Team Around the Family Meeting (TAF)
A signs of safety approach

Pre TAF Meeting:
- Ensure that the TAF invites are sent out (prior to the first TAF) and that the previous Family Assessment review and closure form is sent to everyone prior to each subsequent TAF meeting.
- The Lead Professional does not always chair or minute the TAF meeting. A Chair should not also be expected to minute a TAF meeting. These are shared roles and should be discussed and agreed prior to a meeting. A rota for chairing and minute taking is a good idea and can be agreed at or before the first TAF.

Beginning:
- Welcomes / thank everyone for attending
- Read out the Confidentiality Clause;
  “Unless there are any child protection concerns, the information shared in this meeting is confidential to those present and services that will form part of the multi-agency support plan. Sharing beyond this agreement must be with consent of the family.”
- Introductions
- Cover the reasons why we are here (to come up with a plan of action/review previous actions)
- Explain how long the meeting should take / establish ground rules
- Agree an agenda (include anything the family want to raise and discuss)

Middle:
- What is going well?
  Ask the family and then professionals to share what has gone well since the last TAF (or in the case of the first TAF meeting, since the assessment was completed). Ensure the child/young person’s views are included if they are present / willing to share.
- What are we worried about today?
  Ask the family and professionals – what are their worries / concerns at the moment? Which things need to be addressed as a priority? Ensure you review the actions form the Early Help Assessment/last Early Help Assessment review form.
- What are the desired changes?
  What needs to be done to improve areas of difficulty and concern? What actions need to be agreed? **Please ensure desired changes are reflected in the Action Plan.**

Scaling (optional)
A scaling exercise can be undertaken with the family members in order to evaluate progress or gauge levels of confidence;

End:
- Pull together actions, ensuring actions are SMART i.e. specific, measurable, achievable, realistic and timed
- Read through all of the actions and ensure the family understand them and are in agreement
- Set a review date
- Identify a chair and minute taker for next meeting

After the meeting:
- Send copies of the completed Early Help Assessment review form to all in attendance and any others who it has been agreed (with the family’s consent) should receive a copy. Ensure the family have seen a copy of the completed form prior to submitting it. Submit the Early Help Assessment review form by secure upload; [www.salford.gov.uk/eha-onlinereferal](http://www.salford.gov.uk/eha-onlinereferal)