**Initial TAF meeting – how to make it a success**

A TAF (team around the family) meetingallows the family to meet with the different key professionals involved in supporting them to produce a plan to help them achieve their goals. This plan is then reviewed on a regular basis to make sure it is working or if anything needs to change.

Explain to the family

What is the meeting for?

Who will be there?

Which professionals?

Which family members? Young people and children views should always be involved?

How will it help the children and young people?

Don’t forget this is the families meeting it needs to work for them

Agree a date, time and venue for the meeting

Where will the family feel comfortable?

Is it accessible, easy to get to?

Does it fit around the parent/carers work and other commitments?

Contact your Early Help Co-ordinator (EHC) for advice and guidance if needed

Review the TAF agenda

Familiarise yourself with what needs to be discussed at the meeting

Invite Practitioners

A copy of the Agenda and the Early Help Assessment (EHA) should be shared. This should be sent securely and password protected using Galaxy key

Apologies

In the event of a practitioner being unable to attend sent template to request an update on what support they are currently/ or able to offer the family

Set a deadline for this to be returned to allow time to collate

The EHA should be completed with the family– it’s contents shouldn’t be a shock

Complete the EH Plan

What needs to be done?

Who will do it?

How will it be done?

When will it be done by?

This should be sent to all professionals promptly after the meeting through Galaxkey

Parents to be provided with a hard copy by the LP

Remember targets should be SMART

Ask your EHC for guidance if needed

Agree Key roles

Tasks can be shared between practitioners it’s doesn’t have to be the LP

Who will chair?

Who will take minutes?

Who will bring cake!

Review the Completed EHA

Identify any difficult/ challenging issues that may need to be discussed with the family – how will you do this in a none judgmental and respectful way?

Think about how you can include the child/ young persons views and feedback to them

**A review date should always be agreed in the meeting within 12 weeks or sooner if needed**.

***Please send all follow up paperwork; TAF review minutes and closure forms, to the Early Help Coordinators (EHC) email address and contact your EHC if you require support at any stage of your work.***

West: ehcfamilyhubwest@bradford.gov.uk East: ehcfamilyhubeast@bradford.gov.uk South: ehcfamilyhubsouth@bradford.gov.uk Keighley/Shipley: ehcfamilyhubkeighleyshipley@bradford.gov.uk

**TAF Review Meetings**

***Please send all follow up paperwork; TAF review minutes and closure forms, to the Early Help Coordinators (EHC) email address and contact your EHC if you require support at any stage of your work.***

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Should the EHA be closed?

If progress has been achieved and maintained and there are no outstanding actions the family and professionals can consider whether to close.

It is very important that child/ families views are recorded. If consent is withdrawn the EHA should close – seek advice from your EHC about next steps

Has the level of need changed? Contact your EHC to discuss and review the plan and identify what could be done

TAF Members should Consider

Are there any new actions that need to be added to the plan due to changes in circumstances or a newly identified support need?

Is the plan meeting the needs of the child/ family is progress being made? If no consider what next steps need to be taken to address this

Remind TAF members of meeting 1 week prior to date and send out Agenda and copy of Action Plan

Use Galax Key to send secure information

None attending members to send feedback as per initial meeting

Review Information

Has anything changed for the family/ support

If children are not attending the meeting share their views with the TAF

Review the action plan – have actions been carried out? Family and professionals to update. Consider if the action has been completed – select yes or no