Welcome to the very first Family Assessment Newsletter. It is now a full year since the new Family Assessment was launched city-wide in Salford (replacing the CAF). This newsletter is intended to provide an update regarding any significant developments as well as information about supporting tools. Given the current version of the assessment has been in place for a year, we are also asking practitioners to provide us with any feedback they may have. Changes will be made to the assessment based on the feedback we receive. You can contact our team by e-mail (caf@salford.gov.uk) or by phone (Duty no. 0161 603 4239). All Family Assessment tools, guidance and policy can be found on our recently updated web pages; https://www.salford.gov.uk/familyassessment

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Family Assessment Supporting Tools

There are a number of supporting tools available which can aid the completion of a Family Assessment. Some of the most commonly used tools can be found on the supporting tools section of our website; https://www.salford.gov.uk/fa-supportingtools

**ASSESSMENT PROMPTS AND QUESTIONS**

Unlike the CAF, prompts listing the kind of information which may be included in each assessment area are not included on the assessment form. Instead, more comprehensive Family Assessment prompts and questions have been developed with partners from relevant fields. There are 3 versions available—early years, children/young people and adult versions. All can be downloaded in PDF form from the supporting tools web page.

**VOICE OF THE CHILD**

There is also a specific section of our website focusing on the ‘voice of the child’. It contains a number of tools that can be used to capture the child’s voice as part of the assessment process; https://www.salford.gov.uk/childsvoice

Since the Family Assessment launch, some professionals have developed their own tools for use alongside the assessment. If you have any tools that you use as part of the assessment process which you would be willing to share with others, please submit them to us. We will be happy to share them via our website and you will be acknowledged for anything shared.

One such example is a tool recently developed by Kellie Yardley (Family Support, St Edmund’s RC Primary—Thanks Kellie!). The ‘Child friendly Family Assessment booklet’ provides voice of the child tools for each section of the Family Assessment (see example caption above). The document can be downloaded from the ‘voice of the child’ webpage referenced above.

**FAMILY ASSESSMENT SCORING**

It is requested that scoring is completed at the start and at the end of the Family Assessment process. Initial scoring is completed as part of the Family Assessment or at the first TAF meeting following a case transfer from children’s social care. Final scores should be recorded on the TAF form at the final review.

Scoring should always be done with family members. Scoring should encourage the family to highlight their own strengths and positives as well as needs and worries. A visual tool to guide families through the scoring categories (see example picture above) can be downloaded from our website.

**TAF GUIDANCE**

You can now download a TAF meeting guide from our website. The document provides a step-by-step guide to chairing a TAF meeting using a solution focused approach in line with the ‘signs of safety’ model used by children’s social care.
A new Family Assessment leaflet is now available online (see right). The leaflet explains all the basic aspects of the Family Assessment and TAF (Team Around the Family) process and is suitable for children, young people, adults and practitioners. The leaflet can be downloaded from the ‘what is a Family Assessment’ section of our website; www.salford.gov.uk/whatisafamilyassessment

**Case Transfer - Children’s Social Care to TAF**

When Salford Children’s Social Care close a case, the family may agree for future support to be coordinated through Team Around the Family (TAF) meetings. As a practitioner working with the family, you may be named as the new lead professional and be requested to coordinate the initial TAF. This should be agreed with you prior to case transfer and you should receive from the social worker a transfer plan including a SMART action plan to be reviewed at the initial TAF. If you do not receive this information, please contact the social worker concerned or the CAF team.

Prior to case transfer, the family will sign a TAF agreement. This document confirms that they have agreed to engage in the TAF process and for the new lead professional to be provided with a copy of their transfer plan.

The CAF team are informed of all CSC-TAF case transfers and monitor these cases until the record of the initial TAF meeting is submitted. We understand that these cases are often complex or that you may be requested to coordinate a TAF meeting for the first time. If you require any help, advice or support in regard to a transferred case, please contact our team.