

Making referrals to Social Care

You may find as part of the process of completing a CAF or other work that a case is more complex than first thought and may need to be referred to Social Care. Multi Agency Referral & Assessment Team in Trafford use a SARF as their main referral tool. If you have already completed a CAF it should be used as part of a referral; otherwise the SARF should be used. It is important in these situations that Social Care receive the referral quickly with as much information and evidence of concern and family details as possible.

The online SARF can be accessed here:
www.trafford.gov.uk/SARF

Further information:

For more information please visit any of the following websites.

Trafford Council website

[Trafford Council - CAF](#)

Trafford CYPS website

www.cyps.org.uk/integratedworking

Children's Workforce Council

www.cwdcouncil.org.uk/caf

Trafford Safeguarding Children Board:

www.tscb.org.uk

Who to contact:

MARAT

MARAT@trafford.gov.uk

0161 912 5125

Emergency Duty Team

(Out of Hours)

EDT@trafford.gov.uk

0161 912 2020

Service Development Team

ecafenquiries@trafford.gov.uk

0161 912 2922

Children's Information Service

CYPIS@trafford.gov.uk

0161 912 1053

If you need a version of this leaflet in large print or in a language other than English, please telephone the number below.

Telephone - 0161 912 2000

Minicom/Textphone - 0161 912 2102



CAF and the SARF

The **Common Assessment Framework** and the **Single Agency Referral Form**



Trafford Children and Young People's Service brings together council and health services to improve outcomes for children, young people, their families and schools.

In Trafford, the Integrated Working process focuses on early intervention, prevention and better information sharing across agencies. *(this leaflet will be regularly updated to reflect any changes in legislation.)*



Making a referral

If you feel a child/young person you are working with needs help and support from an agency other than your own, there are two options available:

The **Single Agency Referral Form (SARF)** is used when enhanced support or additional needs have already been identified and only the support of your own agency and/or one other is needed.

If the child/young person you are working with is likely to need support from a number of agencies or their needs are unclear then a **(CAF) Common Assessment Framework** should be undertaken to help identify what support is required.

The purpose of conducting a CAF is to formulate and record any information gathered (to avoid the need for duplication of effort or repeating the same account), assess need and identify areas which may require enhanced or additional support to the child, young person or family.

A Common Assessment can be completed by a range of practitioners and organisations, for example, midwives, health visitors, education welfare officers, parent support advisors, teachers, special educational needs co-ordinators and relevant voluntary agencies.

CAF's are completed to:

- Help a child/young person to achieve more
- Address concerns about progress
- Establish needs (if they are unclear)
- Provide the support of more than one agency

The CAF consists of:

- A pre-assessment checklist
- A common process for undertaking an assessment
- A standard form

Once a CAF has been completed it will be discussed at a multi-agency meeting, commonly known as 'Team Around the Child', held by the Lead Professional, where plans for support will be made.

The SARF/CAF Guidance can be viewed here:
www.cyps.org.uk/integratedworking

The Lead Professional

The Lead Professional can provide and co-ordinate multi-agency support for children and young people who have additional needs and their families.

The Lead Professional's roles and responsibilities are distinct from Social Care. Following early identification of need, the Lead Professional can, with consent of the young person and/or parent/carer, provide intervention through integrated support, to prevent an escalation of need.

The CAF is used to co-ordinate multi-disciplinary integrated support for children and young people with additional needs and their families.

Please visit the CYPS website (on the above link) for further information

Receiving a CAF or a SARF

If you receive a completed CAF or a SARF, you should discuss the referral with the practitioner who completed it to enable you to share relevant information. You can also contact the Lead Professional. If you are responsible for undertaking specialist assessments, you should use the CAF form or the SARF to inform your own specialist assessment. This should save the child/young person/parent repeating themselves unnecessarily. However, it will be important to check that the information is accurate and up-to-date.

eCAF

eCAF is the e-enablement of the CAF in Trafford that allows a practitioner to electronically create, store and share a CAF form securely. eCAF gives authorised, trained practitioners from different sectors access to key information concerning the assessment. This will allow them to plan, monitor and review a co-ordinated approach to the delivery of the most appropriate services.

If you would like any of our Integrated Working training sessions, please visit the CYPS website for further information:
www.cyps.org.uk/integrated_working/

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For information about this, please see overleaf...

