

London Borough of Sutton

Insert your Logo here

(Address)

(Your Contact Details)

(Date)

Dear,

Invitation for agencies to attend a Team around the family meeting (TAF)

I would like to invite you for a TAF meeting (Date & Time) held for (name).

The purpose of this meeting is:

- To share common assessment information so it can be analysed and understood
- Identify how support can be offered to the child and family to meet needs assessed through the use of the Multi-Agency Early Help Assessment.
- Jointly agree possible solutions and appropriate actions, including actions for the family and child to undertake where appropriate.
- Record these actions and timescales on the Early Help Assessment action plan
- Provide copies of the plan to all TAF members (including the family of the child/young person as appropriate)
- Arrange as necessary, additional requests for involvement/referrals, supported by a Common Assessment, as a pathway to other targeted and specialist services
- Decide if a Lead Professional is needed to co-ordinate the actions of agencies and to liaise with the family. If a Lead Professional is needed consideration must be given to the views of the child/young person and or family to who this is.
- Consent must be given by the family for the TAF

It is imperative that best efforts are made to attend this meeting, please could you confirm your attendance via telephone or email. If you are unable to attend please inform me if someone else is able to attend in your absence, if this is not possible please send through a report prior to the meeting.

If you have any questions about the EHAT or TAF process then please contact Emily Smith on 02086490413 (Early Help Co-ordinator).

I look forward to seeing you at the meeting.

(Name)

Lead Professional