**Team Around the Family Meeting Guide and Notes Template** *(boxes expand for notes to be recorded)*

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| **Welcome and introductions** |
| Please ensure the child and family know everyone present and what their role is (his should be explained in simple language, not complicated job titles) Purpose of the meeting and an update on anyone who was invited but could not attend) |
| **Ground rules** |
| Always discuss confidentiality and information sharing. Be clear that everyone should be allowed to participate and clear language should be used. Discuss the timing and agree things like mobile phones off, and to break if needed. Encourage respect and sensitivity, and how people will challenge appropriately if they disagree with something that has been said. |
| **Identify the strengths of and for child/family** |
| What is currently working well for the family, what have they tried before that has worked well and what support do they have around them. Using a systemic approach, where everyone’s views are heard and respected, identify the strengths of the child and their family, building on these to ensure supportive actions can be put in place. |
| **What are we concerned/ worried about** |
| Start by asking the family what they are worried about and then invite other members to share their views / worries. |
| **What needs to happen?** |
| These should be the goals that the meeting have agreed to improve the child/family situation and forms the basis of the family plan.  The family should be encouraged to share their views on what they think positive change would look like and how they think they can achieve this. |
| **Complicating Factors?** |
| These are things that make the situation worse or harder to deal with, that are not the main problem, yet impact on the achievements of actions. |
| **Child / Young Person’s Comments** |
| This should capture the child’s views on what has been discussed at the meeting, how they felt the meeting went and any thoughts about future meetings |
| **Parents / Carers Comments** |
| This should capture the parent/carers views on what has been discussed at the meeting, how they felt the meeting went and any thoughts about future meetings |
| **Review and Update the Family Plan** |
| Using all the information from the meeting the plan should be reviewed and updated , so everyone is clear about next steps and any tasks or actions that they need to work towards completing |
| **Agree next meeting** |
| Agree the date, time and venue of the next meeting and whether anyone else needs to be invited to attend |