

## Information Sharing

Information sharing between agencies is important as it helps the planning process and means that you get a complete service to help resolve the issues for you and your family.

We will hold basic information in the CAF which will help us all plan together to make things better.

There are times when we may have to share information without your consent, such as:

- ⇒ If there are concerns about the welfare or safety of a child or young person
- ⇒ If there are concerns about the risks of harm to others or to public safety
- ⇒ If there is a need to prevent, detect or prosecute a serious crime
- ⇒ If a court instructs us to do so
- ⇒ Information may also be shared with inspectors (e.g Ofsted) who check the quality of services for children and young people. They do not keep any personal information after the inspection.

## Compliments, complaints or suggestions.

If you have a compliment or suggestion about the service you have received or if you are not happy with a service then please contact Cheshire East Information Line on 0300 123 5500 or visit [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) for more information.

# CAF Information for Young People



Early Help in Cheshire East aims to make sure that services to support children, young people and families are there when needed.

Sometimes your family may need help or extra support to sort out a particular issue or challenge. You don't need to feel alone.

**This leaflet will explain what a CAF is and how you are central to decision making for you and your family.**



**Supporting Families In Cheshire East**

The Common Assessment (usually known as CAF) is a way for everyone to work together which puts you at the centre of decisions made about you. CAF is something that enables a number of different workers (such as school staff, school nurses or youth support workers) to come together with you and your family to help you get the best possible help and support when it is needed.

We will only go ahead once you have decided to take part in the CAF process. Whoever starts the CAF will want to talk with you and make sure that your views are fully understood. They will want to know about the things that are going really well in your life as well as the things you are finding difficult.

Instead of telling lots of people what is going on for you it is the job of your keyworker (sometimes known as the Lead Professional) to listen to you and speak to others about what help and support is needed.

Your keyworker will write down what is talked about on the CAF form which you will get to read and make any changes. Once you are happy with everything you will be asked to sign it and you will be given a copy to keep. Then all the people who can help you will work together to give you the support you need.

Meetings will be held with you and your family and other people working with you, sometimes you may not want certain people there and we will try and respect your wishes. Other people may need to be there as they can offer other support to you.

The Lead Professional will work with you and your family and keep you up to date with what other workers are doing and also what you and your family need to do to help. You should also have a say in who the Lead Professional is as it should be someone you know and feel happy with and also trust.

