



## **The Common Assessment Framework (CAF) Practitioners' Group Meeting - Terms of Reference (2015)**

### **1. Aims of the CAF Practitioners' Group Meeting**

- to share best practice in relation to the use of CAF/e-CAF and the Lead Professional role
- to provide a channel to express what is going well in relation to the CAF and Lead Professional role
- to provide a channel to raise any anxieties or obstacles about the CAF or Lead Professional role
- to offer the opportunity of cross-agency peer support
- to help practitioners to gain confidence in their use of the CAF and Lead Professional role

### **2. Format**

All meetings are based on a theme and agreed a year in advance. The theme is variable but where possible will be based upon an Integrated Working process or tool that links to the Barnet CAF process, for example:

- Information Sharing Guidance
- CAF
- Lead Professional
- Barnet's Early Help Offer
- Service Directory

Meetings have been designed to be interactive to encourage networking and discussion amongst membership to achieve a solution focus approach to CAF questions, issues and challenges.

At the meeting there will also be opportunities to ask CAF process and threshold questions to CAF Coordinators and a CAF Social Worker. These questions can be put forward informally before the meeting starts at 2.30pm or formally at the meeting.

### **3. Frequency**

Meetings will take place bi-monthly in each network area, and will be convened by the MAC. The dates and venues for the CAF Practitioners' Group Meetings will always be posted to the CAF-Practitioner's Webpage on Barnet Online at <http://www.barnet.gov.uk/caf-practitioner-info>

### **4. Venue**

The venue hosting the meeting will rotate between the three Children's Centre Cluster areas. The venues are usually donated by a service provider in the network area a year in advance.

### **5. Time**

The start time of the CAF Practitioners' Group Meeting will begin at 3pm and end at 4.30pm. -The duration of the meeting will last for 90 minutes. There will be a member of the CAF Team available 30 minutes before the start of each meeting to provide confidential CAF consultancy advice on a one to one basis.

### **6. Accountability**

The Group will focus on supporting best practice and will not act as decision making forum. Key issues or concerns falling out of the CAF Practitioners' Group Meeting will be reported to the CAF Operational Group by the CAF Team Manager.

### **7. Membership**

The membership is made up of practitioners (professionals who work with children and families) who make up the Barnet's children's workforce and who complete CAFs. The meeting has a broad membership and is open to any practitioner who requires frequent or 'as and when' support regarding completing a CAF, the process or acting as a Lead Professional.

### **8. The Role of Members of the Group**

Members will be expected to model good practice in relation to CAF development and promote the use in their service. Members who attend the Group should only do so with the full agreement of their line manager. Moreover, members who attend the meeting will be expected to promote the use of the CAF and know who their CAF lead is within their own service in order to feed any CAF issues or developments back to their service, to assist CAF embedment.

## **9. Confidentiality**

During the meeting members of the group are obliged not to identify individual service users' names or personal details; although anonymous case studies may be used to highlight a challenge a practitioner might face.

If a member through inadvertent human error discloses sensitive information, this should remain confidential and not shared with members outside of the group. The only exception to this would be if information shared indicates that there is an immediate risk of abuse or harm to a child and adult, in which case Barnet Child Protection procedures should be followed. Equally, if a member's action result in improper misconduct, action will be taken in line with Barnet Council's Whistle Blowing Policy.

## **10. For further information**

If you would like more information about the CAF Practitioner's Group and would like to attend a future meeting please contact CAF Team on 020 8359 4405 or email: [e-caf@barnet.gov.uk](mailto:e-caf@barnet.gov.uk)

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