

Single Assessment Framework for Early Help Chairing TAC/F Meetings

Principle

The chair of the meeting is responsible for ensuring that the meeting achieves its aims. The meeting should be convened for a specific purpose, and all discussion at the meeting must be steered to be solution focused and put together a suitable package of support, involving the child/ young person and family in all decisions.

Aims

- To make everyone feel comfortable by welcoming people and ensuring introductions are made.
- To ensure that the meeting runs smoothly, starting and ending on time
- To be impartial and ensure that all points of view are expressed.
- To achieve the primary goal which is to agree a suitable package of support for the child or young person, involving the child, young person and family in all decisions by producing an action plan.
- To manage the discussion to ensure that everyone has their say and is listened to.
- To ensure that language and terms used throughout the meeting are accessible to all including the child and/or young person

- To ensure that a Lead Professional is appointed (if this has not already been done) and a review date is set.
- To ensure that closing the SAFeh is considered at every review stage.

Who should chair?

- It may be any practitioner who has previous experience of chairing meetings, and/or who has some meaningful professional connection to the child/family.
- It should be someone who feels confident in this role and feels that they have the appropriate skills to take on this task (see SAFeh skills competency checklist).
- In some complex situations it may be essential to have an independent chair e.g.:– Where there is disagreement between practitioners and/or family.
 - Where the SAFeh assessor is a practitioner from another Local Authority
 - Where an action plan is not making progress

In these situations the assessor or LP may contact safehsupport@southglos.gov.uk for assistance.

- If there is no obvious choice, you could ask an experienced colleague from another team or school to step in to be an independent chair and offer to reciprocate in the future.
- If there are repeated issues with identifying a chair, then the Early Help Partnership Workers should be asked for help with this safehsupport@southglos.gov.uk

Guidelines

- Be prepared by having read the SAFeh form and being aware of the priority issues.
- Be prepared to take notes, either on a review form or on a blank sheet, but following the early help action planning and review format.

- Have a signing in sheet ready for all attendees to complete in order to record all contact details.
- Ensure that all participants are adequately prepared in advance by receiving copies of the SAFeh, any previous reviews the appropriate information about the venue, time and expectations etc.
- Be assertive; sometimes ensuring that everyone has their say means stopping someone from dominating the proceedings – do this politely and tactfully.
- Encourage quieter members of the TAC/F Team to contribute to the meeting and give their points of view.
- Summarise the discussion for members briefly, accurately and clearly – check with those present that your summary is correct.
- Focus on what needs to change and how it can be changed.
- Maintain a positive problem solving approach
- Complete the action planning with all participants, clarifying who will do what and by when.
- Ensure that a Lead Professional has been agreed.
- Set the next review date.
- Ensure that the parents/carers and children/ young people understand that they have a crucial role to play in the action planning and support package.
- Ensure that everyone involved in the SAFeh receive copies of the review, including the family, child and young person, who will also need to sign and comment on the review.

Conclusion

It is the chairs responsibility to ensure that the TAC/F is useful, informative and productive, ensuring that practitioner time is utilised fully and that family needs are evaluated and an action plan developed to meet them.