

The Implementation of the CAF and the Lead Professional role on the Isle of Wight

Children's Services Access, Inclusion and Prevention Project

Outline of the Project

Phase One: **May- October 2008**

Phase Two: **October 2008 onwards**

Updated HL 23.9.08

	Action	Lead	Resource	By When	Review	Updated Action	Date For
	<i>a) The EIS Panel</i>						
1.	Extend EIS panel composition to meet 0-19 (24) age range, identify implications and implement action plan to include membership, training	Keith Lane	Existing EIS service-CAF Panel	Ongoing	Ongoing	Representation needed from: -Schools (HL/CM/CVP) -VCS (HL) Dates for Panel to be published on website (SD/MP)	Feedback on 16.10.09
2.	Appoint seconded EIS manager a.s.a.p. This role is needed in order to champion the work, line manage the EIS team and trouble shoot during the pilot phase.	Simon Dear	Within grant funding	ASAP	In progress		Start Date 23.9.08 Feedback on 16.10.09
3.	Revise Terms of Reference for panel	Keith Lane	Within funded post	20 th June 08	In progress	Consultation with CAF Panel (SD/KL)	Feedback on 16.10.09
	<i>b) CAF Coordination and Information Management</i>						
1.	Decision required as to whether guidance need to be printed in hard copy	Clare Messenger	Cost of printing if required	July 08	To be available on the interagency pages of the Wight Chips	Draft costed strategy of all materials (HL)	Feedback on 16.10.09
2.	Ongoing liaison between (ContactPoint) and other developments.	Mark Payne as part of steering group	n/a	ongoing	In progress	IWB	Feedback on 16.10.09
3.	Extend EIS data base & information management	Anne Cheek/Gavin Muncaster ICT	EIS	20 th June 08	ongoing	Update from CAF Panel (SD)	Feedback on 16.10.09
	<i>c) CAF Triggers, processes and threshold</i>						
1.	Thresholds across all four tiers complete and communicated to professionals completing CAF.	Sara Perkins	Within communications strategy	Ongoing	Ongoing	CM to take to all HOS, particularly in Learning and Achievement.	Feedback on 16.10.09

						SP to begin draft guidance. All to send comments to SP by 9.10.08.	
	<i>d) Information Sharing</i>						
1.	Draw up an action plan to consolidate the information sharing processes based on baseline information sought from Marcus Elsom. This should include a process for sign off and dissemination of the protocol.	Mark Paine/ Steering group	time	To be determined	To be determined	Is this an area we need to do this – MP to get guideline from Marcus Elsom	Still to be determined
2.	Ensure that professionals working in Pan complete the e-module on information sharing	Simon Dear/Di McNaught	E-learning in place	ongoing	Ongoing – the majority of those coming on the training have looked at the e modules. but still a need to continue to promote	?? action by Kate	August 2008 Include in evaluation
3.	Protocol to be drawn up to identify what information can be shared with practitioners by the EIS administrator	Keith Lane in discussion with EIS administrator	Time	July 08	In progress	MP to circulate Data Exchange Agreement Template. HL to send PB participants in training to be cross referenced.	All to review in preparation for 16.10.08.
	<i>e) Safeguarding</i>						
1.	Identification of those working in Pan who will work as part of virtual team and complete CAF and could act as LP. Cross referenced with valid CRB form (enhanced level)	Simon Dear/Sally Stewart	Cost of CRB form to be born by host organisation	13 th June 2008	Some practitioners including council employees without CRBs or CRB older than 3 years – detailed review required		July 2008

2.	Draw up an agreement with host organisations to ensure CRB enhanced is in place	Sally Stewart to advise on appropriate action required	LCSB – time to draw up agreement if one is required. Home organisations to fund CRB	June 2008	Probably need to extend the timeline.		July/August 2008
3.	Clarity re risk assessment arrangements required	Sally Stewart	LCSB - time	30 th May 2008	This will be required for those working with children and young people without CRB checks		ASAP
4.	Advice as to whether all staff identified in virtual team should have completed basic safeguarding training	Sally Stewart	LCSB - time	30 th May 2008	Still required? Update required		June 2008
5.	Action Plan drawn up to deal with any issues arising from the clarification re safeguarding issues	Keith Lane/ Sally Stewart	Time to draw up action plan Resource for training if required	13 th June 2008	Still required? Update required		June 2008
	<i>f) Identifying Staff for the Pan pilot</i>						
1.	Develop process for checking CRB status (*see section f)	Keith Lane/Sally Stewart	Time, (see section f)	ASAP	In place – follow up action required in respect of practitioners working without CRB		ASAP
	<i>g) Training and Development</i>						

1	<p>Clear communication of start date and process to CAF completers in the Pan area</p> <p>Documents and forms available on the integrated working pages of the Isle of Wight WebPages</p>	<p>Clare Messenger</p> <p>Mark Paine</p>	<p>June 08</p> <p>June/July 08</p>	<p>Requested by participants on training.</p>		<p>Communication leaflet MP to chase CNN Number.</p>	
2	<p>Develop ongoing training programme for those likely to complete a CAF and/or be a LP for post June and into phase 2 to include multi agency working</p> <p>Specific training/briefing for Managers</p>	<p>Di McNaught</p> <p>Di McNaught</p>	<p>Resource needed to design the ongoing programme and deliver multi agency programme of training post June 08</p> <p>To include ECM documents into the integrated folders and circulate to managers – LA, people who attended the training. Di Mcnaught to co-ordinate.</p>	<p>By July 08</p>	<p>Action required – training requests for Phase 1 and Phase 2</p>	<p>HL to meet with DMc, PB and Karen Potheary (Threshold Training). Check if information from Health received. Start plan P2 f2f training.</p>	<p>Feedback on 16.10.08</p>
3	<p>Further training to be developed and delivered covering:</p> <ul style="list-style-type: none"> ● Child and youth development ● Mental Health, ASD and Attachment Disorders ● Challenging behaviours; Risk and Resilience Factors 	<p>Di McNaught</p>	<p>Resource needed to design the ongoing programme and deliver multi agency</p>	<p>By Sept 08</p>	<p>Action required</p>	<p>PB to develop training calendar.</p>	<p>Feedback on 16.10.08</p>

	<ul style="list-style-type: none"> ● Communication – focused on challenges and ‘difficult conversations’ 		programme of training				
4.	Develop and implement practitioner forums and/or workshops to support initial training	Di McNaught	Resource to develop, implement and deliver forums TDA (Grace Howard)	October 2008	October 2008	HL planning TYS Speednetworking Event on 10.10.08 HL to send details of speed networking to MS for circulation.	Feedback on 16.10.08
5.	School awareness sessions <ul style="list-style-type: none"> ● briefing for schools on progress ● e learning available for schools ● attendance at multi-agency training 	Clare Messenger Helen Lewis	Time Provide access to e learning modules Venue hire, trainers	July 08 From Sept 08 As above	Planning required		Achieved – for phase 1 July 2008 From Sept 08 Sept 08
	<i>h) Interface with SEN, Social care and Statutory Processes</i>						
1.	A review of the current panel structures.	Rosie Rae	Time	July 2008	Underway – timeline extended	NC to review against other panel structures.	End of Phase 1 i.e. Oct-Dec 08
2.	Ensure effective interface between CAF panel, TYS and SEN statutory procedures	Alison Dempsey	Time	To be confirmed		ADD/KL to review against SEN Panels.	Feedback on 16.10.08
3.	Guidelines for statutory roles and arrangements and interface with CAF & LP	Steering Group Clare Messenger	To be agreed	October 2008			Achieved
4.	SEN – how does this fit in with process (thresholds)	Alison Dempsey	To item for discussion at September meeting			ADD/KL to review against SEN Panels.	Feedback on 16.10.08
	<i>i) Governance</i>						
1.	Addition of E-CAF to structure of Steering Group. -Identification of Project Lead -Completion of LARA	CAF Steering Group	October 2008	Ongoing	Ongoing	MP to circulate LARA document for comments and additions around current CAF data to HL, CM and SD.	Feedback on 16.10.08

	<i>j) Evaluation and Review of pilot in Phase One.</i>						
1.	Determine baseline data sets	CAF/TYS Steering group	Project group	June 08	Timeline extended	KL to work with HL to develop outcomes ready for 16.10.08. MP to source samples of best practice from other LAs.	Feedback 16.10.08
2.	Undertake evaluation analyse and disseminate results. Draw on learning points.	Simon Dear	Non identified	Jan 09			
	<i>k) Management Arrangements</i>						
	<i>Phase Two</i>						
	a) Preparation for Phase Two						
1.	Determine and agree locality and boundary area arrangements (based on population and demographic need) TYS teams operationalised cross island and synchronised with localities development (* linked to last action in this section)	Steve Beynon & Clare Messenger Clare Messenger/Simon Dear	CT Executive Board CAF/TYS Steering Group	August 08 Dec 08			
2.	Determine and agree the role and function of locality working	Steve Beynon & Clare Messenger	CT Executive Board CAF/TYS Steering Group	Dec 08			
3.	Advertise and Appoint Locality Coordinators, suggestion at this point is 3 posts and admin support	Simon Dear	Recruitment costs. Salary costs dependent on JE	JD designed June 08 JD job evaluated by June 08 Advertise, interview and	First draft complete Process ongoing	Awaiting evaluation	JDs completed

				appoint by October 08			
4.	Training requirements: Ongoing training for multi agency locality working identified. Locality Coordinators involved in delivery once appointed Training for new panel members if required.	Di McNaught	Costs related to delivery of training, e.g. trainers, venue costs, admin,	July onwards October/Dec 08		HL, CM, DMc to meet on 10.10.08.	Feedback on 16.10.08
5.	Consider the CAF panel and processes to a locality delivery format	Simon Dear	Time	January 09			
6.	Implement the recommendations from the panel review	Simon Dear	Time	March 09			
7.	TYS virtual teams in place (optional) (* linked to the first activity in this section)	Simon Dear	Time Support from TDA Grace Howard	Dec 08			
	b) Communication mechanisms and raising awareness						
1.	Identify key messages that need communicating. Articulate the agreed model post 21 st May CT Exec Board Discussion	Clare Messenger/Grace Howard	Additional support from Corporate team and Mouchel. Some aspects included in Mouchel work plan	June 2 nd 2008	ongoing		July 08