

Cross Border Working Draft Guidance

If at any point risk escalates to require LSCB procedures to be followed the practitioner must inform the social care in the home authority for the child and then inform the CAF team in both authorities

Background

This Guidance has been produced by a sub group of the Yorkshire/ Humber Integrated Working Network Group in response to discussions by the group relating to cross border issues and the need for clarity and consistency. It was agreed by members of this group that a protocol to which we all sign up to would ensure that Common Assessment Framework (CAF) information is shared in the most appropriate way.

'Cross border issues' refers to differences in working practice between two local authorities that might share a geographical border.

This guidance will assist children's services to work in the best interest of children and young people to achieve improved outcomes and fulfil their potential by adopting this guidance we can provide consistency of the sharing of information cross border. It is not concerned with maintaining organisational boundaries.

Purpose and principles

The Yorkshire & Humber Cross Border Common Assessment Framework (CAF) guidance aims to:

- Provide all CAF teams and their managers within the Yorkshire and Humber region with good practice guidance when sharing CAF information across local authority areas
- Enable a consistent approach within the region to sharing of CAF information across local authority areas
- Be generic guidance and not sector specific
- Support existing local policies and procedures already established for CAF and information sharing
- Support the information sharing guidance for practitioners and managers
- Act as interim good practice guidance until the national guidance for electronic enablement of the Common Assessment Framework (eCAF) is published

This guidance is established on the following overarching principles:

- The overall aim of sharing of CAF information across local authority areas is to make the CAF experience as seamless as possible for the child / young person and their family
- Solutions to cross border sharing of CAF information should be needs led, and always put the child / young person at the centre
- Consent is key to sharing of CAF information cross border

- Services should not be promised to children / young people or their families

Preparation stage principles

- At the point of contact with a practitioner the CAF team discuss any cross border issues and if necessary provide contact details of all relevant CAF teams.
- Practitioners provide child details to all other authorities involved, at registration
- Checks will be undertaken in relevant authorities i.e. the authority where the child lives and the authority where the child is accessing services, to identify if a child already has a Common Assessment
- If an authority already has a CAF registered, they will pass on the assessor or lead professional details to identified practitioners from another authority
- If a CAF has not been registered, a practitioner from the authority identifying the need will undertake the assessment which will be stored by that authority
- Practitioners and CAF teams in authorities will jointly identify agencies involved
- CAF teams help to identify if the child is known by social care in their authority
- Practitioners ensure appropriate consent to share information with authority
- If child is transferring from one local authority and has a CAF the CAF should be reviewed by the receiving authority to establish next steps
- If a recommendation for a CAF is received by a specialist service the home authority of the identifying agency retains responsibility for ensuring a CAF is undertaken
- The practitioner retains responsibility for the CAF through the whole of the process with support from the relevant CAF teams
- The practitioner remains responsible for liaising with other authorities and agencies
- Authorities will recognise practitioner's responsibility and liaise with them directly

Discussion stage principles

- Practitioners discuss all relevant information and collate on their authorities appropriate forms in line with local guidance
- Parents always agree the final draft of an assessment and give written consent for information to be stored and shared appropriately
- Discussion should identify who in other authorities need to be involved including clarifying information to be made available to the CAF team in another authority
- Record clearly what information may be accessed from and by other agencies
- Ensure any exclusions or exceptions to information sharing are captured including no parental consent for a young person who is Fraser competent
- Seek specialist guidance where data subject access requests are made
- In discussion with family members ensure needs are identified not services
- No promise is made of specific service provision to avoid raising expectations
- Clarify there is no guarantee of specific service provision across boundaries
- Clarify services in different authorities may be named differently but deliver the same service or named similarly but deliver differently with different criteria
- Practitioners send completed CAF details in accordance with their local guidance to practitioners within all involved authorities
- Practitioners inform CAF teams in all authorities receiving CAF information of the CAF status when CAF registered, CAF completed and CAF closed

- Practitioners ensure a copy of the completed CAF is sent to all those given consent to see it

Delivery stage principles

- Delivery may only involve agencies from the practitioners home authority but the child's home authority still require updating when the CAF is registered, completed and closed
- The delivery may involve agencies from a number of authorities who all need to be updated when the CAF is registered, completed and closed
- Agencies within the child's local authority will accept the CAF as a request for intervention in order to make a decision about services that can be offered
- Local authorities will accept other authorities CAFs as a request for intervention in order to make a decision about services that can be offered
- If at the delivery stage the child moves authority the new child authority will review the CAF in light of their own local procedures
- Good practice will require the lead professional to coordinate the sharing of information between agencies keeping parents involved including any transition
- Agencies involved should communicate in writing with both the lead professional and the family, in relation to their decisions about service delivery
- When transferring information across authority boundaries the following principles should be taken into account:
 - Practitioner sharing information with a third party should have the explicit consent of the child, young person and or family unless in the practitioners professional judgment there are over-riding requirements
 - The information shared should be only that specifically agreed to
 - The information should be shared securely:
 - By post - mark the envelope Private and Confidential, consider recorded or registered delivery and asking for a receipt
 - By fax – ring the recipient to wait by the fax machine, keep a record of sending, ask for confirmation of receipt, ensure an appropriate cover sheet with Private and Confidential marking
 - By email – use secure email connections, ensure an audit trail, mark Private and Confidential, do not include confidential information in the subject field, confirm receipt, consider a password protected file, consider encrypting the data
 - By CD, memory sticks, removable media and mobile devices – these devices are particularly vulnerable to loss and theft so wherever possible encrypt, report loss immediately, back up information and delete after use
 - National ECAF – once deployed will enable secure recording and sharing of information

Review stage principles

- This Guidance will be reviewed at the end of September 2009 by the Yorkshire and Humber Integrated Working Network Group.

- Once approved by this group, local authorities will be encouraged to take it to their Children's Trust Partnerships to adopt as 'cross border' guidance for local authority CAF teams.
- This guidance will be reviewed in the light of national e-CAF guidance once available from the DCSF

LA	Job Title	Team /section	Directorate	Address	Telephone	FAX	Copies of CAF held centrally
Barnsley	CAF Coordinator	Strategic planning for Change Team	Children, Young People and Families	Berneslai Close Barnsley S70 2HS	01226 775878	012260773599	Yes
Calderdale	CMAS	Commissioning & Partnership Service	Children & Young People Service	Ash Green Community Primary school Mixenden Road Mixenden Halifax HX2 8QD	014220245735	01422 249626	
Doncaster	Common Assessment Team	Strategic Support & Joint Commissioning	Children and Young Peoples Service	Floor 1 College Road Doncaster DN1 3AJ	01302 862602	01302 862401	Yes
Hull	CAF Team			50 Pearson Park Hull HU5 2TG	01482616179	01482444145	No
Wakefield	Child Well Being Project coordinator			Block C, Normanton Town Hall Normanton	01924 307423		
North Yorkshire	Integrated Services Manager		North Yorkshire County Council	Thirsk Children's Centre Thirsk YO7 1SL			
North East Lincs	CAF Co-ord/e CAF	MIT/ISA (MIT = Management Information Team	NELC	5 th Floor Freeman House Grimsby DN32 7AU	01472 326805 07825125853	01472 326807	YES

Rotherham	Chris Willis Senior Admin Officer - Rother Valley South and Rother Valley West Locality	Protection, Performance and Quality	Children and Young People's Services	Dinnington Locality Office Caxton Way Dinnington Sheffield S25 3QE	01709 335023		Used to but not now
York	Integrated Working Strategy Manager	Integrated working Team Children's Trust Unit	Learning Culture and Children's Services	Mill House North Street York Y01 6JD	01904554268		No
Leeds	Mary Armitage	CAF team	Children's Services	6 th Floor East Merrion House 110 Merrion Centre Leeds LS2 8DT	0113 2476830		
BRADFORD	CAF Helpdesk	Integrated Working Team, Transformation Services	Department of Services to Children and Young People	Integrated Working Team Transformation Services 5th Floor, Olicana House Chapel Street Bradford BD1 5RE cafhelpdesk@bradford.gov.uk	01274 437685	Secure fax will be advised if needed	Yes
North Lincolnshire	CAF/CIN Coordinators	Integrated Systems Team	Children, Strategy & Partnerships	Crosby House, East Common Lane Scunthorpe DN16 1QQ	01724 298293	01724 298294	YES
Sheffield	Integrated Practise Co- ordinator	Safe children services	CPPD	Floor 4 Palatine Chambers 18-28 Pinstone Street Sheffield S1 2HN	0114 2734530		

Kirklees	Programme Manager Multi Agency Worker	Kirklees Early Years	Children & Families Services	7 th Floor Old Gatehouse 2 Old Gate Huddersfield HD1 6QW	01484 456823		
East Riding Of Yorkshire	CAF & ISA HUB Team		Children, Family & Adult Services	1 st Floor Council Offices, Market Green, Cottingham, HU16 5QG	01482 393339	01482 393114	Yes – Time limited.