

## Representative Feedback Form

<b>Your Name</b>	<b>Roz Lambert</b>
<b>Name of Partnership Meeting</b>	<b>B&amp;NES Children's Service Common Assessment Quality Assurance Group</b>
<b>Date &amp; time of meeting</b>	<b>Thursday 16th June 2016</b>
<b>Key points to be communicated from the Meeting</b>	
<b>1</b>	<p>Not all the boxes on the front page of the CAF form are always completed specifically if the child/young person has additional needs or if there has been attempts to provide special requirements to facilitate communication.</p>
<b>2</b>	<p>Clarity on the assessment information 'what has led to this child / young person being assessed'</p> <p>Sometimes the reasons for the assessment are not clear from the outset. This may be because as assessment process continues the reasons become clearer.</p>
<b>3</b>	<p>Assessment of need. Sometimes the need to capture the views of the parent, child and other professional overrides the actual assessment.</p> <p>On some CAF the assessment is not backed by facts.</p> <p>The best CAF has a balance of all these aspects capturing the voices of child, parent and professional with a summary of the needs that these voices are identifying.</p>
<b>4</b>	<p>Professional input. Sometimes it was difficult to see what the input was from other professionals as their views were not clearly identified.</p>
<b>5</b>	<p>Parents / Child View</p> <p>The best CAFs had completed the comments box for parent and child and where a child was too young had stated why the child would hold these views and what communications had led the practitioner to believe this would be the case.</p>

6.	<p>Management oversight: it seemed as though some of the CAF's reviewed were not checked by managers prior to sending out. This is because some identified needs are not met by the resulting actions, if a manager had checked the CAF prior to sending it out this would have been picked up.</p> <p>There is CAF training for managers which may be a help.</p>
7.	<p>Very few of the CAFs reviewed illustrated the distance travelled. Reminder to all agencies to send the minutes of TAC meetings to the integrated services team.</p> <p>This presents an opportunity to illustrate to families the work that they have done and the difference it has made. It also helps Early Help monitor the effectiveness of the CAF process.</p>
	<p><b>AOB</b>  <b>Next meeting on the 30<sup>th</sup> September 2016</b></p>

For more information please contact the CYPN rep  
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