Supporting additional needs of Children and their Families
CAF Pathway - APPENDIX 1

1. You identify a need for additional services for family support, and explain that there could be support available.

2. Check if a CAF already exists for the child & family.

Email the name, DOB, and address of the child or young person along with the officers' details to: caf@lancashire.gov.uk

a] CAF in place?
This is the most likely situation.
Make contact with the CAF author or lead professional [details provided by CAF officer] and share by telephone the facts of what the you have seen and heard, contributing evidence to the existing CAF.

b] CAF not in place?
This is much less likely.
A unique reference number will be given for a new CAF Form

3. The PBC Officer contacts Pendle Council's Designated Safeguarding Children Officer or CAF Champion – Sarah Astin or Rebecca Ramsay

4., You will use CAF form to write down the facts with the family and agree the form with them, identifying potential support required from other service/s. Form should be signed by parent / carer and you

Submit an electronic copy of CAF to caf@lancashire.gov.uk.

Give a copy to the family.

Keep a paper copy with signature on file (*confidentially*)Provide reference details to the two nominated leads for Pendle Council.

A -

CAF Assessment indicates no additional support is required. Current support can meet the needs of the child or young person.

B -

CAF Assessment indicates additional support is required from another, **single agency or service**.

Request support from that service using CAF.

C -

CAF Assessment indicates additional support is required **from more than one additional agency or service**.

Team Around the Family (TAF) meeting is called with the family and other relevant services.