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

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| Top Tip for Meetings  Be prepared  *First Thoughts:*  Why are you meeting?  *Is this your first TAC meeting do you need some reassurance or support contact area senco for some guidance.*  Who is leading the meeting?  What dates suit the family? *Are you able to help with any child care issues*? What professionals are involved?  How will you meet virtually/in-person or both? E.g. zoom, Teams  Do the have access to IT equipment/WIFI to join?  Are there any access needs e.g. interpreter, outreach worker, consider the pace and organisation of the meeting  *Who will take notes? Will the person leading be able to do both?* | Top Tip for Meetings  Set an agenda  Decide 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.   * *Up to date/review - my plan/targets* * *Pre-school year schools?*   *(A suggested TAC meeting template is available from the hub/ SENCo tool kit).* | Top Tip for Meetings  Send invites/ ask for  contributions  Ask 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.  *Is there a dual setting?*  *When sending out the invites ask for contributions to the meeting if professionals are unable to attend.*  *Think about working in partnership with both parents, especially if parents live in different households.* | Top Tip for Meetings  Smooth running  *Ensure that before the meeting whoever is attending from setting is covered by staff and able to fully focus on meeting.*  *Give yourself time before the meeting to set up rooms/IT equipment or make refreshments.*  *If virtual open the room in advance of the meeting.*  *Have a clear structure to your meeting, prepare this in advance.* Invite all attendees to contribute in turn. Start by asking the family if they would like to share first.  Address the family rather than interpreter if there is one.  *How can you capture the voice of the child, E.g., recent achievements?*  *Share the One page profile/update 1PP and My Plan* | Top Tip for Meetings  Getting off to a great start  Remember “welcomes” and introductions. Even if people know each other.  Remember to wait for everyone before starting the meeting.  Thank everyone for joining  Have a clear structure to your meeting.  *Explain how the meeting is going to run*  Consider how you will record the meeting.  State how long the meeting will last.  *Does anyone need to leave early, can they provide their information/update first?*  Remember to update the contact list.  *Remind everyone of ground rules, polite, listening to each other and speaking in turn.*  Check everyone can hear especially if they are joining virtually. |
| Top Tip for Meetings  Establish ground rules  It 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.  *Avoid the use of jargon- use clear language* *Language should be clear, simple and accessible to all avoiding jargon*  *Ask that everyone mutes their mic when they are not speaking.*  *Ensure everyone is in a quiet environment and not surrounded by distractions. It is important families feel valued that everyone is listening to them.* | Top Tip for Meetings  Be clear on actions  Check permissions for notes to be taken and distributed and agree who should have a copy or if other information can be shared i.e. Early Help Assessment/Being Kept in mind document.  *Identifying any challenges and steps needed for the child and family to address to help them overcome them.*  *Draw up a clear plan of action with timescales and who is responsible. Agreeing and working towards the same outcomes.*  *Keep checking that the parent and young person are still engaged with the meeting.* | Top Tip for Meetings  And finally…  Arrange the date and purpose of the next meeting whilst everyone is present.  Consider if anyone else should be invited.  *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.* | Top Tip for Meetings  Polite reminders…  *Ensure that everyone in the meeting is fully engaged and not distracted by things around them.*  *If the meeting is in-person make sure that others around are aware a meeting is in progress, to avoid interruptions.*  *Etiquette for virtual meetings.*  *Remember that very discussed in the meeting is confidential.*  *Ensure that everyone has a chance to speak at 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 |