

## CAF Closure Form

This form is to be used in those instances where support for a child/young person through Common Assessment is coming to an end and is to be used to record the reasons for this decision.

Name of the child/young person					
Please indicate reason for the CAF process being closed	All additional needs met by universal agency/setting <input type="checkbox"/>	Case now led by specialist agency as part of their assessment process <input type="checkbox"/>	Consent withdrawn <input type="checkbox"/>	Accepted as Child Protection case <input type="checkbox"/>	Other
Lead professional					
Job Role					
Team / Service					
Date CAF was closed					

**Please ask the parents/carers to answer the following questions and for the child/young person to complete the Children & Young People's Feedback form.**

How involved did you feel in the in the Common Assessment process?

1  2  3  4  5   
< Not involved                      Very involved >

Do you feel the Common Assessment process has had a positive impact on your life?

1  2  3  4  5   
< No impact                              Big impact >

Is there anything else you would like to tell us? (family)

Is there anything else you would like to tell us? (practitioner)

Signed: Lead Professional

Signed: Parent/Guardian or Young Person

Date:

Date:

**Please send a copy of this form to: CAF Team, Room 101, County Hall, Glenfield, Leics. LE3 8RF  
Any queries please ring the CAF Team on 0116 305 8727**

Exceptional Circumstances: significant harm to infant, child or young person.

If at any time you feel that an infant, child or young person has been harmed or abused or is at risk of harm or abuse, you must follow the Local Safeguarding Children Board procedures and those of the Department of Health as set out in the booklet What to Do if you are Worried a Child is Being Abused (2003).