Step by Step Guide for TAF Meeting

1. Before the TAF meeting agree a Time/Date and Venue with family and professionals.

At the TAF meeting

2. Ask all professionals to complete an attendance record to include job title; email and contact details as you will need these details to complete the notes of the meeting and the action plan.

3. Discuss Confidentiality Statement. If a child/young person is present make sure that you explain confidentiality in a language that the child/young person understands.

4. Lead the TAF meeting making sure that all the following points are discussed and recorded and update on the notes of the meeting.

   a. Welcome and introduction

   b. Update from parents and child/young person

   c. Update from professionals (at the first meeting it is recommended to ask the EHA assessor to give an overview of the reason of why the EHA form was completed, the strengths and current needs of the family and expectations)

   d. Review of the latest action plan (only applies to review meetings)

   e. Agree new actions

   f. Discuss the Lead Practitioner role

   g. Agree next steps (closure, review meetings, etc) (Review meetings should take place within 12 weeks of the last meeting)

   It is recommended that another practitioner attending the TAF meeting other than the lead of the meeting to complete the notes of the meeting or ask all professionals to make their own notes, as leading the meeting and making notes can be challenging, especially in a big group.

After the TAF meeting

5. Complete and/or update the Action Plan and send out to professionals and to the parents and child/young person alongside any minutes that were taken

6. Send securely a copy of the updated Action Plan to Early help team at Earlyhelpbarnsley@gcsx.gov.uk

7. Upon closure of an Early Help Assessment ensure the closure summary paperwork is completed and emailed to the Early Help Team at Earlyhelpbarnsley@gcsx.gov.uk