

## What is the Common Assessment Framework?

The Common Assessment Framework (CAF) involves listening to you to find out what help you need, and what is working well in your life. An action plan is then put together with you to make sure you get the right sort of help.

The CAF is there to help you but, if you don't want to take part in the CAF you don't have to – it really is up to you.

The Common Assessment Framework is a new way of making sure you get the right help as soon as possible

For more information about CAF in Suffolk:  
[www.suffolk.gov.uk/caf](http://www.suffolk.gov.uk/caf)

Your CAF assessor is

Telephone

Every Child Matters  
Change for Children

# Welcome to a new way of helping children and young people

We offer a telephone interpreting service. To use it, phone 08456 066 067. Leave your name, language and phone number and a translator will call you back.

我們設有電話傳譯服務，如欲使用，請撥電 08456 066 067，留下你的姓名、所用語言和電話號碼，便會有翻譯員回覆你的。

টেলিফোনে অনুবাদ প্রদান করার একটি ব্যবস্থা আছে। এটা ব্যবহার করতে হলে 08456 066 067 নম্বরে ফোন করে আপনার নাম, কোন ভাষায় কথা বলেন এবং টেলিফোন নম্বর বলুন তাহলে একজন অনুবাদকারী আপনাকে ফোন করবেন।

Caso deseje esta publicação em português ligue 08456 066 067. Será atendido por um gravador de chamadas. Queira por favor, deixar o seu nome, língua a traduzir e número de telefone e um tradutor telefonar-lhe-á em seguida.

If you would like this leaflet in large type phone 08456 066 067.

Sometimes you may need help or extra support to sort out a problem. You don't need to feel alone.

 **Suffolk**  
County Council

produced by Suffolk County Council on behalf of the Suffolk Children's Trust Partnership

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## How will the CAF help me?

The CAF will help to work out what support you might need. This could be a learning mentor for help with school-work, or a drugs worker for help with a drugs problem. If your mum, dad or carer needs help to look after you, the CAF can also support them.

The CAF means talking to people who know you, like nurses and teachers. If they can all talk together, they can find the best support for you early on before any problems become bigger.

As the CAF is shared by your workers, you will only have to tell your story once, rather than lots of times to different people!

## How does it work?

If you agree, someone who knows you will arrange a time to talk to you and listen to what you think would be helpful. For example, this person could be a school nurse or Connexions personal adviser. They will write down what you talk about on a form and give you a copy of the form. Then, if you agree, all the people who can help you will work together to give you the support you need.

## Who will have information about me?

As a rule, the information on your CAF will not be shared with anyone unless you agree. But there may be times when the people working with you might need to do so, for example:

- when they need to find out urgently if you or someone else is at risk of harm;
- to help you or someone else who is at risk of harm;
- to help stop a crime.

## How will I know who is doing what and when?

If there are lots of people helping you, one of these people may be your 'lead professional'.

This person will tell you what is happening, listen to any worries and support you. This person will also support the people who are helping you.

You can have a say in who should be your lead professional.

