



## POLICY REGARDING COMMON ASSESSMENT FRAMEWORK (CAF)

Colourbox Montessori School has procedures in place to implement the Common Assessment Framework in line with Suffolk County Council guidance. This process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do, they can choose what information they want to share.

The CAF process is not a 'referral' process but a 'request for services'. Where a need is identified, for instance by staff or by a family, and cannot be alleviated by one outside agency a pre-CAF form can be used by a CAF trained staff member to help them decide whether a full-needs assessment is necessary. This will be completed by the staff member, along with the parents/carers. If during the assessment process the child is believed to be in significant harm then the Safeguarding Procedure should be followed immediately.

Before the CAF is undertaken, the staff member should contact the CAF triage team to see if there is an existing CAF in place. The preferred method of contact is by email on [caf.admin@suffolk.gov.uk](mailto:caf.admin@suffolk.gov.uk) or the telephone number is 01473 263210.

For early advice regarding this, please refer to the Early Help Portal for Suffolk County Council at [earlyhelpportal.suffolk.gov.uk](http://earlyhelpportal.suffolk.gov.uk).

During the CAF process a Team around the Child meeting may be called. In this instance it will be the responsibility the manager or deputy manager to attend. All information regarding the child will be pulled together in case it is required as evidence.