



Defence  
Children  
Services

# Early Help toolkit

part 3: TAF and SMART Family  
Action Plans



(OSP when completed)

## Early Help toolkit part 3: TAF and SMART Family Action Plans

This document is used to record discussions and decisions made in the Team Around the Family (TAF) meeting.

There are 5 sections to complete. Sections 1-4 should be completed after each meeting, when an Early Help is transferring or closing complete sections 1-5.

- The team around the family discussion enables identification of success and changes.
- Family Action Plans identify goals and record any actions required.
- Next steps provide a space to record information on the transfer or closure of the early help.

**Section 1: Meeting details**

<b>Early Help case number</b>			
<b>Child/young person name</b>		<b>Attendance</b>	Yes / No
<b>Setting/school</b>			

<b>Lead professional</b>		
Name of practitioner	Agency and role	Contact details (including email address)

<b>Person chairing the meeting</b>				
Agency	Name of practitioner	Job role	Contact details	Lead professional
				Yes / No

<b>Attendees</b>				
Child/young person, parents, carers, and other family members				
Name	Relationship to the child	Contact details	Attendance	
			Yes / No	
			Yes / No	
			Yes / No	
<b>Professionals</b>				
Agency	Name of practitioner	Job role	Contact details	Attendance
				Yes / No
				Yes / No
				Yes / No

(OSP when completed)

## Early Help toolkit Part 3: TAF and SMART Family Action Plans

Apologies/absences				
Agency	Name of practitioner	Job role	Contact details	Report sent

Date and time of meeting		Venue: if online ensure participants joining virtually have access to the required technology	
--------------------------	--	---	--

<b>Reason for this team around the family meeting (TAF):</b> Use this space to explain why this TAF meeting is being held. Include a brief overview of the presenting needs.							
Initial		Review		Transfer		Closure	

<b>Safeguarding/child protection and identified risks</b> <ul style="list-style-type: none"> <li>• Have there been identified risks or potential risks highlighted?</li> <li>• What are the challenges and vulnerabilities for the child, young person, and their family?</li> <li>• Can and how will risks be managed within the Family Action Plan?</li> <li>• Is there appropriate support and provision available?</li> </ul> <b>Safeguarding and child protection concerns:</b> Indicate which practitioner will consult with social care and complete the multi-agency referral form (MARF)

## Section 2: Team around the family discussion

**Summary of discussion:** What are the parents/carers understanding of the current issues. Include the child/young persons' thoughts and views

### How will things look when the family have achieved their goals?

- What are the family aspirations?
- Highlight potential protective factors.
- What will professionals notice?

**Section 3: Decision from Team Around the Family meeting**

Is Early Help continuing with the family?			
Yes	Next TAF meeting details: Date/time		
	Venue or online		
	Continue with the family action plan to create or amend goals and actions		
Name of practitioners and services, who are no longer required to be part of the TAF meetings			
Agency	Name	Role	Contact details

No. Complete section 5 – The Next Steps: Transfer or closure of Early Help

**MOD Assessment of Supportability Overseas (MASO)**

Are the family currently within the supportability process or likely to require an assessment of supportability? If yes, identify the professional and service taking the lead.

Ensure the child, young person and family continue to be supported through the supportability process, this may be through early help, multi-agency, or single agency support.

Agency	Name	Role	Contact details

**Section 4: Family Action Plan**

<b>Set goals in relation to the presenting issues</b>						
What SMART actions can help the family to achieve the goals						
What do we want to achieve?	Date	Actions	By whom	By when	Review of work	Date completed
Goal 1						
Goal 2						
Goal 3						
<b>Gaps in service</b> Indicate if there are resources and/or services unavailable in command or locally to support the family to achieve their identified goals?						
Resources/services						
Actions taken.						
Any identified risks?						

**Section 5: The next steps**

Reason for transfer or closure				
Goals achieved and needs are being met	Service Child Assessment of Need (SCAN)	Family withdrew or withdrew consent	Transition or posting	Escalation to social care

Closure or ending of early help and team around the family	
Date of transfer or closure	
Reason for closure	
Any further actions required?	

Continued support for family by single agency, universal service, targeted service, or SCAN: Summarise how progress will be managed	
What will help to keep progress ongoing?	
How may difficulties be managed in the future?	
Which service will continue the support?	

Transfer to another service, setting or school			
Name of service/setting/school			
Name of professional		Role	
Documents shared		Date	

Escalation of safeguarding/child protection concerns				
MARF completed	Yes	No	Date	
Practitioner completing the MARF			Contact details	
Documents shared with social care	Part 2: The assessment		Yes	No
	Part 3: TAF/Family Action Plan		Yes	No

(OSP when completed)

## Early Help Toolkit Part 3: TAF and SMART Family Action Plans

Transfer/closure tasks				
Information and documents shared with the family	Yes	No	Date	
Data notification forward to Early Help Coordinator	<u><b>rc-dcs-hq-wsw@mod.gov.uk</b></u>		Date	