

**Common assessment delivery plan** (Actions from the assessment should be brought forward in to the delivery plan and added to where a team around the child response is required and / or used to review progress. All aspects of the plan must be shared with the child, young person and family)

<b>Common Assessment Delivery Plan &lt;&lt;date of plan&gt;&gt; &lt;&lt;plan number&gt;&gt; &lt;&lt;date to be reviewed&gt;&gt;</b>			
<b>Identifying details</b>			
<b>Family name</b>	<b>Child's name</b>	<b>DoB / EDD</b>	<b>Other (e.g. year group, patch)</b>
<b>Lead professional details</b>			
<b>Name</b>	<b>Service / setting / school / Academy</b>	<b>Contact details</b>	<b>Practitioners in TAC</b>

<b>Baseline</b> (refer to common assessment record where necessary)	<b>Outcome</b> (contributing to ECM outcomes: be healthy, stay safe, enjoy and achieve, make a positive contribution, achieve economic well-being). Outcomes may be broken down to shorter-term aims or targets	<b>Action</b>	<b>Who</b>	<b>By when</b>

Common Assessment Review <<review number>>			
Identifying details			
Family name	Child's name	DoB / EDD	Other (e.g. year group, patch)
Lead professional details			
Name	Service / setting / school / Academy	Contact details	Practitioners in TAC

Date	People present	Contributions from / sent to

Review notes (where we are now against plan, progress made, comments)

<b>Impact evaluation:</b>				
<b>For each action from plan, (please see key on next page)</b>				
<b>Action</b>	<b>Evaluation of effectiveness of actions</b>			
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4

*Extra rows can be added if necessary*

<b>Next steps</b>					
<b>Can the common assessment delivery plan be closed?</b>	<b>Yes</b>	<b>Reason for closure</b>			
		<b>When closing a CAF delivery plan, the TAC should detail the outcomes which have been achieved (please see key on the next page)</b>			
		<b>Outcome</b>			
		<b>Evaluation of achievement of the outcomes</b>			
		1	2	3	4
		1	2	3	4
	1	2	3	4	
		<i>Extra rows can be added if necessary</i>			
	<b>No</b>	<b>Agreed review date</b>			

**If the common assessment delivery plan remains open, please develop revised and updated plan on the common assessment delivery plan proforma**

<b>Parent / carer view on review and next steps</b>	<b>Child / young person view on review and next steps</b>

## Measurement of the effectiveness Of actions

The Team Around the Child (TAC) identifies outcomes for the child, young person and family, the TAC will also agree actions that will help achieve those outcomes. Knowing whether the actions have been effective in meeting the outcomes is important for everyone in the TAC.

In some cases, a number of actions will need to be taken over a period of time to achieve the desired outcomes, so the Southwark CAF review process accounts for both actions (reviewed regularly) and outcomes (reviewed regularly but summary judgements made at the end of a CAF process for a child and family).

The most important information is contained in the *Review notes*, where the TAC in a shared way, focus on the impact of the actions for the child or young person – this is the ‘so what?’ factor; the difference that it has made to the child, young person or family.

To support a common understanding of effectiveness and whether outcomes have been achieved in an individual case, and across cases, a rating scale adapted from the National CAF Guidance, has been added to the delivery and review plan. This is included below. The scores are only meaningful as they relate to the qualitative information and evidence included in the *Review notes* (i.e., to give a score of 4 to an action in terms of it’s effectiveness, the TAC would need to detail clearly that the outcome achieved does not / is likely not to require any other support other than would be expected for any child, young person and family).

### Effectiveness of actions

For each action from the plan, the TAC (including all of the people in it and the child / young person) will review how effective it has been. The key below may help:

<b>1</b>	<b>not effective</b> - the action taken has not resulted in any noticeable / measurable change
<b>2</b>	<b>partially effective</b> - the action taken has resulted in a small noticeable/measurable change, but there is still much to do to achieve the outcome
<b>3</b>	<b>mostly effective</b> – the action taken has achieved most of the outcome, or action has been effective but requires on-going support
<b>4</b>	<b>completely effective</b> – the action has met the outcome and this is likely to be maintained without further support

### Achievement of the outcomes

The extent to which each of the outcomes has been met can also be classified as one of the following:

<b>1</b>	<b>not met</b> – the child, young person or family circumstances are the same as they were before the action took place
<b>2</b>	<b>partially met</b> – there has been some noticeable improvement in the child, young person or family circumstances, but much more change is required
<b>3</b>	<b>moderately met</b> – there has been considerable improvement in the child, young person or family situation, but outcomes not yet fully met
<b>4</b>	<b>fully met</b> – the targeted outcomes have been fully achieved