



# One-minute guide

## Top tips for a Team Around the Family (TAF)

### What is the responsibility of a TAF member?

- Continue to build a relationship of trust and rapport with a family, celebrating family progress and success
- Continue core service delivery with their specific expertise in working with the family
- Attend TAF meetings, provide information and complete assigned actions
- Liaise with multi-agency colleagues around resources to support the family in accordance with the Family Action Plan

### What is the responsibility of the lead practitioner?

- Be the single point of contact for the family and professionals and be the child's champion
- Lead on the coordination of the TAF meetings
- Start the meeting on time, introduce members and give apologies for absence
- Provide ground rules for the meeting and enforce these
- Progress through the meeting, following the agenda
- Clarify the decisions made and agreed
- Thank members for their contributions and close the meeting
- Share a copy of Early Help Assessment and minutes of the TAF meeting

### How can people positively participate in a TAF meeting?

- Show integrity and confidentiality
- Be respectful towards others
- When speaking, use plain English and avoid jargon
- Listen to opinions, even if you don't agree with them - you have a right to challenge in a respectful way
- Focus on outcomes and benefits for the whole family
- Keep to time – speak briefly and to the point



**SURREY**



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### Tips for chairing a TAF

Incident	Effective Response
Domination by a highly verbal member(s)	Encourage others e.g.: 'What do others think?' 'Thank you, we appreciate your point of view – now I'd like to ask...'
Two people in conflict and arguing a point	Focus on the rest of the group: 'Who else has an opinion or idea on this view?' 'What do others think?'
Pair whispering or over-talking others	Address with the participant directly: 'Could we allow one person to speak at a time' 'I'm sorry, I missed that'
Failure to start on time	If a family member is late please wait but discuss the time limit with participants as to how long to wait. With others, enforce boundaries by starting on time
One or two silent members in a group where other members participate actively	You could say: 'I'd like to get opinions from those who haven't talked for a while'
TAF members make promises that are unrealistic or not within their remit or responsibility	Summarise what was agreed Ensure action points are based on SMART outcomes Link action directly to defined need

