**Early Help Case ref:**       **TEAM AROUND THE FAMILY MEETING Date:**

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| **Family Details** |
| **Details:** | **Child 1:** | **Child 2:** | **Child 3:** | **Child 4:** |
| **Name:** |       |       |       |       |
| **Date of Birth:** |       |       |       |       |
| **Parent/Carer** |  |  |  |  |

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| **Lead Professional Details** |
| **Name:** | **Tel no:** | **e-mail:** | **Job title:** |
|       |       |       |       |

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| **TAF attendees**  |
| **Agency** | **Name** | **Contact Details** | **Attended? Y/N** |
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|      **Tips*:*** *Attendees to include family members. If parents do not attend, the meeting will be cancelled or renamed a ‘multi-agency meeting’. This will be when professionals have concerns and/or step up to social care needs to be discussed. (Note: Concerns/step up can be discussed at any stage and not just in this meeting)**Older children can attend TAF meetings. To be considered case by case (dependent on child’s maturity and nature of the discussion). An advocate may be appropriate.*  |       |       |       |

**Tip:** *Review the Assessment and Scaling Question on Part B with all TAF members in the* ***first meeting*** *before starting the plan.*

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| **FAMILY PLAN**  |
| **Impact/Outcome** | **Who & When** | **Action** | **Achieved?****If not, why not?** | **Next steps** |
|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
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|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
| **Impact/Outcome**  | **Who & When** | **Action** |  | **Achieved?****If not, why not?** | **Next steps** |
|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
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|       |       |       | [ ]  Yes[ ]  NoDate:       |       |       |
| **Think SMART – Specific, Measurable, Achievable, Realistic and Time bound** **Specific**: clearly state what is to be achieved **Measurable**: how do you know it’s been achieved? **Achievable**: Will agencies and families be able to fulfil the outcome?**Realistic**: Has it been aimed at the right level for the family? **Timed**: the target will be met within a given period of time, e.g. 2 weeks. |
| **Top tips:*** *The plan is a record of needs, actions, and responsibilities. It is a tool for managing risk.*
* *Start a new document for each meeting and remove achieved actions. Try not to overwhelm families with huge plans by prioritising the actions.*
* *Ensure that the plan addresses the root cause rather than just the symptoms.*
* *The plan should support the family to become empowered and help themselves rather than just the professionals doing all the work.*
* *If new concerns are discussed in the meeting, revisit the assessment, update it to reflect the concerns and plan accordingly to tackle the concern. Your assessment is a working document.*
 |
| **Voice of the family**Use their own words, pictures and stories. What has made the biggest difference? What could go better? Relate the comments to the things we were worried about. |
| **Child’s Views:** |       |
| **Parent/Carer’s Views:** |       |
| **Scaling Question:**From the evidence and assessment, on a scale of 0 – 10 where would you place the safety of this child (ren) (O being unsafe – 10 being safe)Rationale:

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**Tip*:*** *This should reviewed at the end of every meeting. Different professionals may have different scores – give reasons. Consider what it will take to move up the scale.***Vulnerability score**Based on the information discussed, please rate the family’s vulnerability:

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| *Tick* |
|[ ]  Level 0 – Educational attendance (Legal) |
|[ ]  Level 1 – Achieving expected outcomes |
|[ ]  Level 2 – Additional needs (single agency) |
|[ ]  Level 3 – Multiple needs (Multi agency) |
|[ ]  Level 4 – Edge of Care (Seek guidance) |
|[ ]  Level 5 – Acute needs including protection/safeguarding – step up to Statutory Services |

X |
| **Can the assessment be closed?** |
| **Yes**Reason for closure: |       |
| **No**Agreed Review |       |

*If closing, please complete success rating…*

**Success rating:**

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| *Tick* |
|[ ]  0 – Family did not engage.  |
|[ ]  1 – Step up to Statutory Services |
|[ ]  2 – Plan or intervention has been undertaken but there has been no impact.   |
|[ ]  3 – Plan or intervention has been undertaken.  Some progress has been made.   |
|[ ]  4 - Plan or intervention has been undertaken.  Most issues have been resolved. Step down to a single agency or universal services. |
|[ ]  5 – All intervention is completed and the family requires no further support. |

**Information and data exchange:**

* A copy of this document must be given to the family and all professional attendees.
* Watermark copies e.g. family copy, professional copy, school copy etc.
* A copy this document must be submitted to ChildrensAccessPoint@darlington.gcsx.gov.uk
* We no longer accept hand written or PDF plans.