

“Holding a Team Around the Family (TAF) meeting”

Key areas to remember

- Children, young people, parents and carers should all be supported to fully engage
- The family's voice should be at the centre of discussions and decisions. (What creative work has been undertaken with the family to gather their views and the lived experience of all the children in the household)
- Everyone should focus on the family's strengths and encourage them to resolve their own needs within their own wider network
- Ensure the child / young person and family understand the purpose of the meeting and agree who information can be shared with



Before the meeting

- A person normally the lead professional (but not always) who the family trusts, should discuss with the family the benefits of having a TAF (we are developing a leaflet which will be available soon on the Early Help Professionals guidance page)
- Liaise with the family - discuss who should attend and how the meeting will be held. This could be virtually or in person. For an in-person meeting, always agree where this will take place as well as agreeing a suitable date and time
- If the meeting will be virtual remember to collect emails or phone numbers (this depends on what hosting site you will be using) for all virtual attendees including parents and children
- As some of the team may be working from home, ensure you are all in a confidential space to have the meeting. Check parents are able to speak away from their children where it is not appropriate for the children to hear the discussion. Discuss how long the virtual TAF is likely to last so parents can take that into account



During the meeting



- Do not have a pre-meet with other professionals at the location just before the meeting, particularly when the family are waiting
- The lead professional should share the purpose of the meeting, introduce themselves, their role and ask the family to do the same, and the rest of the professionals being sure to explain their role in supporting the family. The family's voice should be at the centre of discussions and decisions
- ensure members know who has sent apologies. Discuss how long the meeting will last – start and finish on time
- All professionals should have their laptops closed apart from the minute taker
- If there are connectivity issues – attempt twice and then offer to send emailed update/possible rearrangement
- Double check with the family they have consented to information being shared
- Discuss confidentiality – if a child or young person is present, explain in a way that they will understand
- Arrange for someone to record the TAF discussion and actions during the meeting
- Revisit strengths-based approach – what is working well, what are we worried about, what needs to change



During the meeting continued

- Ask each member of the family present for an update, agree the order of the updates at the beginning
- Update from practitioners using strengths-based approach
- If you feel an agency or service is missing, agree who will make contact and within what timescale
- Review the latest action plan if appropriate/completion of Early Help Assessment
- Use plain language – avoid jargon and professional abbreviations
- If actions agreed are not carried out by agencies or significantly delayed, agree who will escalate and follow up - include appropriate timescales
- Agree next steps making any arrangements for a further TAF before anyone leaves
- Ensure the meeting comes to decisions and actions in a systematic and explicit way
- Agree how the plan and meeting notes will be distributed to everybody including the family
- For virtual meetings, as the Lead Professional you must leave the meeting last

Timescales



- The initial TAF meeting should take place as soon as practical
- Any meeting notes and updated Early Help Plan should be distributed securely as soon as possible to all attendees including parents
- The TAF should collectively agree the first review date at the initial TAF. Dates will vary depending on circumstances
- Timescales between TAF reviews could be between 2 weeks and 3 months depending on the needs of the family
- At each review, consider if a multi-agency response is still required and if the meetings need to continue – what are the outcomes for the children as a result of the meetings - what are the children saying has changed – Use the SoS columns

