

Suffolk Early Help Teams Sibling Recording Guidance

Operational from: 8th September 2016

Version number: 1.2

Agreed by: Practice Development and Quality Assurance Team / Early Help Service

Responsible service area / team: Early Help Teams

Is this a Public Facing Policy: No

Date of Equality Impact Assessment: N/A

Review date: April 2023

Document Summary

This guidance relates to all Common Assessment Framework (CAF) case recording where siblings are being added to the existing CAF and/or if a new baby is born into the home.

Version Control	Reason for revision and summary of changes needed	Date
1.1	Case management system changes, addition of links to Policy, change of case recording practices	19/12/19
1.2	Removal of CAF Triage, addition of local practices	18/03/2021

1. CAF Case Recording Procedures

- 1.1.** Local Early Help Teams receive all new CAF assessments that are made to Children & Young People's Services from the CYP Portal.

For all cases, the local Early Help Team, if needed will create a client record for the main child the assessment has been undertaken for.

Where the assessment has been completed to include additional siblings, highlighted in the CAF assessment, a client record will also be opened for each individual sibling.

- 1.2.** All children in the family/extended family who are not affected by the issues in the assessment will not have a record opened in line with GDPR and Data Protection.
- 1.3.** At any point thereafter, if the team manager or practitioner identify through assessment/planning that additional siblings with similar needs should also have an open CAF episode it is agreed that:
 - 1.3.1.** The siblings will not have a new CAF assessment submitted through the portal, instead, the additional siblings will have a record created (if it does not already exist) and create a new contact. The Portal CAF form from the original CAF will be copied on to the sibling/s record.
 - 1.3.2.** The Practice Manager/Lead will add a new management decision case note, adding any additional analysis that is required.
 - 1.3.3.** The manager will allocate the sibling/s to the caseworker. The case worker will consolidate the case.

2. When a new child is born in to a Family of an open CAF

- 2.1.** When a new baby is born, an assessment should be completed by the allocated worker reflecting the needs of the baby and the impact on the wider family and siblings.

3. Supervision

- 3.1** Managers are responsible for checking during case supervision that the relevant client records are open for client's receiving an Early Help service.