



Introduction of Team around the Family meetings (TAF)

Purpose

The Team around the Family brings together young people, parents, extended family and professionals/practitioners, into a small, individualised team for each family they support. TAF is implemented where additional needs have been identified through an Early Help Assessment (EHA), and support is required from more than one agency/team/service. All family members have a role in the TAF with their views and needs playing a central role. TAF ensures young people, parents/carers and extended family have an equal role in agreeing goals and actions to meet those goals.

Outcomes from Team around the Family (TAF) meetings, should contain from the following

1. A Lead Professional identified to co-ordinate the delivery of support;
2. A support package(Action Plan) shaped, which will identify roles and responsibilities for everyone, including the family members, children and young people;
3. A review date for a subsequent meeting to identify if the needs are being met by the plan.

The chair of the meeting needs to ensure:

- There is a sense of shared responsibility
- Everyone is using appropriate language e.g. no abbreviations, jargon or terms that would not be understood by all attending
- Everyone has a voice including the children (If children do not feel able to express their views openly in the meeting, it is important that their views can be captured via the lead professional or another professional working closely with the child/ren)
- Services are co-ordinated and do not duplicate - so that effective action can take place.
- Review progress towards achieving the desired outcomes (goals);

TAF Agenda

Item No.	Agenda Item
1	Introductions <ul style="list-style-type: none"> • Who is here (name, organisation) • What is their role with the family (why are they involved with the family)
2	Purpose of the meeting <p>Thank everyone for coming, acknowledge that it can be difficult to have a room full of people talk about your family and that their time is appreciated to ensure we get this right. Discuss confidentiality and information sharing (e.g. what information will be recorded and shared and with who, explain limits of confidentiality and ensure service user rights are understood)</p> <p>Clearly explain that this is the families meeting, we are here to work together to develop a support package that meets the family’s needs, everyone in the room has a voice, all conversations will show respect for the family and if this is not happening the family need to indicate this to the chair.</p> <p>What are the outcomes you are trying to achieve by meeting together? These will include:</p> <ul style="list-style-type: none"> • Understanding what the additional needs are for the family • Finding out who is working with you and is what they are doing working or not? • Develop a Support package together that clearly shows what interventions and support will be in place over the next few weeks/months and who is going to help with the interventions. • Agree a Lead Professional • Set a review date

3	Why is support needed What was identified in the EHA/CAF
4	Support already in place What is already in place? Go around each professional/practitioner and family member and ask what is happening to get a full picture about who is involved, why they are involved and what they are doing.
5	What has worked/not worked Ask questions about the support discussed the previous agenda item. What is working/not working and why Ask questions that provoke discussion and explore the support and ask what it feels like for the family/young person present. Explore how things are changing using a strengths based approach about what does 'good' look like for this family, what would it be like if everything was OK?
6	Support Package Agree a support package based on the outcomes the family want to achieve (Ensure this covers who/what and when by) Agree a Lead Professional
7	Review and Close meeting Book a review meeting within 6/8 weeks' time Thank everyone for attending
	Additional Send out minutes in a timely manner (within one week) with a copy of the support plan/action plan.
	Documentation Notes of the Meeting Support Plan/Action Plan TAF meeting Attendance record Confidentiality Statement