

1

Team Around the Family (TAF) Meetings

Early Help Assessments are reviewed every 4-12 weeks to ensure that a family's plan remains relevant to their desired changes. Reviews allow participants to highlight and celebrate success, reflect upon unsuccessful outcomes, and agree next steps. Most reviews are in the form of a Team Around the Family (TAF) meeting in which all agencies involved are included. A Review form for recording minutes can be downloaded from the [EHA website](#);

2

Transfers from Children's Social Care

Support for some families will be coordinated via TAF meetings following a case transfer from Children's Social Care (Level 3/4). If the family agree that they no longer require intervention from Children's Social Care but that TAF meetings would be helpful to coordinate ongoing support at early help level (Level 2), a new Lead Professional will be identified to lead this. Prior to transfer the Social Worker will provide a plan to be reviewed at the initial TAF meeting. A guide for practitioners co-ordinating TAF meetings following transfer from Social Care can be found [here](#).

3

Preparation

As the lead professional, you will need to agree with the family whether a TAF meeting will take place virtually or in person. All relevant practitioners should be invited with sufficient notice. Practitioners who are unable to attend should provide the lead professional with an update which should also be shared with the family prior to the meeting. Which practitioners will act as minute taker and chairperson should be agreed prior to the meeting.

4

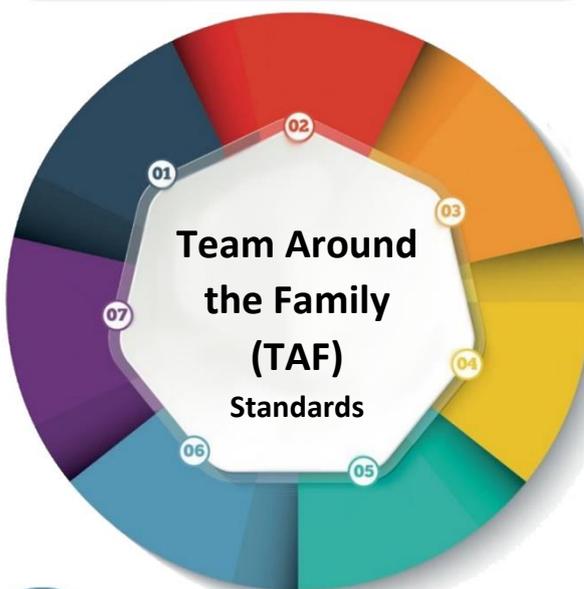
Preparation continued...

You will need to agree in partnership with the family the date, time and location of the meeting. Additional requirements and how they will be supported e.g. inviting a friend/family member to attend also will need to be agreed. It is also important to consider how the young person/child's voice will be represented in the meeting. TAF preparation [guidance can be found here](#)

7

Post TAF

All TAF minutes should be documented on the Early Help Review form (link in section 1). Completed minutes should be sent to the family and practitioners within 10 working days of the TAF meeting. Practitioners who attend a TAF have a responsibility to review the meeting minutes and challenged inaccuracies within 10 working days of receipt. Families should be consulted about the content of the minutes, ensuring that they agree with the content. Completed review documents should be submitted via [the secure upload](#).

**6**

Concluding the TAF

Identifying with the family 'what they are worried about' and their 'desired changes' should inform the review of the action plan from the EHA/previous TAF and any new actions. The chairperson should reiterate the actions ensuring they are SMART and agreed with the family and practitioners. The meeting should conclude by agreeing with the family whether TAF meetings should continue. If so, set a review date, if not please record the reason for closure on the form. A guide to chairing TAF meetings can be found [here](#).

5

Starting the TAF

All TAFs should begin with introductions, reading of the confidentiality clause and explaining the purpose of the meeting. Complex TAFs may require an agenda to be agreed with the family to ensure everything is covered and timescales are met. Meetings should start by discussing 'What is going well?' (starting with the views of the family) and then 'What are we worried about?' and 'What needs to change?'.