

What happens at a TAF Meeting?

At a TAF Meeting you should:

* Share information
* Identify actions to address needs and build on strengths
* Ensure services are coordinated and do not overlap
* Review progress
* Where appropriate, agree to consult with and/or refer to other services, and invite them to the next TAF meeting
* Identify gaps in support and reflect this in the planning
* The meeting should be as small as practically possible, so that the child/young person and family members do not feel overwhelmed.
* Through discussions at the initial TAF identify an appropriate TAF Co-ordinator
* Members of the TAF are jointly responsible for developing and delivering the package of support including capturing notes on the [TAF template](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.essexeffectivesupport.org.uk%2Fmedia%2F1125%2Ftaf-jan-20.docx&data=02%7C01%7C%7C9222e1ae452b431634e408d7a33e4262%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637157360100457124&sdata=ezqlrgKIAi%2FYEKZkouIswS8ldWr97xbqNWH4NqBYrHU%3D&reserved=0)
* Each member is responsible for delivering their assigned actions of the action plan. Members are also responsible for keeping each other informed about their progress and any concerns.
* Each member should support the TAF Co-ordinator by keeping them informed, providing information and consultation when required, and attending meetings.
* Members should contribute constructively when attempting to solve problems or resolve difficulties. They should also encourage families to take an equal role in the process and take a solution focussed approach.

What are the mains functions of a TAF?

The main functions are:

* To bring together children, young people, parents and practitioners
* To ensure a coordinated approach is implemented to support the individual or family’s needs.
* To ensure parents/carers and children/young people have an equal role in agreeing their goals and the actions needed to meet them
* To ensure that the needs of parents/carers are recognised and that their central role in meeting the needs of the child/young person is acknowledged

The parent/carer and (where appropriate) the child/young person should always attend the 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.

What is a Team Around the Family (TAF)?

Practitioner’s Guide