**Team Around the Child (TAC) Checklist**



The following tasks should be considered when planning, chairing and managing a Team Around the Child (TAC) meeting;

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| ***Prior to the meeting:*** |  |
| Parents/carers and children/young people invited, involved and supported  All relevant agencies contacted  Appropriate room booked  Need for TAC admin |  |
|  |  |
| Completed Child’s Plan paperwork shared with family and professionals |  |
| Agenda set |  |
| ***At the meeting:*** |  |
| Identify Lead Professional when appropriate  Lead Professional agreed at the meeting |  |
| Minute taker agreed  Review date agreed |  |
| Action Plan/ Review completed |  |
| ***Following the meeting:*** |  |
| Action Plan and record of meeting circulated to parents/carers and children/young people |  |
| Action Plan and record of meeting circulated to professionals involved |  |
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|  |  |
| ***If parent/ carer does not engage with the TAC meeting:***  *Remember if parent/carer does not engage with the TAC meeting, a professionals meeting/discussion will be required to agree on the best way forward to engage parent/carer.* | |