

# getting it right

in the western isles



## Multi Agency Guidance

### The Single Planning Process Supporting the Single Child's Plan (Team Around the Child)

**Main Responsibility:**  
**Relevant Legislation:**

**All Named Persons and Lead Professionals**  
**Children and Young People (Scotland) Act 2014**

## Foreword

The following guidance has been produced to assist practitioners across all Children's and Adult Services in the Outer Hebrides in their endeavours to promote the wellbeing of children. A partnership approach has been taken in developing and consulting on this document and I would like to thank all those involved in their helpful suggestions and amendments.

By working collaboratively and sharing relevant information that is appropriate and proportionate we collectively will make a real difference in the lives of children and their families.



Jack Libby  
Chair – GIRFEC Group

This document was approved by the GIRFEC Group in August 2018.

## Legal Context

The Children and Young People (Scotland) Act became law on 27<sup>th</sup> March 2014 and is one of the most important pieces of legislation affecting children, young people and their families since the Children Scotland (Act) 1995. The Act will also have a significant impact on the way we practice Children's Services in the Western Isles. The Specific parts of the Act this guidance relates to are: [Part 4 Provision of Named Persons](#) and [Part 5 the Child's Plan](#).

## Introduction

This guidance is suitable for all Named Persons, Lead Professionals and partners to a Child's Assessment and Plan (CAP) regardless of the agency they are based in. The Team Around the Child is the operational embodiment of the Single Planning Process supporting the (CAP). As such it is a key delivery mechanism for GIRFEC in the Western Isles. This guidance should be read in conjunction with the [TATC Process Map](#).

## The Named Person

Named Persons have a key role in GIRFEC delivery and the Single Planning Process. In the Western Isles we have agreed that the role of Named Person will be undertaken by the following:

- Birth to P1 entry – Health Visitor
- P1 entry to S1 entry – Head Teacher
- S1 to S6 – Depute Head/Guidance/Support for Learning Teacher
- 16 – 18 year olds who have left school

## **Wellbeing**

Using the GIRFEC framework Wellbeing is defined under the indicators of:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

Scottish Government Guidance gives a very useful overview of GIRFEC and the role that the Named Persons and Lead Professionals play in it.

If there is a wellbeing concern the Named Person and Lead Professional on must ask five key questions:

1. What is getting in the way of this child or young persons wellbeing?
2. Do I have all the information I need to help this child or young person?
3. What can I do now to help this child or young person?
4. What can my agency do to help this child or young person?
5. What additional help – if any - may be needed from others?

On receipt of a wellbeing concern, and having asked the five key questions, the Named Person must make two decisions. The first decision is whether or not to call a Team Around the Child meeting in relation to the wellbeing concern. If the decision is not to call a meeting then the reasons for this decision, and any other action taken, must be recorded by the Named Person's agency. If the decision is to call a Team Around The Child meeting then the Named Person must decide what type of meeting to call (see below).

If wellbeing concerns are received by practitioners who are not Named Persons or Lead Professionals then they have a duty to share that wellbeing concern with the Named Person or Lead Professional.

## **Preparation for the TATC Meeting**

Engagement with the child/young person and family is an extremely important part of the TATC process at every level. Parents, carers, children and young people need to be prepared for a TATC meeting and their views sought. Therefore it is good practice for the Named Person or Lead Professional to contact the family before the TATC meeting and explain the purpose of the meeting, who is to attend and what is to be discussed.

It is recommended that the Named Person/Lead Professional or a Partner to the Child's Plan delegated by them, complete the Outcome Star that is appropriate to their individual circumstances with the child/young person and their parent/carer in advance of the meeting. This will give the family an overview of the wellbeing indicators to be discussed at the meeting and allow them to state their own views regarding what is potentially to be discussed at the meeting. This will also allow the family to be informed about who is to attend the meeting.

## **Information Sharing**

As stated above it is incumbent upon practitioners if they are not the Named Person to share information relating to a wellbeing concern. This does not mean that every piece of information held about a child/young person and their family has to be passed on to the Named Person but that proportionate information in relation to the wellbeing concern does have to be passed on.

It is good practice to discuss with a child/young person and their family information relating to the wellbeing concern(s) that will be passed on to a Named Person or Lead Professional but it is not necessary to seek the family's agreement before passing that information on. The same principles apply with what information is shared at the TATC meeting. If the decision is that the wellbeing concern is such that information must be passed onto the Named Person then the reasons, and management decision if necessary, should be noted and held within single agency records.

### **Team Around the Child (TATC)**

TATC meetings are conducted on three levels depending on the assessed severity of the wellbeing concern. If on receipt of a wellbeing concern and having asked the five key questions above the Named Person decides that additional help may be needed from others the first decision they must make is whether or not a TATC meeting is required to plan this additional help. If the decision is a TATC meeting is not required then the reasons for this must be recorded and stored securely by the Named Person's agency. If the decision is that a TATC meeting is required then the first decision is - what level should it be convened at? It is important to note that the TATC process is not linear i.e. it does not always have to start at level 1. It can begin at any level depending on the assessed wellbeing concern.

#### *TATC Level 1*

A TATC Level 1 meeting should be convened when the Named Person's assessment is that mainstream resources within their own service are not sufficient to address the wellbeing concern(s) identified, but there are sufficient other resources from within that agency to provide effective support to the child or young person. For example within Education the Named Person (Primary Head Teacher or Guidance Teacher) may seek the assistance of Educational Psychology or Extended Learning Resources in providing support to a child or young person and their family. Similarly within Health a Named Person (e.g. a Health Visitor) may seek the assistance of Speech and Language Therapy or an Occupational Therapist in providing support to a child and their family. These support packages may be relatively complex but they are still within a single agency.

The TATC Level 1 meeting should produce a Child's Plan using the Wellbeing Indicators to identify desired outcomes for the child or young person and the actions required by whom and by when to achieve them. It is important to note that Level 1 involvement is single agency only.

#### *TATC Level 2*

A TATC Level 2 meeting should be convened when the Named Person's assessment is that there are insufficient resources within the single agency to address the Wellbeing Concern(s). For example a Named Person within Education may assess that a Health Practitioner e.g. CAMHS and/or a Voluntary Sector agency may play an important role as Partners to the Child's Plan. Similarly a Named Person within Health may assess that a Nursery Head Teacher and/or a Voluntary Sector agency may play an important role as Partners to the Child's Plan.

It is important to note at this stage that the single planning process is designed to be integrated and inclusive. This means that the Named Person or Lead Professional can contact any agency from the Statutory or Voluntary sectors and make a reasonable request for their assistance, or attendance at a TATC meeting, as potential Partners to a Child's Plan regardless of whether or not that agency has prior knowledge of the child, young person or family. The agency concerned then has to make a judgement about whether or not the service they provide is appropriate or whether they have the capacity to become involved at that point in time. It is not the case that an agency can refuse to become involved simply because they do not currently know that child or young person.

An important task for the TATC Level 2 meeting is to allocate a Lead Professional who will construct, co-ordinate, review and communicate with all partners involved the Child's Plan that will emerge. It is important to note that there will only be one Child's Plan. This does not exclude other specialist assessments taking place, or if there is a Co-ordinated Support Plan in place, but they must be incorporated into the single Child's Plan. For further guidance please see the information leaflet on the Role of the Lead Professional.

### *TATC Level 3*

A 'Level 3' TATC is where the voluntary integrated approach implemented at Level 2 has not resolved the issues and the wellbeing concerns will have escalated or the child may be deemed to be at risk. Consideration should be given to convening a Multi Agency Meeting where agencies can consider all options available to them including whether a Child Protection Case Conference is required, a referral to the Children's Reporter is necessary Or any other appropriate course of actions.

Dispute resolution/arbitration can happen at any TATC level in relation to the involvement of any service requested by the Named Person or Lead Professional. The same process as outlined above will take place. Where an agreement can not be reached in terms of who should be the Lead Professional, disagreements should not be 'played out' in front of families. Dispute resolution is the responsibility of the GIRFEC Implementation Group.

### **Reviewing the TATC Meeting**

After the TATC meeting has taken place, and in advance of any review date set, it is good practice to maintain contact with the child/young person and their family to monitor the progress of what has been agreed at the TATC meeting. This will ensure that the child/young person and their family are partners to their own plan which will make achieving good outcomes much more likely.

If a partner agency is considering ending their involvement, a review meeting should be held particularly if they are providing the Lead Professional role. The review TATC meeting should consider the implications for the child's plan of any agency ceasing to be a partner to the plan and review the plan accordingly. It is particularly important for a child/young person and their family that they are aware of who their new Lead Professional is (if required) or whether the Named Person is to resume the main responsibility for the child's plan.

### **Admin Support**

Where there is a Lead Professional then their agency will provide admin support to note the Child's Plan that will emerge from a Team Around the Child Meeting. Where there is no Lead Professional then the Named Person service is responsible for providing admin support.

If admin support is not available, then it is acceptable for the Named Person or Lead Professional to note the meeting and update the Child's Plan themselves.

### **Who Should Attend a TATC Meeting**

The Team Around the Child is exactly that! - it is to establish or review a Child's Plan with the child at the centre of that planning process. Not all partners to the Child's Plan will attend the TATC but the child/young person and their family should always be invited to attend. Only those partners who are directly involved in providing support to the child/young person and their family should be in attendance or those who the Named Person or Lead Professional is of the opinion can enhance the TATC process. This is specifically intended to make the process as meaningful as possible for the child/young person and their family.

Please note that it is appropriate to convene a TATC meeting to discuss wellbeing concerns even if a parent/carer or child/young person declines to attend. The Named Person/Lead Professional can then feedback the outcome of the meeting to the child/young person and their family share the Child's Plan with them and elicit any opinion the family might have.

**ADD TACT PROCESS UPDATE**