**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 supportedAll relevant agencies contactedAppropriate room bookedNeed 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 agreedReview 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 | [ ]  |
|  |  |
|  |  |
|  |  |
| ***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.*  |