

How do I hold a Team Around the Family meeting?

Brief Overview

A Team Around the Family (TAF) meeting should take place when a concern identifies the need for a multi-agency response. It provides the opportunity to discuss how additional needs can be met.

Before the TAF Meeting

A person who the family trusts can discuss with the family the benefits of having a TAF, (there are both parent and young person handouts on the Effective Support website). Liaising with the family, discuss who should attend, and agree a suitable date, time and venue with them. Practitioners who are invited and cannot attend should provide apologies and a brief update report. Where parents have agreed to a TAF meeting with other professionals it is best practice to capture the agreement in writing.

At the TAF Meeting

- Do not have a pre-meet with other professionals, particularly when the family are waiting
- Welcome, introductions and apologies, avoid all professionals having laptops open in front of them
- Discuss confidentiality - if a child or young person is present, explain in a way that they will understand. Have a copy of the consent statement available.
- Ask each member of the family present for an update
- Update from practitioners (if this is the first TAF meeting, the Co-ordinator should provide an overview of why the Early Help Plan was undertaken, as well as the strengths, current needs and expectations of the family)
- Review of the latest action plan (only applies to review meetings)
- Agree new actions
- Agree next steps making any arrangements for a further TAF before everyone leaves (closure, review meetings, etc.)
- A practitioner other than the TAF Co-ordinator should take the notes of the meeting on the [TAF template](#) within the Effective Support Guidance

Timescales

- The initial TAF meeting should take place as soon as possible.
- The Team Around the Family should collectively agree the first review date at the initial TAF. Dates will vary depending on circumstances.
- Timescales between TAFs could be between 2 weeks and 3 months depending on the needs of the family
- At each review, consider closure if the identified needs have been met