

Protocols and guidance for Parents Attending a Team Around the Child (TAC) Meeting

Purpose of the meeting

- The TAC meeting is focused on supporting your child's wellbeing, development, and outcomes.
- A TAC brings together professionals in a multi-agency approach alongside the parent (carer).
- The aim is early support and coordination, not blame or judgment.

Before the Meeting

Parent should be informed of:

- The reason for the meeting
- Who will attend and their roles
- The time, location, and format (in-person/online)

Be invited to:

- Share concerns, strengths, and priorities for their child
- Bring a support person or advocate if they wish
- Receive any relevant paperwork or agenda in advance (where possible)

Professionals should:

- Use clear, jargon-free language
- Ensure consent forms and information-sharing agreements are explained clearly.

During the Meeting

Parents can expect:

- To be treated with respect and equality
- Their views to be actively listened to and recorded
- A strengths-based approach (what's going well, as well as concerns)
- Clear explanations of any assessments, concerns or recommendations.

Ground Rules

- Confidentiality and appropriate information sharing
- One person speaking at a time
- Child-focused, solution-focused discussion
- Respectful language at all times

Decision Making and Planning

Parents should be fully involved in:

- Identifying needs and priorities
- Agreeing on outcomes for the child
- Deciding actions and support strategies

Any plan (e.g., TAC plan/support plan) should include:

- Clear actions
- Named responsible people
- Timescales and review dates
- Parents have the right to ask questions or request clarification at any point

After the Meeting

Parent should receive:

- A written summary or action plan
- Clear next steps and contact details
- Information on how progress will be reviewed

Parents can:

- Raise concerns if they feel their views were not accurately reflected
- Request another meeting if circumstances change
- Withdraw consent

Confidentiality and Information sharing

- Information shared is only relevant to supporting the child

- Consent is sought before sharing information, except where safeguarding concerns apply

Parents should be told:

- What information is shared
- With whom
- For what purpose

Safeguarding and Escalation

- If safeguarding concerns arise:
- Parents should be informed unless doing so would place the child at risk
- The process and next steps should be explained clearly
- TAC is not a child protection meeting, but concerns may be escalated if necessary.

Accessibility and Inclusion

- Reasonable adjustments should be offered (e.g., interpreters, accessible venue)
- Meetings should be scheduled at times that consider family circumstances where possible