

Tips on a successful Team Around the Child (TAC) meeting

If a Common Assessment shows that a multi-agency response is required to meet the needs of the child, then the most effective way to pull all of the relevant agencies together is through a Team Around the Child (TAC) meeting.

The following tips will help to ensure that your Team Around the Child (TAC) meeting is a successful one.

Initial contact with the family

- Explain the process and discuss confidentially which areas are ok for open discussion and which are not
- Ensure that the child has a voice as part of the process and is kept informed at every stage

Venue Suitability

- Consider seating arrangements – what is the best for the family?
- Can children play and be relaxed? Are toys available?
- Do you need to arrange refreshments?

Confirming Arrangements

- Send out invitations to the family and children's service professionals
- Tell the family who will be attending

At the meeting

- If possible, arrive early to set up the room
- Thank everyone for attending
- Ask everyone to introduce themselves to the meeting
- Clarify the purpose of the meeting with the family. State the aims i.e. to focus on the child and plan realistically for the future
- Involve the family in all decisions – remember, it is their meeting
- Clarify the plan, Ask additional questions if you are unsure about detail
- Check that the parent(s) and the child are happy with the plan. Keep the plan in the family's words as far as possible
- Identify and agree the Lead Professional
- Agree a review if necessary

