# Checklist for Lead Professional/Key Worker/CAF Assessor regarding the Team Around the Child (TAC) Meeting

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| **A. Before the TAC Meeting** | |
| **With the Family** | |
| **1.** | Ask the child/young person/family if they would like a group meeting with the professionals who regularly work with them, or who are about to work with them and explain the purpose of the TAC meeting. |
| **2.** | Ask the family who they would like to attend |
| **3.** | Check if the family/young person would like to bring a friend or advocate with them. |
| **4.** | Ask the family where and when they would like the meeting to take place (taking into account childcare arrangements/ school term times/transport issues) |
| **5.** | Check if an interpreter is required/any other practical requirements/ any particular family circumstances which may require sensitive handling, for example, do the parents need to be invited separately because of relationship difficulties or domestic violence. |
| **6.** | Complete as much of the assessment element of the Common Assessment Framework (CAF) form/ Family Pack as possible with the family and agree if the family are willing for this information to be shared with those practitioners to be invited to the TAC. |
| **7.** | Send out letter (using sample template) to the family to confirm the arrangements. You may want to ask the family to attend a little earlier to discuss any issues around the format and process of the meeting. |
| **8.** | Remember to make contact with the family a few days before to confirm the arrangements. |
| **Practical/administrative issues** | |
| **1.** | Invite practitioners to TAC Meeting (using sample template letter for professionals), giving them as much notice as possible. |
| **2.** | Make sure that everyone confirms their contact details with regards to how they can securely receive a copy of the CAF/Family Support Plan, following the TAC Meeting. |
| **3.** | Arrange a meeting space which allows for privacy and comfort and is accessible. |
| **4.** | Decide who will take notes at the meeting. |
| **5.** | Book interpreter/induction loop etc if required. |
| **6.** | Organize refreshments if practicable. |
| **7.** | Remind all those invited about the meeting a few days before the date. |

| **B. As the Meeting starts** | |
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| **1.** | Arrive early prior to family/young person and other agencies to set up seating, refreshments, environment. |
| **2.** | Pre-meet with family/young person to discuss any issues around the process of the meeting and check that they feel able to have their say during the meeting. |
| **3.** | Offer refreshments/ general housekeeping (fire exits, location of toilets, signing in book etc). |
| **4.** | Make introductions and give apologies. |
| **5.** | Allow each professional to give a brief description of their agency and their role. |
| **6.** | Agree time limit for meeting |
| **7.** | Agree ground rules, including confidentiality and consent. |
| **8.** | Agree purpose of meeting and ensure that everyone agrees these. |
| **9.** | Make sure that the family/young people are made to feel comfortable and that they feel they are able to participate fully. |

| **C. During the Meeting** | |
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| **1.** | Give brief summary of current issues, including information about support that the family has already received. Use the CAF Form to obtain this information, sharing only the information which has previously been agreed with the family/young person. |
| **2.** | Gain views from other practitioners regarding the issues raised. |
| **3.** | Focus on the family/young person's strengths, as well as highlighting areas of need. |
| **3.** | Agree goals which are SMART (specific, measurable, attainable, realistic and timely) and which clearly address the needs identified. |
| **4.** | Agree who will be responsible for which action. (Remember that the family and young person can also be responsible for some of the actions). |
| **5.** | Identify and gain consent to share information with any other new agencies who are likely to need to become involved. |
| **6.** | Identify any risks which could prevent actions from being completed (including service waiting lists/funding issues and consider contingencies.) |
| **7.** | Ensure that the appointment of a Lead Professional is confirmed, if not previously agreed. The views of the family/young person are key when deciding who should be their Lead Professional and the practitioner of course also needs to agree). **NB There is training and separate guidance available around the role and selection of the LP Role.** |
| **8.** | Agree on timescales for these actions |
| **9.** | Make sure that the family/young person's views are fully taken into account and that they fully participate in setting the action plan. |
| **10.** | Check with all present that everyone has said all they need to say. |
| **11.** | Summarize the discussion and actions agreed |
| **12.** | Obtain signature from the family/young people and from relevant |

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| | professionals as appropriate, to ensure that the plan is agreed and that consent regarding who the Family Support Plan/CAF can be shared with is confirmed. |
| **13.** | Fix date for the next TAC Review meeting. |
| **14.** | Thank family/young person and the practitioners for their time and contribution and leave on a positive note. |
| **D. After the Meeting** | |
| **1.** | Make sure that the CAF Action Plan/Family Support Plan is written up and shared with the family/young person and sent securely to all the practitioners involved (with consent with the family). |
| **2.** | Copy of the CAF Action Plan/Service Support Plan to be sent to the CAF Team/Early Support/Barnet Support Administrator so that the relevant local logs can be kept up to date, including the details of the Lead Professional. |
| **3.** | Identify and feedback any gaps in service/emerging needs to CAF/Early Support/Barnet Support Coordinator, to help inform future service planning and commissioning of services. |
| **4.** | Review and track outcomes for family/young person and offer general support to child/family throughout whole process. |
| **E. Prior to the Review Meeting** | |
| **1.** | Contact the family/young person and confirm date of Review Meeting. |
| **2.** | Write to the practitioners involved in good time (for example a month in advance) to remind them of the Review date |
| **3.** | Follow actions as above as per setting up the TAC Meeting |
| **F. At the Review Meeting** | |
| **1.** | Follow best practice as above in terms of introductions, ground rules, making the family/young person feel comfortable etc. |
| **2.** | Check on progress of original actions as listed in the Family Support Plan/ CAF Action Plan. |
| **3.** | Agree which goals have been met. |
| **4.** | Identify any new goals and actions required. |
| **5.** | Decide if CAF/support episode has come to an end, due to all the actions having been achieved, or because the family have moved, or have withdrawn their consent or due to a change in circumstance. |
| **6.** | If support is to cease, then complete the reason for closure on the last page of the Review Form. |
| **7.** | Agree and record change of Lead Professional as necessary. |
| **8.** | If support episode/Lead Professional involvement still required, then set a new date for a follow up review and record this date on the form (reviews should generally take place within 3 months). |

| G. After the Review Meeting | |
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| **1.** | Ensure that the family/young person has a signed copy of the Review Form. |
| **2.** | With consent from the family/young person securely ensure that the relevant practitioners have a copy of the Review Form (making sure that this information is sent securely). |
| **3.** | Copy of the CAF Review/Service Support Review to be sent to the CAF Team/Early Support/Barnet Support Administrator so that the relevant local logs can be kept up to date. |

**Please refer to the CDWD National Guidance (July 2009) for practitioners and managers on the Lead Professional Role, as well as local practitioner guidance and materials issued at Barnet's Lead Professional Training Course for further information.**

**<u>Useful contact details:</u>**

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