

Check whether there a Common Assessment already

Practitioners considering a common assessment should check with the child or their parent/carer whether one has previously been undertaken and, if it has, try to obtain a copy.

As time goes by there will be an increasing number of children/young people who will have had a CA. It is critical that any practitioner considering a CA or with any concerns about a child or young person, checks the e-CAF database before taking action. This currently requires a telephone call to the Common Assessment Team on 0113 2476830, however this information will be accessed by [Contact Point](#) when it is ready.

Also consider if a CAF may have been completed by another local authority ([Check cross border guidance](#)) and obtain consent from the family to view the CAF.

Practitioners will need to fill in a [crib sheet](#) to provide the basic details for registering of the child and family situation. Consent should be obtained from the child or their parent and recorded. Depending on the results, the practitioner may decide to;

- Contact the practitioner previously responsible for completing the CA to discuss concerns and agree the best way forward.
- Contact the lead professional if there is one
- Start a new Common Assessment

Agencies to whom children are referred following a common assessment should discuss the assessment with the referring practitioner. Where it is sensible and appropriate to do so, they should use the common assessment as a starting point for their own assessment or work with the child.