

Top tips for chairing a Family Support Meeting



- Make sure the meeting is accessible and welcoming to all.
- Meet the child/young person and family in advance.
- Ensure the child/young person and family understand the concerns and the purpose of the meeting.
- Take minutes of the meeting.
- Use plain language - avoid jargon.
- Set out the purpose of the meeting, set the agenda and agree who information can be shared with.
- If a CAF has been completed ensure everyone has copies and has read it.
- Ensure information is accurate and up to date.
- Enable everyone present and absent to make a full contribution to the meeting.
- Ensure the meeting comes to decisions in a systematic and explicit way.
- Focus on solutions and family strengths.
- Establish an action plan agreeing who will do what, including child/young person and family.
- Identify who will be Lead Professional.
- Set a time, place for a review meeting.



Common Assessment Framework (CAF)

DO and DON'TS

DO:

- Check if a CAF already exists with the CAF Coordinator.
- Gain consent from the young person and family to undertake a CAF and ensure they are fully informed about the process.
- Contact your manager or the Change for Children Team if you need support to proceed.
- Be a 'CAF champion' for your colleagues and offer support to those who have yet to complete one.
- Undertake a CAF where there are unmet needs.
- Ensure a copy of the CAF is sent to the CAF Coordinator.

DON'T:

- Wait until the situation becomes a crisis – CAF is about early intervention and prevention.
- Wait for someone else to begin the process.
- Feel unsupported.
- Initiate a CAF if you have child protection concerns – follow safeguarding procedures instead.

Key contacts

Change for Children Team

Tel: 01706 925063

CAF Coordinator

Tel: 01706 925127

**integrated.services@
rochdale.gov.uk**

Safeguarding Unit

Tel: 0845 226 5500