

# Single Assessment Framework for Early Help Team Around the Child & Family (TAC/F) Sample Agenda

- Chair **welcomes** and ensures introductions are made
- Main contributor to SAFeh gives a brief **overview** of the situation of each child, young person and the family.
- The SAFeh form should be checked for **current accuracy** and any amendments /additions made.
- **Family** members are invited to **contribute any additional information** or views.
- **Practitioners** are invited to **contribute any information** about their involvement.
- The **needs of each child** in the family should be considered.
- Ideas of **what needs to change** are gathered from everyone.
- Ideas of **how things can change** need to be considered and recorded in the early help action plan and review form. This should include contributions from all parties, ensuring that the child, young person and parents/carers also have some responsibilities identified.

- **The action plan** must be SMART (Specific / Measurable / Achievable / Realistic / Time Bound) and cover the needs of each child.
- A desired goal should be identified by creating a picture of what things will look like when the identified needs are met.
- A **Lead Professional should be identified**, to include the views of the family on who they have the strongest working relationship with (if this has not been done already).
- The **next review date** should be agreed.
- **The Chair should thank everyone** for their contributions and ensure that copies of the SAFeh, action plan and review will be sent to all parties and to the Access and Response Team as soon as possible.