**Team Around the Child (TAC) and Team Around the Family (TAF) Meetings**

*\*Please note, that the following guidance has been considered alongside the Early Help Assessment and Plan (EHAP) process, which is voluntary.*

What is a TAC/TAF meeting?

* A meeting including family members and professionals, which takes place when concerns or worries have been identified and there is a need for a multi-agency approach to agree next steps.
* The meeting allows a family and professionals to talk through ‘what is working well, what are the worries and what needs to change or improve’.

Who can attend a TAC/TAF meeting?

* The family – parent/carers, children/young people, wider family and friends (consider consent and relevancy).
* Professionals;
	+ Those that the family know (school, early years, health etc).
	+ Those that are not necessarily known to the family but it may be beneficial for them to attend (consent dependent), i.e. if a referral has been made to an agency for support but the TAC/TAF is due to take place ahead of the support starting.

Who is involved?

* The family!
* The Lead Person – this is generally someone who knows the family well, who will lead on the EHAP process, i.e. collate information from all parties, coordinate the Early Help Plan (arrange review meetings etc), act as a single point of contact for the family.
* Other professionals who form part of the multi-agency support group for the family.

How does a TAC/TAF work? (Suggested guidance)

* Invite all attendees to share what they think is working well, what they are worried about and what they would like to see change or happen as a result of the meeting.
* Identify clear and achievable actions to address needs of the family and build on strengths.
* Ensure services are coordinated and work is not repeated by professionals.
* For Reviews;
	+ Are the family happy with the progress?
	+ Is the Early Help Plan working? Is everyone doing what they have agreed? If not, what are the barriers?
* The meeting should be as small as practically possible, so that the child/young person and family members do not feel overwhelmed (they will have overall say as to who attends).
* The Lead Person will ensure that the information shared at the meeting is recorded within the EHAP paperwork and shared with all attendees (once this has been agreed by the family).

Where are the TAC/TAFs held?

The meetings should be held in a location accessible for the family and where they feel most comfortable; this is normally a school setting.

What happens after the meeting?

* The Lead Person will update the EHAP paperwork and then share with the family for them to check and agree accuracy (consent and signatures).
* Once agreed, the EHAP will be shared with the other professionals who attended the meeting, which ensures that each person has a copy so that they are aware of their actions on the Early Help Plan.
* The Lead Person will arrange an EHAP Review Meeting, where the Early Help Plan is reviewed. The frequency is about 6-8 weeks, depending on what is in the plan and the family’s circumstances. \**It is best practice for the date of the next review meeting to be agreed within the current meeting.*
* Subsequent EHAP Review Meetings continue until all actions on the Early Help Plan have been achieved or, if there are any outstanding needs that can be addressed via internal support - a final EHAP Review Meeting should take place to agree and record this on the ‘EHAP Closure Form’.

Key points to consider:

* It highly important to ensure that the ‘Voice of the Child’ is gathered throughout the EHAP process, i.e. their input for the assessment and their views/comments on the ‘Early Help Plan’. \**Please contact Compass for suggestions/resources on how to gather this.*
* Best practice would suggest that a TAC/TAF meeting should not take place in isolation but as part of a process where the family’s needs are monitored and reviewed in a timely way, i.e. the EHAP process, an Individual Support Plan (ISP) in school/setting or a Social Care Plan etc. This helps to build a picture over time and evidences the support that has been tried, which can help determine ‘what needs to happen next’.
* TAC/TAF meetings are sometimes called an ‘EHAP Meetings or an ‘EHAP Review Meetings but the structure and purpose are the same.
* Bringing families and professionals together in one meeting prevents families from having to repeat their story multiple times to different professionals that they may meet.
* A TAC/TAF, EHAP meeting etc gives the opportunity for a coordinated plan of support in the hope of empowering families to manage without the need for external support in the future.