**Team around the family meeting**

**Suggested script**

Firstly, can I welcome you all to today’s meeting, I am and today my role is to facilitate 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. Your views are key to helping us to work with you to find the right support in a timely way.

We are here to look at your families’ strengths as well as your needs and find solutions together.

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, their views should have been collected before this meeting. Or they could 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 strengths and needs 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 be the main contact for the family and check whether all of the actions have been carried out and co-ordinate the next meeting. The minutes of each meeting should be shared by the TAF attendees.

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*.

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