**GUIDANCE NOTE – Team Around the Family (TAF) Meeting Record -** This guidance is intended for use with the revised TAF Meeting Record (*Version 02/18)*

The **Team Around the Family** Meeting record is approved by **T**orbay **S**afeguarding **C**hildren **B**oard. The form is designed to be used electronically and each box will expand as information is added to it. Additional lines can be added by pressing the ‘TAB’ key. However, the form can be printed out if required.

**WHO can use this form?**

* **All Partner Agencies supporting families at Level 2 or 3**

**WHAT do I need to do first?**

* Complete the front page, please make sure DOB and contact details are up to date for all family members.
* Supporting Families Criteria Checklist, Please copy the ‘**🗸** ‘and paste into each section that it applies to and then add the family member name in the end column.
* Discussion/reason for meeting – is self - explanatory.

**WHAT do I need to do next?**

Go through the following headings which come under the TAF meeting record to help inform what is required in each section -

**What’s going well?**

* The form is designed to complement a Signs of Safety & a whole family approach. If this is the first meeting use N/A, otherwise use plain english without any abbreviations. Bullet point what is seen to be going well for the family and where applicable each family member. It is critical if the family are identified as being part of the Supporting (Troubled) Families programme that ‘a whole family approach’ is adopted when using the meeting record. The Supporting (Troubled) Families criteria can be reviewed at subsequent TAF meetings. Progress against criteria or identified needs and actions form part of the review process expectations.

**What are we worried about?**

* As above use Signs of Safety & a whole family approach.

**What needs to happen?**

* Bullet point each area that will requires an action for the family and where applicable each family member. These actions should be reflected in the actions section below.

**What is our contingency plan?**

* Again use plain english and without any abbreviations. Bullet point each area that will requires contingency planning for the family or individual family member.

*Examples may be:*

* If the family do not engage this could result in a ‘*bring back*’ (request for a case discussion at the Targeted Help Panel Meeting) and the possible consequences ie: escalation to social care.
* If mother feels her mental health is deteriorating - contact family member or GP
* If the young person threatens to harm himself again – make sure knives and any items which could be used as an implement are locked away or out of reach
* If father has breached a restraining order – contact the Police
* If mother feels she cannot cope – contact family member identified in plan to support.
* When a perpetrator returns to the family home where domestic abuse has occurred previously - monitoring of any contract agreed or consideration of step up if any further incidents occur.

**Views of the Children/Young Person**

* This must be considered at each meeting as this work will often provide a window into the family’s home life and their more critical needs as well as monitoring progress

**Actions from today’s meeting**

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| * From the information gathered, discussed and agreed document each action. Allocate someone to complete the action and a realistic date that the task will be completed by. Try to avoid using - *on-going* as this allows things to lose impact for the family. Do not allocate tasks to anyone not present at the TAF meeting unless a clear agreement has been made in advance. |

**Scaling Questions**

How do you feel your current family situation is effecting you?

* Signs of Safety - scaling question. Before posing the question ensure that the person you are addressing understands the scale.
* **TAF meeting comments and scoring**
* All attending the TAF meeting need to give a score based on listening to what has been said at the meeting and considering all the information that has been shared as to how they feel the current situation is affecting the family.
* At the closing TAF meeting the previous scores need to be used to demonstrate the distance travelled by the family and the impact of the intervention/s has had on the family.

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| **Date & Time of Next Team Around the Family Meeting** |

* Agree this with all present. Ensure that a venue is available and remind the family that the date can be moved should there be a family crisis.

**Consent for information storage and information sharing**

* Before signing this document you must ensure that informed consent has been discussed and agreed. Where necessary an interpreter and/or advocate may be required.