

Figure 4.1 Team Around the Child (TAC) pupil-friendly plan

Name of pupil: _____ Form/Class: _____

Date of birth: _____ Date of TAC meeting: _____

Name of people at the TAC meeting	Main comments about pupil progress and outcomes
1.	
2.	
3.	
4.	
5.	
6.	

Names of any people unable to attend the TAC meeting: _____

Team Around the Child member	Next steps and action (What each person will do)
1.	
2.	
3.	
4.	
5.	
6.	

Pupil signature: _____

Lead professional name (print): _____

Lead professional signature: _____

Date of the next TAC meeting: _____



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Figure 4.2 Team Around the Child questionnaire

Please answer the following questions as best you can, about the Team Around the Child (TAC) meeting you attended.

Name: _____ Date of TAC meeting: _____

Venue of TAC meeting: _____

✓ tick one box after each question that matches what you thought about the meeting.

1. Was the purpose of the TAC meeting made clear to you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Did you feel able to give your views at the TAC meeting?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Did you feel your views were listened to by others?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Were your views noted and taken seriously by others?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Did you think the lead professional led the meeting well?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Do you feel OK about what the TAC plan next steps are?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Were you happy with the venue for the meeting?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Did you feel the TAC meeting went on for too long?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. What could be done to make the next meeting better? (Please comment below)		

10. Is there anything else you wish to comment on about the TAC meeting you have just attended? If so, please write your comments below.

Thank you for taking the time to complete this questionnaire.

Your views are important to us.
Please place your questionnaire in the post box in the main entrance of school.



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Figure 4.4 Checklist for confidentiality and information sharing

- Information sharing that respects confidentiality is a key principle, providing the welfare and safety of the child or young person is not 'at risk' or likely to be compromised.
- Each service provider, the educational setting or children's centre makes explicit their policy and requirements regarding confidentiality.
- The Data Protection Act, information sharing protocols and procedures are clear to all partners and are correctly followed.
- Any highly case sensitive information is password protected, and can only be accessed by authorized personnel, who are Criminal Records Bureau (CRB) checked.
- An initial 'Need to Know' policy is in operation, which answers five key questions:
 - What essential information is required?
 - Under what circumstances can this information be released?
 - To whom is it appropriate to release the information?
 - How will the information be used?
 - Will the released information be crucial to improving outcomes for the child or young person?
- It is made explicit when written consent is required for the release of information.
- All confidential conversations about children and families take place in a private sound-proofed office.
- All staff know about the information-sharing index: its purpose, information held and who can access information.



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