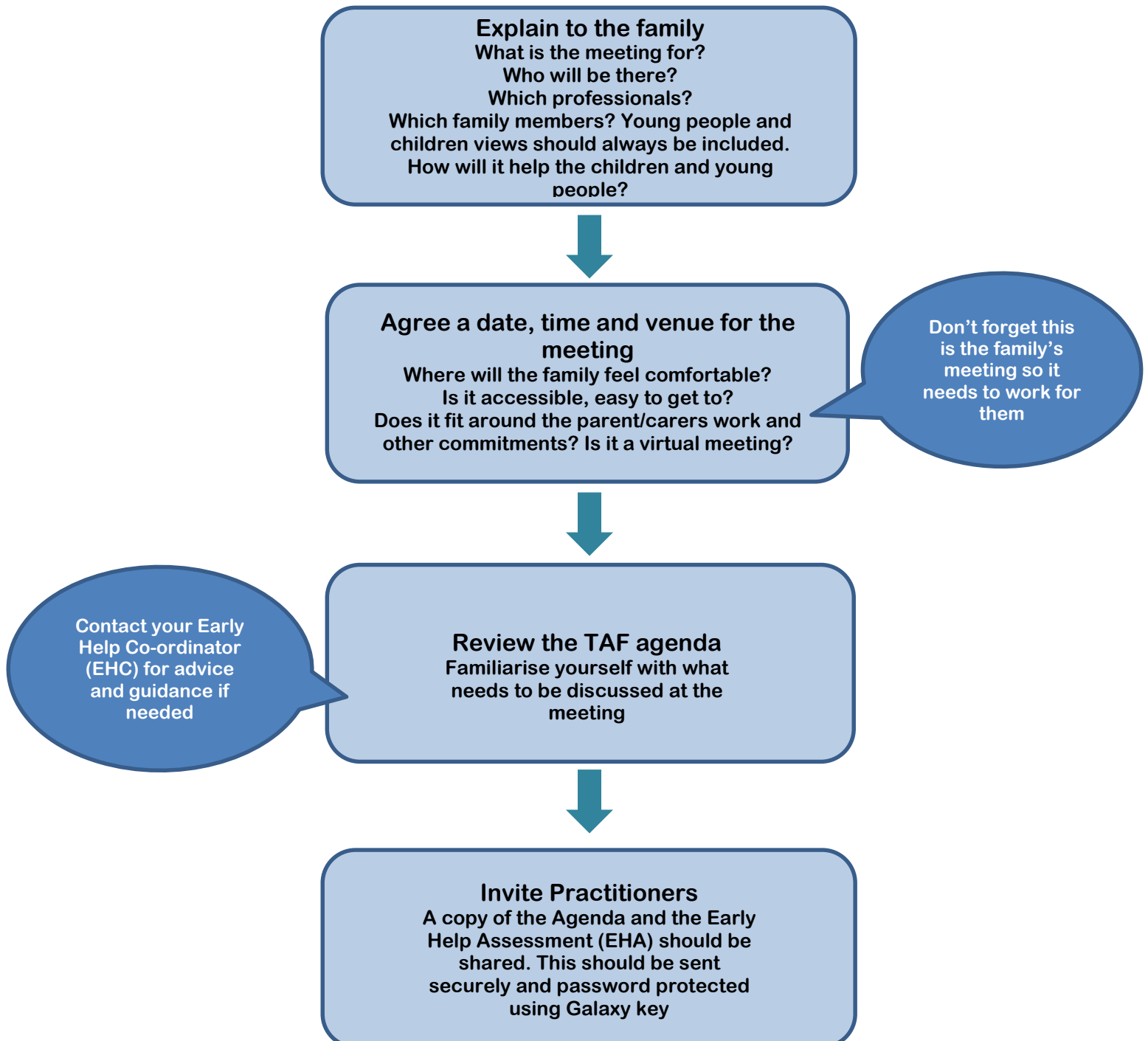


LP Step by Step Guide Initial TAF meeting – how to make it a success

A TAF (team around the family) meeting allows the family to meet with the different key professionals involved in supporting them to produce a plan to help them achieve their goals. This plan is then reviewed on a regular basis to make sure it is working or if anything needs to change.



LP Step by Step Guide

Apologies

In the event of a practitioner being unable to attend sent template to request an update on what support they are currently/ or able to offer the family

Set a deadline for this to be returned to allow time to collate



Review the Completed EHA

Identify any difficult/ challenging issues that may need to be discussed with the family – how will you do this in a non judgmental and respectful way?

The EHA should be completed with the family– it's contents shouldn't be a shock



Agree Key roles

Tasks can be shared between practitioners it's doesn't have to be the LP
Who will chair?
Who will take minutes?
Who will bring cake!



Complete the EH Plan

What needs to be done?
Who will do it?
How will it be done?
When will it be done by?
This should be sent to all professionals promptly after the meeting through Galaxkey
Parents to be provided with a hard copy by the LP

Think about how you can include the child/ young person's views and feedback to them

Remember targets should be SMART
Ask your EHC for guidance if needed



A review date should always be agreed in the meeting within 6 weeks or sooner if needed.

Please send all follow up paperwork; TAF review minutes and closure forms, to the Early Help Coordinators (EHC) email address and contact your EHC if you require support at any stage of your work.

West: ehcfamilyhubwest@bradford.gov.uk East: ehcfamilyhubeast@bradford.gov.uk South: ehcfamilyhubsouth@bradford.gov.uk
Keighley/ShIPLEY: ehcfamilyhubkeighleyshiple@bradford.gov.uk

LP Step by Step Guide TAF Review Meetings

Remind TAF members of meeting 1 week prior to date and send out Agenda and copy of EH Plan
Use Galax Key to send secure information
None attending members to send feedback as per initial meeting



Review Information
Has anything changed for the family/ support
If children are not attending the meeting share their views with the TAF
Review the EH action plan – have actions been carried out? Family and professionals to update.
Consider if the action has been completed – select yes or no



Has the level of need changed?
Contact your EHC to discuss and review the plan and identify what could be done

TAF Members should Consider
Are there any new actions that need to be added to the plan due to changes in circumstances or a newly identified support need?
Is the plan meeting the needs of the child/ family is progress being made? If no consider what next steps need to be taken to address this



Should the EHA be closed?
If progress has been achieved and maintained and there are no outstanding actions the family and professionals can consider whether to close.
It is very important that child/ family's views are recorded. If consent is withdrawn the EHA should close – seek advice from your EHC about next steps

Please send all follow up paperwork; TAF review minutes and closure forms, to the Early Help Coordinators (EHC) email address and contact your EHC if you require support at any stage of your work.

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