

# One-Minute Guide

## Top Tips for a Team Around the Family (TAF)

### What are the responsibilities of a TAF member?

Continue to build a relationship of trust and rapport with a family, celebrating family progress and success.

Continue core service delivery with using their specific expertise in working with the family.

Attend TAF meetings, provide information and complete assigned actions.

Liaise with multi-agency colleagues around resources to support the family in accordance with the Action Plan.

Be open and transparent about the reasons for the TAF.

### What are the responsibilities of the Lead Practitioner?

Be the single point of contact for the family and professionals and be the child's champion, but part of a virtual team.

Lead on the coordination of the TAF meetings.

Start the meeting on time, introduce members and give apologies for absence.

Provide ground rules for the TAF meeting.

Progress through the meeting, following the agenda.

Clarify the decisions made and agreed.

Thank members for their contributions and close the meeting.

Share a copy of the Early Help Assessment (EHA) and minutes of the TAF meeting.

### How can people positively participate in a TAF meeting?

Show integrity and confidentiality.

Be respectful towards others.

When speaking, use plain English and avoid jargon.

Listen to opinions, even if you don't agree with them - you have a right to challenge in a respectful way.

Focus on outcomes and benefits for the whole family.

Keep to time – speak briefly and to the point.

Ensure the child/young person is supported to attend the TAF or have their wishes and feelings represented.

# Top Tips for TAF Meetings

## Be prepared

- Who is leading the meeting?
- Is there a lead practitioner already identified?
- Has the Early Help Assessment (EHA) been shared?
- Which dates/times suit the family?
- Where is the best place to meet?
- Are there any access needs e.g. interpreter, outreach worker, pace of meeting?

## Set an agenda

- Decide what should be included in the agenda.
- Send out agendas in advance of the meeting so that professionals can think about their role and contribution.
- Consider whether all invitees need to be present for all agenda items (if sensitive).
- Consider the structure for the meeting e.g. strength and areas for support.

## Send invitations

- Ask the family who they would like to invite?
- Support the family to understand the roles of each professional.
- Who is currently involved?
- Are there any gaps?
- Consider the venue: Is it welcoming/neutral?
- Ask the family who they would like to invite – think widely e.g. GP / Youth Worker

## Help everyone to contribute

- Ask for contributions to the meeting if professionals are unable to attend.
- Ensure that everyone has a chance to speak at the meeting
- Start by asking the family if they would like to share first.
- Invite all attendees to contribute in turn.
- Address the family rather than interpreters.

## Smooth running

- Consider personal comfort - have water/drinks available.
- Remember 'welcomes' and introductions.
- Have a clear structure to your meeting.
- Consider how you will record the meeting.
- State how long the meeting will last.

## Establish ground rules

- Wait for the family to arrive before you start talking.
- Try not to leave part way through a meeting.
- If professionals are unable to attend for the full duration of the meeting, check that the family are happy with this.

## Be clear on actions

- Draw up a clear plan of action with timescales and who is responsible, with SMART actions and contingency plans if change is not sustained.
- Check permissions for notes to be taken and distributed and agree who should have a copy.
- In the event that there is disagreement between agencies, consider how this might be resolved, possibly outside the meeting or use the Resolving Professional Differences protocol

## Arrange a date for next meeting

- Arrange the date and purpose of the next meeting whilst everyone is present.
- Consider if anyone else should be invited.
- Gain consent for the involvement of any additional agencies.
- Update contact list.

## And finally...

- Close the meeting and thank everyone for contributing.
- Give parents/carers, children and young people, the space and time to stay after the meeting if needed.
- Don't forget to distribute minutes and actions.
- Share a copy of the EHA with the family and all practitioners, and minutes of the TAF meeting with all practitioners including those who were invited but unable to attend.

## Remember that one size does not fit all.

Use these guidelines and plan with your knowledge of the family and where they are in their journey.

