



TAF meeting: Suggested script

Quick guide

For further information access:

<https://www.oxfordshire.gov.uk/cms/public-site/integrated-childrens-services>

First of all can I welcome you all to today's meeting, I am and today my role is to help lead this Team Around the Family (TAF) meeting.

Before we start, shall we go round the table to introduce ourselves so that we all know who is here and what we do?

The aim is that this should be an informal and positive meeting to help move things forward. My role is to facilitate rather than lead so there should be a general discussion with everyone contributing.

The intention is to put you, the family at the centre of the process; therefore your views are key to helping us to help you.

We are here to look at the good things that are happening as well as explore some of the ways we can help.

This meeting should be positive with the opportunity for everyone here to share their views.

If (*child/young person*) can't be here I hope there is someone who can speak for them or perhaps they can join us later.

Experience has shown us that this way of working can be very productive. In the meeting we are able to look at all relevant issues and see if we can come up with an action plan to help to move things forward.

Let us aim, if possible, to complete the process within an hour. As this is the first (*if it is*) meeting it might take a little longer.

First of all, are there any changes or additions we need to make to the Early Help Assessment form, do we agree that everything is covered? Are there updates from family, school, etc?

As we discuss the current situation we can start to identify possibilities for support or actions which can help to move things forward.

As we progress we can start to form an action plan with dates and key people with responsibilities for the actions from the suggestions made during the discussion. The action plan will be formalised for the meeting notes which will be circulated later.

At this stage we will then agree who is to take the role of Lead Professional. This means someone who can make sure the minutes are taken and sent out, check whether all of the actions have been carried out and co-ordinate the next meeting. If we all agree that it would be useful to meet again, we will finally set a review date and agree who it would be useful to invite.

- *Please adapt this basic script to fit your personal style and the meeting situation.*
- *The terms **TAF**: Team Around the Family or **TAYP**: Team Around the Young Person may also be used.*