

# Guide to completing a Team Around the Family meeting

A team around the family is a meeting involving the family and the agencies supporting them. The purpose is to review the family's initial assessment and plan. Where there are a number of different needs and/or agencies working with a family, the team around the family provides ongoing coordination of support and allows both families and practitioners to see where things are getting better and where support may still be needed.

The record of the team around the family meeting can act as a route to request targeted support where there is evidence of a **clear identified need** that cannot be met by involved services. Please read the information about the Targeted Intervention Service offer and what constitutes an appropriate referral prior to making a referral.

Contact [supportingfamilies@york.gov.uk](mailto:supportingfamilies@york.gov.uk) for advice and guidance at any point throughout the early help assessment and team around the family process.

## 1. Child details

Complete this section with details of children included in the team around the family.

## 2. Team around the family details

Record details of each meeting here including who led the meeting, dates and information on the original assessment.

## 3. Meeting attendees

Identify all members of the team around the family including those who were unable to attend. We encourage all professionals to provide a report or update if they are unable to attend. This is important where actions have been allocated to specific workers to ensure support remains active.

## 4. Original/latest plan

Input the latest plan; this could be from the early help assessment, latest team around the family, single assessment or final child in need review. This allows you to review and monitor actions for the family and professionals to identify progress.

## 5. Family wellbeing tool

This section allows you to follow through the narrative from the initial plan and focus on what is going well or has improved for the family, alongside considering where there are difficulties that continue to need support or new needs that have arisen.

## 6. Family wellbeing scale

In this section, the family's scores from the original plan or previous meeting can be recorded, alongside their current score. This can help the family to track their progress.

## 7. Family plan

The plan provides clarity on who is doing what, by when, and should be reviewed at the each team around the family meeting. It allows the actions from the plan to be reviewed and can help identify what progress has been made since the actions were first identified. Some of the goals may remain the same as support continues, there may be new goals should any new needs have been identified in the summary of progress section.

## 8. Additional views and comments

Use this section to record any additional information you or the family may want recording. For example, should a parent not wish for information be shared with another family member such as an ex-partner, this can be recorded here.

## 9. Next steps

The TACF meeting will provide a clearer picture and update of the family's current needs which will inform what the appropriate next step is.

- Where the next step is either a team around the family meeting, single agency support, or support by universal services, please tick the appropriate box and send to [supportingfamilies@york.gov.uk](mailto:supportingfamilies@york.gov.uk).
- If the assessment identifies a need to request targeted support, please tick box 4 and send to [mash@york.gov.uk](mailto:mash@york.gov.uk).

If you plan to support the family via team around the family meetings, but would also like to request targeted intervention to support a specific identified need, please send the early help assessment to both [mash@york.gov.uk](mailto:mash@york.gov.uk) and [supportingfamilies@york.gov.uk](mailto:supportingfamilies@york.gov.uk).

## 10. Referrals for targeted intervention

Only complete this section if you are requesting targeted intervention for the family. Provide clear details of why you are requesting targeted intervention. You must explain what specific support you are requesting from the Targeted Intervention Service, and why the family's needs cannot be met solely by universal services or the current involved agencies. **If this section is not completed, the referral will not be accepted.**

## 11. Closure and outcome

This section is only to be completed if early help is ending. Detail how things are for the family, including the voice and views of parents/carers and child/ren where possible. This could include the positive steps and outcomes the family have achieved, and what the family feel themselves is better after accessing early help support. Updates from involved agencies are also useful in detailing the progress a family has made.

Complete the tick boxes with the appropriate closure reason.

Once you have completed a Team Around the Child and Family review please update the Supporting Families Team by emailing: [supportingfamilies@york.gov.uk](mailto:supportingfamilies@york.gov.uk)