

**Team Around the Family**

A Team Around the Family (TAF) meeting brings together the family alongside a range of representatives from different agencies, so that they can agree how best the child/children and family can be supported. This is written up in a multi-agency action plan so that everyone is clear what the needs are, what support is required for these, who will provide it and by when.

Early Help Assessment (EHA) is our local assessment used by all agencies working with children and their families in Derby and Derbyshire. It helps everyone to agree what extra help may be needed to support a child or young person at an early stage.

For further information and guidance about TAF meetings see the [DDSCP website](https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/early-help/). If you need advice about the TAF please contact:

* In Derby an [Early Help Advisor](https://derbyshirescbs.proceduresonline.com/contacts.html) or
* In Derbyshire [Early Help Advisor](https://derbyshirescbs.proceduresonline.com/contacts.html)

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| **Team Around the Family Meeting (TAF)** |

**Details of child, children or young people TAF meeting held for:**

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| **Children / young people's names** | **Date of birth** |
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| **Date EHA completed:** |       |  **Date of initial TAF meeting:** |       |

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| **Review TAF meeting number:** |       | **Date of TAF:** |       |
| i.e. 1st, 2nd, 3rd etc |  |
| **Venue:** |       |

**People invited to TAF**

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| **Name** | **Role** | **Organisation** | **Contact Details**  | **Attended?** |
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**Reason for early help assessment**

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| **Review notes, using identified actions from Early Help Assessment or last TAF** |

Refer to identified actions from Early Help Assessment or previous TAF action plan. Review the actions and note any that have been completed or update the plan overleaf with any agreed further action. You must consider what worked well and what has not been achieved and the action to address this. Include what has changed since the assessment was completed or the last TAF meeting held.

**Child / young person's needs** (for each child)

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**How the children are looked after / parenting**

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**Family, home, community and support networks, including family safety**

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**General comments**

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**Child or young person's comments** (what would you like to say about the services received?)

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**Parent's or carer's comments** (what would you like to say about the services received?)

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| **Team Around the Family (TAF) Action Plan** |

To focus on what needs to change, what needs to be maintained. Think SMART 'specific', 'measurable', 'agreed', 'realistic', and 'timely'

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| **What do we want to achieve?** | **How are we going to do it?** | **Who? (family member, extended family, friend, practitioner, other)** | **When by?** | **Date completed or new action carried forward** |
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**What might happen if this plan is not followed?**

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| **Can the assessment/TAF be closed?** | Yes [ ]  | No [ ]  |  |
| * **If yes, please clarify the reason for closure and what the continued support will be i.e. school, voluntary sector?**
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| * **If no, what is the agreed review TAF meeting time and date?**
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| **Lead practitioner signature:** |       | **Date:** |       |

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| **Young person’s signature:** |       | **Date:** |       |

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| **Parent/carers signature/s:** |       | **Date:** |       |

**This document must form part of the child’s records within your agency, if information needs to be shared with the Local Authority the following statement should be applied:**

**How is your information used by Derby City Council and Derbyshire County Council?**

The information that we collect will be combined with other information that has been given to us, or that we already hold, to assess and understand a family's needs, and their eligibility for support via Early Help Services or Disabled Children's Services/Teams, and if necessary, help to write, and work towards the outcomes of, a multi-agency support plan, and to either arrange support services on a family's behalf, or provide information to a family about services that they could access. If appropriate the information may also be used to make a referral to Children's Social Care.

**Who will your information be shared with?**

The information you provide may be shared with other departments in the Council (such as Children's Social Care, Commissioning, Education Welfare, Vulnerable Learners Service, Family Information Service, Community Safety Service etc). We may share your information with Health colleagues, Schools (or other Educational Settings); along with any other agencies that you agree for us to make a referral to, on your behalf. If you have given your consent for information to be shared, you may withdraw that consent at any time by contacting the practitioner completing the early help assessment or the Lead Practitioner.

The Early Help Assessment should be undertaken with the agreement of the child and their parent or carers.

In cases where consent is not given for an early help assessment agencies will consider how the needs of the child might be met. If at any time it is considered that the child may be a child in need, or suffered significant harm or is likely to do so as defined in the Children Act 1989, agencies have an obligation to share information with Social Care.

For further information about how your personal information will be used, please visit in Derby <https://www.derby.gov.uk/site-info/privacy-notice> or in Derbyshire [www.derbyshire.gov.uk/privacynotices](http://www.derbyshire.gov.uk/privacynotices) where you can see a full copy of the privacy notices. You can also ask the practitioner who has completed the Early Help Assessment for a paper copy of the relevant Derby or Derbyshire Children’s Services Privacy Notice.

**How is your information used by the agency completing this Early Help assessment?**

For further information about how your personal information will be used, please contact the practitioner who has completed the Early Help Assessment with you for a full copy of their organisations privacy notice.