

Training Workshop for the Common Assessment Framework (CAF)

The Common Assessment Framework (CAF) is a key element of Every Child Matters, providing a common method of assessment of needs across all services for children and young people aged 0 – 18 years, and their families.

The Information Sharing and Assessment team have now set the Spring Term 2009 dates for the Free one-day multi-agency CAF Training. This training is for all professionals in all agencies/schools/services who are involved in working with children and young people.

For all information regarding the ISA program and the CAF, please visit our website at: www.everynorfolkchildmatters.org

The website includes all information on what the CAF is, how it works in Norfolk and all the resources (templates) that practitioners will need to complete a CAF. In addition, the site has details of all the training dates, venues and how to book. Applications will be accepted on a first-come first-served basis, so please return your booking form promptly to avoid disappointment.

As with previous sessions, the training is Free, but schools will need to fund supply cover themselves. Please note although these courses are free, they do have a cost implication to the ISA Team if people don't attend. With this in mind (and due to the popularity of the course) please ensure that we are advised if you cannot attend at least 7 days in advance. Lunch and Refreshments will be provided (please inform us of any dietary or other needs on the booking form).

To meet the Extended Services Core Offer for Swift and Easy Access, your school must have an identified person to join up the referral system and have named people for Child Protection and Looked After Children. Your school should also have attended or planned to attend CAF training.

Once this is in place your school will meet the FULL offer for Swift and Easy Access (formerly known as referral).

Please note without a booking form we will be unable to book you onto the training. It is important in order to keep our database accurate that all the fields on the booking form are completed. Please do not put more than one delegate on each booking form.

Due to the multi-agency working aspect of the day we only allow three delegates from one organization per day.

If you would like to attend or send a representative, please complete the electronic form (available on the website) and email to Kim Turrell (<mailto:kimberley.turrell@norfolk.gov.uk>)

Kim can be contacted by phone on 01603 228872 for any queries related to this. Applications will be accepted on a first-come first-served basis, so please return your form promptly to avoid disappointment.

You will receive correspondence by email when we receive your booking form. Confirmation will be sent when you are booked onto the CAF Training. Without this confirmation your place on the training is not guaranteed.