**TOP TIPS FOR effective Team around the child meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Top Tip for MeetingsBe preparedWho is leading the meeting?Is there a lead professionalor an Early Help Assessment (CAF)Why are you meeting? What dates suit the family?Where is the best place to meet?Are there any access needs e.g. interpreter, outreach worker, consider the pace and organisation of the meeting | Top Tip for MeetingsSet an agendaDecide what should be included in the agenda with the family.Where possible send out agendas in advance of the meeting so that professionals can think about their role and contribution.*(A suggested TAC meeting template is available from your Area SENCo).* | Top Tip for MeetingsSend invitesAsk the family who they would like to invite?Support the family to understand the roles of each professional.Who is currently involved and why would it be good to invite them? Explain that during any transition some professionals will change to. | Top Tip for MeetingsHelp everyone to contributeAsk for contributions to the meeting if professionals are unable to attend.Ensure that everyone has a chance to speak at the meeting. Share the One page profile and My PlanStart by asking the family if they would like to share first.Invite all attendees to contribute in turn.Address the family rather than interpreters. | Top Tip for MeetingsSmooth runningConsider personal comfort - have water/drinks available.Remember “welcomes” and introductions.Have a clear structure to your meeting.Consider how you will record the meeting. State how long the meeting will last.Update the contact list. |
| Top Tip for MeetingsEstablish ground rulesIt is unacceptable to start talking without the family present.It is not acceptable to leave part way through a meeting. If professionals are unable to attend for the full duration of the meeting, check that the family are ok with this. | Top Tip for MeetingsBe clear on actionsDraw up a clear plan of action with timescales and who is responsible.Check permissions for notes to be taken and distributed and agree who should have a copy or if other information can be shared ie CAFs/Being Kept in mind document. | Top Tip for MeetingsArrange date for next meetingArrange the date and purpose of the next meeting whilst everyone is present.Consider if anyone else should be invited. | Top Tip for MeetingsAnd finally...Close the meeting and thank everyone for contributing. Give parents space and time to stay after the meeting if needed.Don’t forget to distribute minutes and actions. If you know you won’t have time to type up in best then copy and give out a the meeting. | Remember that one size does not fit all. Use these guidelines and plan using your knowledge and relationship with the family to guide you  |