

CAF Multi agency meeting

Agenda Items

- House Keeping
- Agree a minute taker – this does not have to be the person that called the meeting.
- Introductions and apologies
- Group Agreement - including, time, confidentiality, data sharing
- Purpose of the meeting – this is usually to see what support can be offered to child / young person / family or to review progress on support which has already been offered at a previous meeting.
- Share CAF - If the CAF has not been shared until this point allow people time to read through this.
- Go over the main strengths and needs which have been highlighted in the CAF.
- Parents contributions – supported by Lead Professional
- Agency contribution
- Agree action points / review action points and record these - If all needs can not be met, action the ones that can and seek further advice from the JAT.
- Agree lead professional
- Agree next meeting date and venue