

# Team Around the Family (TAF) Guidance

A guide for professionals on the Team Around the Family (TAF) model

## Introduction

The Early Help Assessment Framework (EH) was developed for practitioners from a range of backgrounds to gather and analyse information in relation to a child's needs in the context of their individual development, the parenting, the family environment and the wider community.

Where a multi agency response is required and consent to share information has been gained from the child or family, the practitioner should organise a Team around the Family (TAF) meeting to assess need and decide with the child and family, a plan to meet that need.

## What is the TAF Meeting?

A TAF is a multi disciplinary team of practitioners including parent/carers and children/young people (if appropriate) established on a case by case basis to support a child/young person or family. A TAF meeting will;

- Be convened to look at identified needs that will require support/interventions from more than one agency.
- Seek to address identified and unmet needs in partnership with the family.
- Agree and appoint an ongoing Lead Professional
- Centered on the needs and engagement of the child/young person and their family. This is an inclusive and consented process.

The overarching aim is to produce a plan which outlines a co-ordinated package of support that enables a child or young person and their family to achieve agreed outcomes within specified timescales.

## Key Principles

- The child or young person's needs and rights must be the focus of the meeting.
- The child or young person and family should be supported at the TAF meeting or as minimum their views should be captured/ sought.
- The child or young person's welfare, well being and outcomes are everyone's responsibility.
- Meetings follow the same format so plans are clear, understandable and provide consistency. They should also document on the appropriate forms.
- A TAF meeting needs to be supportive and comprehensively planned to suit the family.
- All relevant professionals should be present and engaged in the support plan.

## How to hold a TAF meeting

The following are key points for a successful TAF meeting;

1. Lead professional chairs and introduces the meeting and asks everyone to introduce themselves.
2. Basic, clear and concise language is needed to ensure families feel included and part of the plan.
3. Keep the meeting focused, maybe delegate another professional to write up the plan ensuring all professionals and parents have contributed
4. Delegate tasks for professionals, for example if a referral needs to be made to another agency ask an appropriate person to do this and set timescales so everyone knows what needs to be done before the next meeting
5. Set an appropriate review date depending on the circumstances and refer to escalation policy if situation deteriorates.
6. Give everyone an opportunity to talk.
7. Be clear about what the agreed outcomes are, who is responsible and a timescale for each outcome.
8. If possible, arrange the next meeting so that everyone has it in their calendars. Ensure that anyone who gave apologies is informed of the next meeting and send copies of the minutes.

## Review

Following the initial TAF meeting, a date should be set to review the plan to ensure resources are meeting the needs of the child, young person and family should be held in the same way as the initial TAF.

At the review meeting, consideration should be given as to:

- Whether the services/resources outlined in the initial TAF plan have met the child, young person and families needs.
- Whether they need to continue.
- Whether new needs have been identified and additional services need to be included in plan.

When the review meeting has been held and actions completed, with consent, the TAF referral can be closed. A future referral can be made should this process need to be followed again.