

Team around the Child Plans, Meetings and Reviews

1. Scope of this chapter

This chapter identifies the procedure for making and reviewing plans for children who have been assessed as being a **Child in Need** under section 17 of the Children Act 1989. In Stockport these children are defined as children who require a Team around the Child (TAC) at tier 3. The lead professional is a social worker or senior practitioner, or student social worker with direct support from their practice educator.

A team leader from the multi-agency safeguarding and support hub (MASSH) will make the decision that a new contact and referral meets section 17 criteria and a locality team leader will allocate the case to a social worker. A TAC case may also be opened when:

- A child is stepped down from a child protection plan and a decision is made to continue support under the TAC process.
- A looked after child review ends a child's placement (section 20) but a decision is made to continue support under the TAC process.
- A child subject to a Supervision Order and has a TAC plan alongside for ongoing support under section 17.

2. Team around the Child Plans /Checkpoint review 15 days

At the 15 working day point of the child and family assessment (CAFA) the team leader (TL) and social worker should review the assessment and decide the next steps:

- Step the case down to Early Help (tier 2), through discussion with the TAC professionals and the family to identify and agree a lead practitioner. Should there be any disagreement about who the lead practitioner will be, the matter is to be raised with the team leader and consideration should be given to convening a [Partnership Supervision](#)
- Close the case as the need can be met by universal services
- Conclude the assessment with a recommendation for TAC tier 3 and the case remains open to Children's Social Care
- Decide whether the assessment can be completed within the next 15 working days (30 day point) or if the full 45 working days is required. The TL should record on the child's case record and in the management comment box on the assessment the rationale for continuing the assessment beyond 15 day or 30 days, or the reasons for concluding.



- Assessments undertaken by Children’s Social Care (CSC) should be proportionate and 45 working days represents the maximum time for the completion of an assessment. If an assessment can be completed within a shorter timescale the TL should record this on the child’s case record under the management decision tab and this should be adhered to
- A strategy meeting can be initiated at any point in the process if there are safeguarding concerns and significant harm has occurred or is likely to occur.
- It is important to continue to liaise with partner agencies who contributed to the assessment process and gain their views on next steps.
- If the case is to remain open to CSC after day 15, a TAC plan should be opened because the provision of services should not be delayed by the need to complete an assessment. Services must be provided in parallel to the assessment if the need for a service becomes clear. The TAC plan is integral to the assessment and services’ response to need must be recorded in the plan at the earliest opportunity (see [Assessment Procedure](#)).
- The TAC plan must be multi-agency and include clear actions for all professionals to complete within a timescale.
- The TAC plan must be Specific, Measurable, Achievable, Realistic and Timely (SMART) and be clear about what good outcomes look like for the child/ren.
- Parents, carers and children should be central to the development of a TAC plan
- Consider undertaking a genogram and explore the family’s support network and include where possible friends and family support in the TAC plan.
- Consideration should be given to initiating a [Family Group Conference](#) (FGC) to support the extended family’s involvement.
- Parents, carers, children, wider family and friends should all be included in the TAC plan, where appropriate, with clear actions to be completed within a time scale

At the end of the assessment process (45 working days at the latest), the TL and social worker should review the assessment again and decide the next steps, as above. If the assessment is signed off at an earlier point, the same steps should be followed.

When, by the end of a child and family assessment, new needs are identified, the plan should be amended as soon as possible.

If at any point during the assessment or the outcome of the child and family assessment is that a **strategy discussion** is needed, the strategy discussion will consider the steps to be taken to provide services and to protect the child if necessary.



If at the end of a **section 47 enquiry** it is decided that the child is in need of support and not at continued risk of **significant harm**, the first TAC meeting will take place within 10 working days from the end date of the section 47 enquiry.

3. Team around the Child Meetings and Reviews

If, after the 15 day review, the family is to remain open for further assessment, the allocated social worker should hold the first TAC meeting within 10 working days of this point (25 working days from referral). The only exception to this is when the strategy discussion decides that the child is a Child in Need of support, the first TAC meeting will take place within 10 working days from the date of the strategy discussion.

The assessment may still be ongoing if it is decided that the full 45 days is required but this should not be a reason to defer a TAC meeting.

The first and subsequent TAC Meetings must be chaired by a qualified social worker, or, if the case is allocated to a student social worker, then the student must be supported effectively in chairing this meeting. This should either be via an agreement between practice educator, social worker, and team leader that the student is competent and confident enough to do so and after professional involvement with the family already, or the social worker or team leader accompanies the student to the meeting.

Subsequent TAC meetings will take place as often as decided at the Initial TAC meeting or at, but not less than, once every six weeks.

The objectives of the TAC meeting are:

- Agree the multi-agency plan to support the child and family, with clear objectives, actions and timescales
- Record everyone's commitment to the plan
- To identify if any of the needs and planned outcomes can be met by the family with the provision of a **FGC** and if agreed by the family to promote this service
- Agree any missing information within the plan for example confirming the type of service provision, frequency, roles, start dates for the service
- Consider and record any disagreement with the plan and if not resolved within the meeting escalate through appropriate tiers of management.
- Where siblings have an open Early Help Assessment (EHA) or TAC plan (tier 2), information sharing should be considered within the TAC (tier 3) process to inform the individual plans. Agree the frequency of TAC meetings to be held with the child, family and professionals, again not less than once every six weeks.
- Agree the date, time and venue of the next TAC meetings and reviews.



- Agree the frequency of the social worker visit to see the child at intervals of at least once every six calendar weeks; there may be exceptions to this when children have Special Educational Needs and Disability (SEND) and are open to the disability team. In these circumstances, the rationale for any variation in visiting timeframes must be recorded on the child's case record.
- The child should be visited at home and seen alone wherever possible. Visits to the child should take place outside TAC meetings, particularly where the TAC meetings are held at the family home.

Members of the TAC who are unable to attend will be asked to send a representative with relevant information or a written report.

The invitation should always be sent to the child's and parent(s) GP for information advising of the meeting and inviting them to send any relevant information.

Following the meeting the allocated social worker will:

- Organise a FGC if this is agreed at the TAC meeting as being a need, and this referral will be completed within five working days of the meeting.
- Make any amendments/updates to the child's plan within five working days of the date of the meeting.
- Distribute the plan within five working days to parents, professionals, and child where applicable.
- Record the TAC Meeting on the child's case record in LiquidLogic (LL) and send it to their team leader for authorisation.

If new issues arise at TAC meetings, these should be attended to and consideration given to how they can be addressed by the plan and where amendments are needed. The social worker may wish to call a review if this appears needed.

4. TAC Plan Six-Month Reviews

Six-month reviews should be undertaken where a family has remained open to Children's Social Care at TAC tier 3 for at least six months. The TAC plan reviews are chaired by a team leader or a senior practitioner in their locality and should take place at subsequent six monthly intervals. In certain circumstances a review can be chaired by an IRO. See the guidance on [the role of the IRO in TAC processes](#).

Within five working days of the date of the review, the allocated social worker will provide a copy of the child's plan to all those involved, including the child/young person and family.



Key professionals, the parent/carer and the child/young person will be invited to contribute to the review process and in constructing the revised plan. Consideration and support must be given to ensure children and young people with disabilities can contribute to their plan and review.

The child/young person must be seen and spoken to alone by the allocated social worker prior to the review whether the child/young person will be attending the review or not, in order for their wishes, feelings and views to be sought, recorded and taken into consideration in the review. If the child/young person does not agree to being seen on their own a report from the teacher or other relevant professional will be sought.

At the review meeting the chair of the meeting would:

- Ensure that the child has been seen (alone where appropriate) and that the child's views are recorded, listened to and used to assist in planning
- Ensure that the plan is working effectively
- Review the services against the planned outcomes
- Review the child's needs against the planned outcomes
- Confirm that the planned outcomes have been met
- Recommend the end of services when the planned outcomes are met
- Add any identified needs, the services and planned outcomes that do not require an updated assessment
- Ensure that the services are providing value for money
- Ensure services are being provided within a reasonable timescale
- Identify if any of the needs and planned outcomes can be met by the family with the provision of a FGC
- Agree the date of the next review

Following the Review the allocated social worker will:

- Ensure the child, wherever possible knows about and understands what is happening
- Complete the chair's report by recording the minutes of the review within 5 working days of the date of the review. Business Support will distribute the minutes
- Take up any issues with the chair in respect of delay in service provision, lack of commitment from service providers, issues relating to value for money
- Organise a FGC where this is agreed at the TAC meeting/review, and this will be completed within five working days of the meeting by the allocated social worker
- Will change/amend the child's plan as necessary and enter the date of the next review within two working days of the date of the review
- Review of the TAC Plan when the outstanding service provision is financial support from the Local Authority



5. Ending the Child's Plan

The child's plan at tier 3 can end at either a TAC meeting or a six-month review. At the meeting/review the team around the child will identify whether there are any needs that require an ongoing TAC plan without CSC involvement at tier 2. If that is the agreed decision then a lead professional within the current team would be identified to continue to lead the plan. It is important that the child and parents/carers have a role in identifying the lead professional.

All members of the team should have a voice and Stockport Family's restorative approach should be used to address any professional difference of opinion, if a resolution cannot be reached the team around the child should request a multi-agency supervision session through their line manager, with representatives from appropriate agencies. The team leaders/managers of professionals involved should liaise with one another in order to put the supervision session in place within 10 working days of the last TAC meeting. The decisions/actions from the multi-agency supervision session should be recorded on the child's case record by the social worker within 5 working days and the plan updated.

All parties should refer to the current [Step-up/Step-down policy](#)

END

