South Tyneside Council

South Tyneside - Guidance for Lead Professionals

The Lead Professional needs to:

1. Agree the initial CAF plan and scoring of the ECM5 needs with the young person, family and other professionals involved. This is done using the relevant pages of the CAF assessment. A copy of this form is sent to the Common Assessment Advice Team.

2. Following that, the Lead Professional would ensure a review would take place usually three months later, but earlier if the team around the child agree that an earlier review is needed. The Lead Professional should not necessarily do the minutes of the meeting or, indeed chair it or circulate the paperwork afterwards. The 'Team Around the Child and family' (TACF) should try to share out the work. The form used for the review is the Reviewing and Planning Record. The Lead Professional should make sure a copy of this form is sent to the Common Assessment Advice Team.

3. If there is a change to who the Lead Professional is, or if a CAF plan is no longer required (because only one service or only universal services are needed) then the Tracking Form is completed and sent to the Common Assessment Advice Team.

Depending on the case, the Lead Professional will also keep in touch with the young person and family and other professionals, as and when appropriate.

If required, a CAAT member of staff can attend CAF meetings to assist or can meet with the Lead Professional to plan beforehand.

The Children's Workforce Development Council produced national guidance documents explaining the Lead Professional role. These include:

- The Lead Professional: Manager's Guide
- The Lead Professional: Practitioner's Guide
- The Lead Professional Role and Schools: Fact Sheet

If you have any difficulty accessing these publications, please contact CAAT.

<u>How to contact the Common Assessment Advice Team</u>

The Common Assessment Advice Team has two offices and staff in either office will assist you.

CAAT
Laygate Referral and Assessment Service
38 Laygate Place
South Shields
NE33 5RT
Tel: 0191 4246216
Fax: 0191 4544991

CAAT South Tyneside helpline: 03000 11 5670
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