



Chairing a Team Around the Child (TAC) Meeting

The chair's checklist should form the framework for all TAC meetings to establish consistency.

TAC – Chair's Checklist	
1.	Welcome and Introductions: Meet family and bring into TAC "Family most important."
2.	Housekeeping: <ul style="list-style-type: none"> • Point out any jargon • Mobile phones off/silent • Toilets/Fire alarm • Break if family need it
3.	Explain the Process: <ul style="list-style-type: none"> • Meeting takes no longer than an hour • Ask who is already involved • Draw up Action Plan
4.	Ask who is or who has been involved: Don't allow a full discussion, this can take place in the 'Pressures' Section
5.	Strengths: Outline Strengths from Child's Plan then ask child/family. Ask others around the table
6.	Pressures: Outline Pressures from Child's Plan then ask child/family. Ask others around the table
7.	Actions: Make sure child/family have at least one action
8.	Check that everything has been covered. Check that the family are happy with the action plan and understand what is to happen. Please use the box <i>parent(s)/carer(s) views of action plan and recommendation</i> to record their views.
9.	Parental Consent to circulate the Child's Plan before it is signed: Will be circulated within 2 weeks of the meeting
10.	Close the meeting: Thank everyone for attending
11.	Parental Evaluation

Encourage an inclusive meeting where children, young people and families are empowered, respected and not judged.