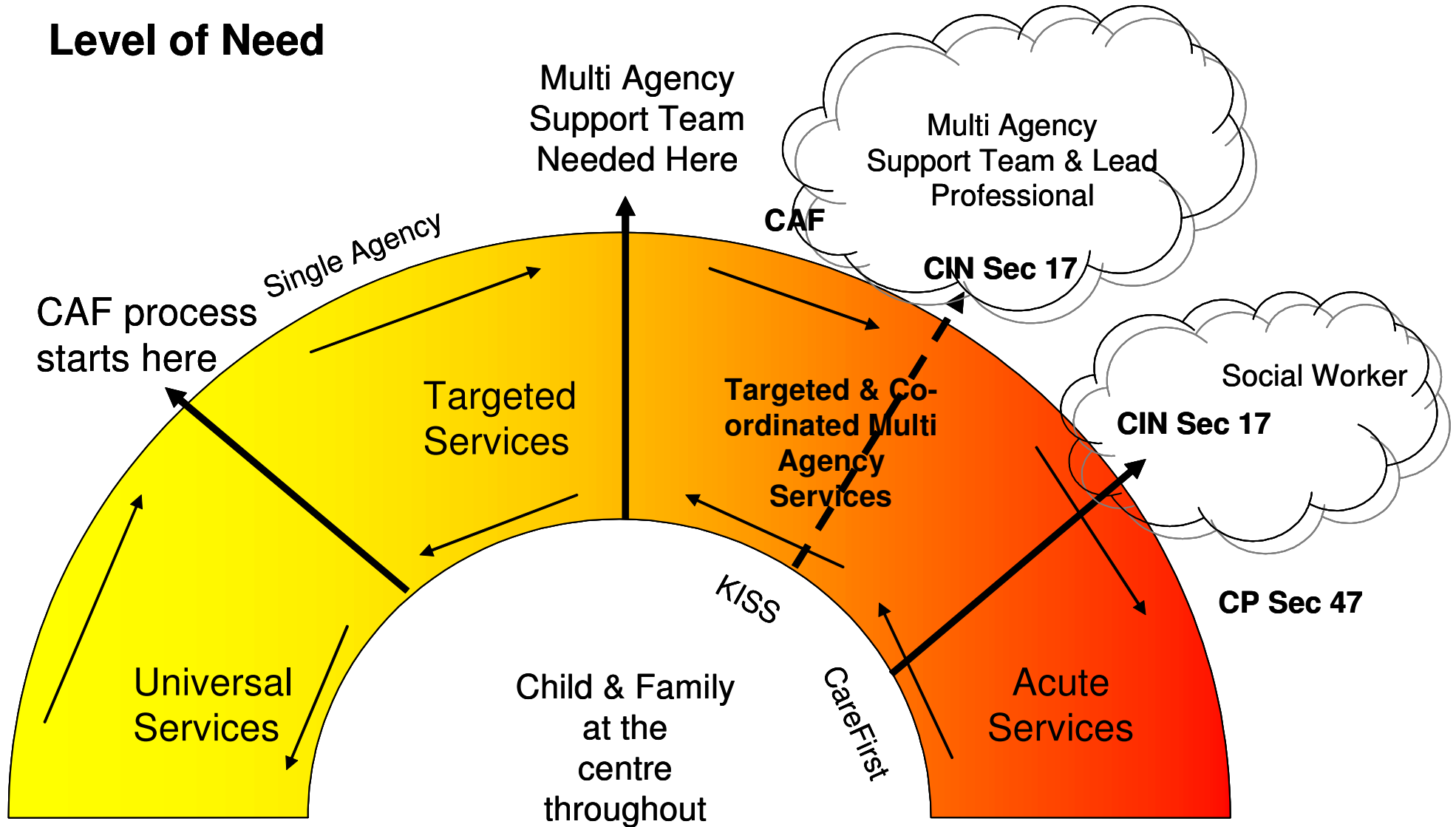


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## De-escalation route from Safeguarding to Children's Service Provider's

PROCESS NUMBER	TASK	BY WHOM	WHERE RECORDED	TIMSCALES	RISKS
1	Review of a Child Protection Plan or Child in Need Plan within Safeguarding and Specialist Provision	Case holding Social Worker/FISS worker and Team Manager within Safeguarding with multi agency network	Childs File		Failure to reach agreement with multi agency network on appropriate outcome
	Decision made that outcomes have been achieved and case should be closed to Safeguarding and Specialist Provision and de escalated to MAST action plan to provide ongoing support  Call a MAST meeting sharing appropriate assessment and outcomes to date. Agree MAST plan and Lead Professional	Case holding Social Worker/FISS worker and Team Manager within Safeguarding with multi agency network	S&SP Childs File Inform KISS Outcome recorded on Carefirst		Appropriate C&YP Service Providers attending MAST meeting and agreeing to be Lead Professional
2	<ul style="list-style-type: none"> <li>• Register family with KISS and get unique ID number</li> <li>• Obtain Families signature on IS1 form</li> <li>• Agree new Lead Professional</li> <li>• Agree MAST plan</li> <li>• Send all documentation to KISS</li> </ul>	Case holding Social Worker/FISS worker	Care First and Kirklees Information Sharing Service  Shared with new Lead Professionals agency and held on their new family file		Recording a MAST meeting on Care First  Agencies agreeing to take on the role of Lead Professional
3	Safeguarding and Specialist Provision close case Duty and Assessment consultation service are available if required. (See number 4 on escalation route)	Safeguarding and Specialist Provision Social Worker/FISS worker	Care First		
4	New Lead Professional Takes on case under CAF processes Review regularly Remembering if safeguarding concerns reappear the escalation route can be used from number 2	Lead professional from C&YP service providers	Lead Professional agency case file  All mast review meetings, unmet needs forms, closing of mast process copies to be sent to KISS		Workload pressures  Family withdrawing from service offered when statutory involvement is withdrawn

# Level of Need



## Continuum of Need Explained

### **Universal Services**

Children/ Young People whose needs are being met across the 5 outcomes with no additional unmet needs

### **Targeted Services (Single Agency)**

Children/Young People who are identified as having additional needs but whose needs can be met within a single agency e.g. Behaviour Support Worker, Speech and Language Team

The CAF process starts here (this can be Pre-assessment checklist or full CAF)

### **Targeted and co-ordinated Multi Agency (CAF)**

Children/Young people who are identified as having additional more complex needs requiring a co-ordinated multi agency approach. Services could be from Universal or Targeted but are working together as part of a co-ordinated plan.

Required Assessment: CAF

Required paperwork: MAST Delivery Action Plan and Review

Lead Professional: Any member of MAST deemed most appropriate person taking into account wishes of family

KISS: Send copies of paperwork & inform of change of Lead Professional

### **Targeted and co-ordinated Multi Agency (s17CIN)**

Children/ Young people who are identified as having additional more complex needs requiring a co-ordinated multi agency approach. Services could be from Universal or Targeted, but are working in a multi agency way.

Required Assessment: Initial/Core Assessment

Required paperwork: MAST Delivery Action Plan and Review

Lead Professional: Any member of MAST deemed most appropriate person taking into account wishes of family

KISS: Send copies of paperwork & inform of change of Lead Professional

**Acute Services (s17 CIN)**

Within this group are children/ young people with additional needs, a small proportion may have significant or complex needs which meet the threshold for statutory involvement.

Required Assessment: Initial/Core Assessment

Required paperwork: CIN Plan

Lead Professional/Key Worker: Social Worker

Care First: Log CIN plans

KISS: Follow de-escalation process to raise CAF

**Acute Services (s47 Child Protection)**

Within this tier are children/ young people with additional needs, a small proportion may have significant or complex needs which meet the threshold for statutory involvement.

Required Assessment: Initial/Core Assessment

Required paperwork: Child Protection Plan

Lead Professional/Key Worker: Social Worker

Care First: Log Child Protection plans

KISS: Follow de-escalation process to raise CAF

**Duty & Assessment Team to inform KISS**

**([caf.helpdesk@kirklees.gov.uk](mailto:caf.helpdesk@kirklees.gov.uk)) if a CAF has been advised as referral to Safeguarding and Specialist Provision not appropriate**