

## **The Team Around the Child (TAC) process – Start date 1<sup>st</sup> October 2011**

### **Definition of TAC**

Children and families may experience a range of needs at different times in their lives. All children including children with additional needs require access to high quality universal services. Some children are at risk of poor outcomes. These are children with additional needs and they will require targeted support from a range of different agencies and may require a Team around the child, a team of professionals who can provide different services to meet the identified need.

### **When a TAC is required**

When a professional from any agency identifies a child with an additional need and where the care needs require co-ordination due to complexity or due to the number of agencies involved, then a team around the child meeting should be initiated. As a guide, a TAC would normally be required where two or more support services are involved, however this is not prescriptive and professionals should use their judgement to consider when a TAC is necessary

A TAC meeting will consider the support services required for the child and appoint a Lead Professional to co-ordinate the support provision and monitor improved outcomes for the child.

### **Consent**

The initiation of a TAC will require the consent of the family.

### **Process**

- The professional/member of staff who initiates a TAC (team around the child) becomes the INITIATOR
- Should a parent request a TAC the Customer Service Centre (CSC) will send the referral to the TAC co-ordinator in the locality and the most appropriate initiator will be identified
- The Initiator telephones the CSC and gives the CSC operator details of the family. The contact number is 01522 782111
- The initiator completes the TAC form. This form can be downloaded from the **Lincolnshire.com** **website** at <http://microsites.lincolnshire.gov.uk/children/practitioners/caf-and-tac/>
- The information should be in proportion to the child/family need. All domains need not necessarily be completed
- The initiator sends the TAC form to the TAC co-ordinators secure email address
- The TAC co-ordinator enters the TAC form on ICS
- The TAC initiator sets up the initial TAC meeting. This includes inviting relevant agencies / arranging a venue and inviting the parents and the child.

- Children whose needs can be met solely through school support services will not require a TAC. This applies to children subject to school action, school action plus and special educational needs statements. Children whose needs cannot be met solely through the school / Children's Centre will require a TAC.
- There will be a £50 administrative fee chargeable to Lincolnshire County Council for schools who administer the TAC process (Recharging process to be clarified).
- At the first TAC meeting the Lead professional is appointed
- The name of the lead professional should be notified to the TAC co-ordinator after the meeting.
- The TAC co-ordinator enters the name and address of the child and family on ICS
- At the first TAC meeting the plan is compiled and updated at subsequent meetings. The initial plan and its update replaces the need for minutes or notes of the meeting.
- The plan should be circulated to all those involved in the care plan and can be copied at the meeting.

### **Review**

- The TAC plan should be reviewed at a minimum of 3 times a year (termly). It can be reviewed more frequently according to the identified needs of the child and family
- Frequency of the meetings can be held at the discretion of the Lead Professional taking into consideration the family and child's views.
- Each agency stores the child's TAC form and plan on their own document storage system
- Every new TAC should be downloaded from the Lincolnshire County Council website
- A closing summary should be completed and sent to the locality TAC co-ordinator when the case is closed.

### **TAC Action Group**

#### **Terms of Reference (at 23<sup>rd</sup> August 2011)**

The TAC Action Group is a locality group made up of staff sufficiently senior to ensure decision making, and will meet fortnightly in the first instance within each locality.

#### **Core group Members**

Targeted team manager (Chair)  
 Health Representative  
 Professional Adviser for Schools (former SIP)  
 TAC Co-ordinator (Minute Taker)

## **The TAC Action Group will**

- Consider cases which are transferring between TAC and Child in Need – (CIN) where normal working arrangements have not resulted in an agreement on such transfer and vice versa “stuck cases”
- Consider cases which are causing agency problems regarding lack of attendance/resources/commitment
- Act as a quality assurance body or function to ensure local case management is running smoothly and agencies are working together to promote children’s interests.

Each partner representative on TAC Action Group will have responsibility for ensuring their own individual agency work is of a high qualitative standard through random audit and selection of cases

Each partner representative on TAC Action Group will be responsible for making arrangements to unlock resources within their agency.

Each partner agency will, where the appointment of a lead professional has become an irresolvable issue, undertake to direct the appointment of a specific lead professional at the meeting, or no later than within 5 working days of the meeting.

## **Referring Cases to the TAC Action Group**

Any agency may make a referral to TAC Action Group, through contact with the TAC Co-ordinator. However, all efforts to make progress without referral should have first been attempted.

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