

TAF: Lead Professional Checklist

<p>Lead Professional to identify someone to either take minutes or chair the TAF meeting.</p> <p>Welcome everyone – signing in sheet circulated</p>	
<p>Introductions – chair first, round table, apologies, absentees</p>	
<p>Share aims of meeting: “The purpose of this meeting is to construct a Multi-Agency Support Team plan. We are here to listen to the views and needs of the family and work together to put a supportive plan in place.”</p>	
<p>Share confidentiality statement for meeting: I would remind people that the information remains confidential to this meeting etc etc.</p>	
<p>Update from family first:</p>	
<p>Update from all agencies and services in turn:</p>	
<p>Address each action on the support plan separately - GO TO SUPPORT PLAN:</p>	
<p>Discuss, agree and identify Lead Professional with family if necessary to change:</p>	
<p>How do parents or carers feel about what has been discussed:</p>	
<p>Agree date, time and location for next TAF meeting:</p>	
<p><u>Thank everyone</u> for their time and contribution</p>	