

# Single Assessment and the Team Around the Family

A guide for parents and carers





## Single Assessment and the Team Around the Family (TAF)

**Every family has its ups and downs and sometimes you or your child/ren may need extra support. An assessment can help us to find out what support your family needs, as well as what is working well for you. We call this a single assessment. It allows us to share information with the services that can help you, meaning you only have to tell your story once.**

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### **Step 1** Talking with you

**A lead worker\*** will ask about you and your family – what’s going well, if there are any problems and what extra support you and your family think may help.

The views of all family members are important to us, including children and young people. Therefore, we will speak to each family member individually.

If at the end of the assessment you need more than one service to support you, your lead worker will arrange a meeting with you and invite the other services to attend. This is called a TAF meeting. Contact details for the members of your TAF can be found on the back page.

**\* A lead worker** is someone who makes sure everyone in your TAF is doing what they say they will to support you. You can speak to them at any time about any concerns or issues that you or your family are experiencing.

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## Step 2 Your Team Around the Family (TAF) meeting and family plan

TAF meetings are relaxed and aim to get the best support for you and your child/ren.


You should be involved in planning the meeting, for example, you can help to decide who you think should attend.

You can also take a family member or friend with you, this can be discussed further with your lead worker.

The meeting should be held somewhere near to your home, such as a Family Centre or One Point Hub. If appropriate, it could be in your family home, if you feel more comfortable and there's enough space. If you would like to discuss this further or if you need help to get to the meeting please speak with your lead worker.

At the TAF meeting you, your lead worker and the members of your TAF will discuss the support you need and create a support plan for your family. We call this a family plan.

The plan will show you and the TAF what needs to be done to make things better for you and your children.



“I’ve never felt ‘on my guard’ at these meetings, purely that people are there to help me and my family”. **Parent quote**

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## Step 3 The review

You and members of your TAF will meet on a regular basis, usually every four weeks, to see how the plan is working, if anything needs to change or if you need some extra help. Your views at these meetings are really important.

When you, your family and your TAF agree that you no longer need extra support the TAF will close. You won't have any more TAF meetings though you and your child/ren will still be in regular contact with professionals such as health visitors, school nurses, schools and GP's to support your child's development and make sure that you continue to do well.

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## Who will see my family's information?

The lead worker will collect information on a single assessment form and will ask you who we can share this information with, to allow other services to help you and your child/ren.

The only time we will share information without your consent is:

- If we need to find out urgently if a child is at risk of harm or we need to help a child who is at risk of harm
- If we need to help an adult who is at risk of harm
- If we need to help prevent or detect a serious crime

You have the right to see the information that is held about you and your family. Talk to your lead worker who will tell you how you can get this information.

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## Who is part of my TAF?

Name	Job/Role	Contact Details
	Lead worker	

If you are unhappy with anything at any time, please talk to your lead worker or a member of your TAF.

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**Please ask us if you would like this document summarised in another language or format.**

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