

Guidance notes for chairing a Team Around the Family Meeting

1. Initial Team around the Family (TAF)

The meeting should be solution-focused. Professionals should work together to help the family move forward and feel positive about the future. The family should become independent rather than dependent on services.

Welcome

Thank everyone for attending and explain the purpose of the meeting.

Thank you all for coming. Today's meeting gives us an opportunity to plan the next steps to support _____ and his/her family. The purpose of the meeting is to pull different agencies and professionals together in order to co-ordinate our approach in providing what _____ needs to help him/her make progress.

Introductions

Go around the table and invite individuals to introduce themselves and to explain their role. Don't forget to introduce yourself.

My name is _____ and I am a (job title)_____. The reason I am here today is because _____.

Apologies

Identify those people that were invited to attend the meeting but have been unable to make it.

(Names) send their apologies for their non-attendance at today's meeting.

Overview of current provision

Identify those agencies currently involved with the child/young person and briefly describe what service they presently provide.

At the moment (agency)_____ is involved with _____ by providing him/her with _____.

Identify strengths and needs of the child/family

Using the Early Help Assessment documentation, talk through the strengths and needs of the families.

The conclusions that were identified at the end of the Common Assessment process were that _____'s strengths are _____, his/her additional needs are _____.

Talk through the aims that the child/family identified in the Early Help Assessment and what they hope to get out of this. It is beneficial to ask the young person/family which needs they would like to prioritise and focus up at this meeting.

Having identified _____'s additional needs, the child/young person/family have stated that the things they want to change and the outcomes they want to achieve are _____.

RECORD THE DESIRED OUTCOMES IN THE ACTION COLUMN ON THE TAF FORM.

Discuss how the professionals present can address the desired outcomes

Go through the outcomes one by one and invite those present to suggest ways they can work together to address them. Discuss what actions need to be made to achieve them (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime bound)

Record the agreed action points.

Record 'who' will do this.

Record 'by when' date

Identify the lead professional (if required)

Discuss with the group, and agree together, who is best placed to take the lead in implementing this action plan and coordinating the necessary provision.

Set a date for a review

Agree a date to come together again to review progress made with the action plan.

We need to review the progress of this action plan at a future date to see if _____'s needs are being met or if we need to make other arrangements, perhaps involving other services, to help support_____. Let's agree a date, time and venue.

2. Review meeting

The meeting should be solution-focused. Work together to help the family move forward and feel positive about the future.

Welcome

Thank everyone for attending and explain the purpose of the meeting.

Thank you all for coming. Today's meeting is a review meeting following and initial TAF meeting held on _____. The purpose of the meeting is to see what progress has been made to achieve the outcomes set in the last meeting.

Introductions

If there are any new members in the meeting go around the table and ask professionals to introduce themselves and to explain their role. Don't forget to introduce yourself.

My name is _____ and I am a (job title)_____.

Briefly review the progress with reference to the action plan agreed in the last meeting.

Can the Early Help Assessment be closed?

Discuss with the family whether all needs have now been addressed.

If there are no further outcomes and the family are happy to do so the assessment can be closed.

If not there is still need for an integrated plan. This may include continuing to address needs highlighted in the previous Action Plan but may also include newly identified needs.

RECORD THE DESIRED OUTCOMES IN THE ACTION COLUMN ON THE TAF FORM.

Discuss how the professionals present can address the desired outcomes

Go through the outcomes one by one and invite those present to suggest ways they can work together to address them. **Specific, Measurable, Achievable, Realistic, and Time bound.**

Record the agreed action points.

Record 'who' will do this.

Record 'by when' date

Set a date for a review

Agree a date to come together again to review progress made with the action plan.

We need to review the progress of this action plan at a future date to see if _____'s needs are being met or if we need to make other arrangements, perhaps involving other services, to help support _____. Let's agree a date, time and venue.

Opportunity for child/family to comment on the assessment form and the actions identified.

Invite the child/family to make any comments they feel necessary about the Early Help Assessment process and their views about the actions that have been identified.