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

**A guide to**

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

**Meetings**

The following guidance has been written about TAC/TAF meetings held in relation to the Early Help Assessment and Plan (EHAP) process.

**What is a Team Around the Child (TAC)/ Team Around the Family (TAF) meeting?**

* A **TAC/TAF meeting** is a meeting that includes the family and the professionals who support them.
* A TAC/TAF may take place when concerns or worries have been identified for a child or family and there is a need for a multi-agency approach to agree next steps.
* The meeting allows the family and professionals to talk through what they think is working well, what their worries are, and what they think needs to change or improve for a child or family.

**Who is involved with a TAC/TAF meeting?**

* The family, including children and parents or carers, should be involved with the TAC/TAF meeting and should be invited to attend. Members of the family’s support network, including wider family and friends, may also be invited.
* Before inviting individuals outside of the immediate family, ensure you have **consent** from the family for those individuals to be contacted. Also consider if it is **relevant** for those individuals to attend the meeting.
* Professionals supporting the family may be involved with the TAC/TAF meeting if the family have consented to this.
* Professionals who are not currently supporting the family may be invited if it would be beneficial to the family for them to attend. The family need to consent to this.

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

* A TAC/TAF meeting is led by a **Lead Professional**. The person acting as Lead Professional will be decided **with** the family, often prior to the first meeting. This person is usually someone who knows the family well and is already offering support. The Lead Professional will lead the EHAP process.
* Once a Lead Professional has been identified, the Lead Professional will talk with the family about who should be invited to the meeting. The Lead Professional will find a date, time, and location for the meeting that is convenient for the family and professionals and will ensure everyone is invited.
* During the meeting, attendees will be invited to share what they think is working well, what they are worried about, and what they would like to be different for the child/family as a result of the meeting.
* The Lead Professional will help identify clear, achievable actions to address the child/family’s needs. Having a clear action plan will ensure that support is coordinated, and that work is not duplicated amongst professionals.
* The Lead Professional will ensure a review date is set so progress towards the actions on the plan are reviewed. The review will also give the family and professionals the opportunity to update what is going well, what they might be worried about, and what new actions need to be taken. The frequency of reviews is usually every 6 to 8 weeks, but this can vary depending on the family’s needs.
* The Lead Professional 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).

**What happens after the meeting?**

* After the TAC/TAF meeting, the Lead Professional will complete the relevant EHAP paperwork. The Lead Professional will share this with the family, asking them to check the information for accuracy and making changes as needed. The Lead Professional will gather the family’s comments, their consent, and their signatures.
* Once agreed, and with the family’s consent, the EHAP will be shared with the other professionals and individuals who attended the meeting. The EHAP will also be shared with professionals and individuals who are supporting the family but who were unable to attend.
* Prior to the review meeting, the Lead Professional will contact the family and involved professionals to ensure the date, time, and location are still appropriate. The meeting can be changed based on the family’s or professionals’ needs. If an individual is unable to attend, the Lead Professional should gather that person’s views prior to the meeting.
* TAC/TAF meetings should be held until all actions on the EHAP have been achieved or until the family wants the EHAP To close. If the EHAP is closed, the Lead Professional should complete an EHAP Closure Form.

**Points to consider:**

* **The child/family is at the heart of the TAC/TAF meeting**. To ensure the family is comfortable and not overwhelmed, carefully consider who is invited and where the meeting is held. A small gathering in an easily accessible location may help put the child/family at ease, helping them get the most out of the meeting and their EHAP.
* Bringing families and professionals together in one meeting helps ensure that children and families are telling their stories once. This helps prevent the distress families may feel from having to repeat their story multiple times to different professionals.
* The **child/young person’s views** are **essential** to the EHAP. The child/young person’s views should be included throughout the EHAP and should factor into the plan’s actions. The child/young person’s views should be gathered prior to the meeting if they are unable to attend. Please contact the Compass team for resources to help gather the child/young person’s views.
* TAC/TAF meetings are sometimes called “EHAP meetings” or “EHAP Review meetings” but the structure and purpose are the same.