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Team Around the Family (TAF) Meetings

Early Help Assessments are reviewed every 4-8 weeks to ensure that the family plan remains relevant to the family's 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 multi-agency Team Around the Family (TAF) meeting. A Review and Closure (TAF) form for recording all reviews 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. If involvement from Children's Social Care ends but the family agree for TAF meetings to be held to continue to review the family's plan, a new Lead Worker can be identified to lead this. Prior to transfer the Social Worker should provide a plan to be reviewed at the first TAF meeting. A guidance for practitioners co-ordinating TAF meetings can be found [here](#).

3

Preparation

If you are a family's lead worker, you should agree with the family whether a TAF meeting will take place virtually or in person. All practitioners the family would like to attend should be invited with sufficient notice. Practitioners unable to attend can provide an update, which should be shared with the family prior to the meeting. Which practitioner will act as minute taker and as chair should be agreed before the meeting.

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Preparation continued...

The lead worker should agree in partnership with the family the date, time, and location of the TAF meeting and any additional requirements including how they will be supported e.g., inviting a friend/family member to attend. How the young person's/child's voice will be represented at the meeting should also be agreed with the family.

7

Post TAF

TAF meetings should be documented on the [Early Help Review and Closure form](#). This record should be sent to the family and practitioners within 10 working days of the TAF meeting. Practitioners who attend a TAF should review the minutes and challenge any inaccuracies within 10 working days. The content of the minutes should be checked with the family, and they should then be provided with a copy.

Completed review documents must be submitted via [the secure upload](#).

**6**

Concluding the TAF

Exploring and agreeing with the family their current strengths, needs and desired changes should inform the review of the family's plan including any new actions.

The TAF meeting chair should re-cap the family's plan, ensuring actions are SMART and the family and practitioners are in agreement. The meeting should conclude by agreeing a review date of the reason for closure with the family. A guide to chairing TAF meetings can be found [here](#).

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Starting the TAF

All TAF meetings should begin with introductions, sharing of the Confidentiality Clause and by explaining the purpose of the meeting. More complex TAF's may require an agenda to be agreed with the family. Meetings should start by discussing strengths (starting with the views of the family), before moving onto needs and desired changes.