

Family Common Assessment Framework

Frequently Asked Questions

1) Will the FCAF replace the CAF?

Yes.

2) Who will use the FCAF?

Anyone working with families could and should initiate an FCAF where potential additional needs are identified.

3) Where do I find an FCAF to complete?

You can find the assessment form and other helpful information via www.sheffield.gov.uk/familycaf from summer 2013.

4) Will there be a Pre-FCAF to complete?

No.

5) Does an FCAF have to be completed electronically?

No. The assessment form can be completed both electronically or on paper. You need to remember in both instances to copy the child and adult pages as many times as is required for the family before you begin to complete these sections.

6) What training is available for FCAF?

An E-Learning awareness raising module is available for all workers, whether or not they may complete an FCAF. This is followed by a training course (between 2hours – 6hours) for all workers that will complete an FCAF with a family.

7) How do I access the FCAF training?

You can find more information, including instruction on signing up at www.sheffield.gov.uk/familycaf from summer 2013.

8) Do I have to have been on the training to complete an FCAF?

We would strongly recommend this.

9) Who can help me if I need help completing an FCAF?

If you have not yet received training in completing an FCAF but have identified the need to undertake an assessment you should follow the protocol your service / agency has put in place for getting support with completing an FCAF. For example this might involve contacting your FCAF Champion. Support to complete an FCAF will be available from screening teams in each Multi Agency Support Team (MAST) area.

10) How long will it take to complete an FCAF?

This will vary dependent on the number of family members and services involved with the family.

11) Will the FCAF replace the Initial Assessment used in social care?

As Children's Social Care moves into a single assessment process, FCAFs will be undertaken, where in some circumstances Initial Assessments would have been completed previously.

12) When the FCAF is rolled out will we need to do an FCAF for existing live CAF cases?

No. You will begin using the FCAF for new cases.

13) Are we allowed to do checks on people we do not have consent from?

Yes where workers have concerns about the individuals.

14) Do I need to get consent to include details from significant family members or frequent visitors to the home to include them in the assessment?

No. The consent provided by the family member giving this information is enough.

15) If for example, there is one child in nursery and three in primary school in the same family, whose responsibility is it to initiate the FCAF?

The FCAF should be initiated by who ever identifies any potential additional needs.

16) What do I do if a family member specifies that they do not want their information sharing with certain other members of the family?

There is a section in the assessment where family members can specify if they do not want their information sharing with others. This then needs to be considered when a copy of the assessment is being left with the family.

17) What do I do if a family member shares something verbally but does not want it to be included in the assessment?

Only information that the family consents to being included in the FCAF can be recorded. However, if concerns are of a significant nature, then a worker can and should share this information with or without consent if in the best interests of the child.

18) What do I do if a family refuses to give consent to the assessment but I have serious concerns about the child(ren) in the family?

If concerns are of a significant nature, then a worker can and should share this information with or without consent if in the best interests of the child.

19) What do I do if the adults in the family do not want to answer questions in the adult section, as their view is the issues are with the children and that is who they want support for? Will this stop them accessing support?

Information about the adult(s) cannot be gathered without their consent. In this circumstance the assessment should be completed for the children rather than not at all. This will not stop the family from receiving support for the children. As part of ongoing assessment workers should continue in their attempts to engage the adults in the assessment through promoting the benefits of whole family working and challenging where appropriate.

20) What about consent?

The bottom line is that information can and should be shared with or without consent if it is in the best interests of the child.

21) If for example I am a Health Visitor completing an FCAF and in addition to the one year old in the family there are also school age children, as this is not my area of expertise, how can I undertake a quality assessment?

Workers should where ever possible work in partnership with services/settings to complete the assessment. However, where this is not possible, this is a family led assessment where the worker will gain as much information as possible from family members on strengths, needs and next steps.

22) Is the FCAF a referral tool?

No. This is an assessment tool used to identify needs. It may be that after it has been completed, a package of support can be put in place from services/settings without the need to request additional support from another service. It may also be the case that additional support is required, but that the service area that has completed the assessment remains the key point of contact/coordinator for the family.

23) Where do I record information about an unborn baby?

This can be recorded in the adults health section and may feed into other areas of this section. Or a separate document about the unborn child could also be completed depending on what information is available. However there may be parts of the child's document that will not be relevant and this needs to be acknowledged on the form.



24) What happens if a non resident parent with parental rights wants an FCAF assessment and the resident parent does not?

Consent from the resident parent takes priority. An agency receiving a request to do an assessment from the non resident parent would need to discuss with the resident parent why the request has been made and why it is needed in order to gain consent for the assessment to be completed on the child.

25) Can Family CAF's be completed where there are no children under 18?

We work with children 0-19 and up to 25 if they have been a Looked after Child or a child with a disability. However they will need to consent to share any information if an FCAF is completed.

26) What are the timescales for other workers picking up a case?

Like all services resources are not unlimited and timescales for picking up a case will vary. However until a case is picked up by another worker, as the FCAF author you are the link between services and the family and will need to update any information. This may include informing them should there be deterioration in the family's situation and where further needs have been identified for the child or family.