



TAF Chairing Guide - Pre TAF Meeting

- Please ensure that copies of the previous Early Help Review and Closure (TAF) form have been shared with the family and professionals prior to each TAF meeting.
- A TAF meeting does not have to be chaired by the family's Lead Worker. Any professional working with the family can chair or minute a TAF meeting. Which professional will chair and which will minute should be agreed prior to the meeting. The chair should not also be expected to minute a TAF meeting. These responsibilities should ideally be shared meeting to meeting.

Welcome

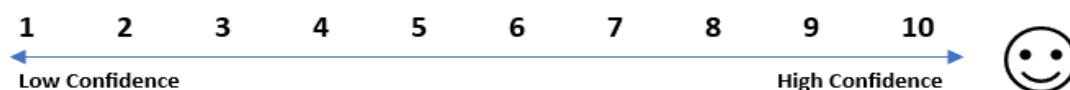
- Introductions. Thank everyone for attending and share the Confidentiality Clause;
"Unless there are any child protection concerns, the information shared in this meeting is confidential to those present and services that will form part of the multi-agency support plan. Sharing beyond this agreement must be with consent of the family."
- Explain the purpose of the meeting (to review the Family's Plan).
- Explain how long the meeting should take and, if necessary, agree an agenda (include anything the family want to discuss)

The Family Plan:

- **Strengths – What is going well?**
Ask the family and then professionals to share what has gone well since the last TAF (or since the EHA was completed in the case of the first TAF meeting). Ensure the child's/young person's views are included if they are present and want to share.
- **Needs – What needs have been identified?**
Ask the family and then professionals – what needs have they identified now? What are the family's priorities? Ensure you review actions from the last TAF (or the EHA in the case of the first TAF meeting)
- **Agreed desired change**
Please ensure the family's desired changes are reflected in the Action Plan. What actions need to be agreed to address their current desired changes?

Scaling

It can sometimes be helpful to explore scaling with family members to help them to reflect on positive change or their levels of confidence to make changes.



Concluding:

- Re-cap the agreed actions that now form the Family Plan, ensuring the family are in agreement.
- Ensure the actions are SMART (specific, measurable, achievable, realistic and timed)
- Agreed whether a further meeting is required or the reason for closure.
- Identify a chair and minute taker for next meeting

Post meeting:

- Ensure copies of the completed Early Help Review and Closure (TAF) form are shared with the family members and professionals.
- Ensure a copy of the completed form is submitted via the [Secure Upload](#).