CAF Process Flowchart for Practitioners

Has an unmet **need** or **risk** been identified?

- **Yes**
  - Is there an existing CAF in place? (check with CAF@lancashire.gov.uk)
    - **Yes**
      - Contact Lead Professional
    - **No**
      - Continue to use own agency support

- **No**
  - Have you obtained consent?
    - **Yes**
      - CAF Part 1 – Family Details *(ensure TFU criteria are considered and identified)*
      - Email completed CAF to CAF@lancashire.gov.uk
      - CAF Part 2.1 – Child Assessment
      - CAF Part 2.2 - Parent & Family Assessment
      - CAF Part 3 – Analysis and Action Plan
    - **No**
      - Consider if this is a safeguarding issue?
        - **Yes**
          - Refer to CSC
        - **No**
          - Cannot proceed

Is a plan needed?

- **No**
  - Complete SMART Action Plan with family *(ensure TFU criteria are included in the plan)*
  - Team Around the Family (TAF) and Home Visit (every TAF Review period)

- **Yes**
  - Single Agency Response
  - Needs Met?
    - **Yes**
      - Is any other support/action needed?
        - **Yes**
          - Consider ‘Step Up’ if needs continue to escalate
        - **No**
          - Close using CAF Closure Form
    - **No**
      - Close using CAF Closure Form

Email completed plan/TAF/Home Visit Form to CAF@lancashire.gov.uk