

Team Around the School (TAS)

Terms of Reference (ToR)

Purpose	<ul style="list-style-type: none"> • Ensure support is outcome focused for children and young people aged 0-18 years and up to 25 years for those with an EHCP. • To discuss children and young people that have been identified by vulnerability indicators, to enable timely provision of early intervention to meet their needs ensuring their safety and wellbeing. • Support and engage families more efficiently, identifying and removing barriers to learning and closing the gap for vulnerable groups. • Effectively utilise local early help resources. • Support schools to reduce exclusions, prevent escalation of need, improve educational attendance, engagement and overall wellbeing. • Improve multi-agency working through shared conversations.
Representation	<p>Parents and carers cannot attend these meetings, however they should be aware they are taking place.</p> <p>Representation at TAS should be comprised of the following practitioners:</p> <ul style="list-style-type: none"> • Representation from school(s) such as SENDCo, Designated Safeguarding Lead (DSL) or Head of Year (HOY) • Parent and Family Support Adviser (PFSA) • Family Intervention Service – Senior Team Member • Education Safeguarding Officer • School Nurse • Police such as Beat Manager or Police Community Support Officer (PCSO) • Housing providers • Health Visitor (where appropriate) • Early Years providers • Further Education provisions <p>There may be other practitioners that are suitable to attend for your area from the voluntary/community sector.</p> <p>Although it is advisable that the above practitioners attend in person, there may be occasions where it is appropriate to provide a report/update instead.</p>
Frequency	<p><i>[for schools/TAS Co-ordinators/CLP groups to agree and enter here. It is recommended that TAS meetings are held at least once a half term]</i></p>
Roles and Responsibilities	<p>TAS Coordinator</p> <ul style="list-style-type: none"> • Will organise the TAS meetings, set agenda, chair the meetings (where appropriate).

	<ul style="list-style-type: none"> • Be the key contact for their TAS meetings. • Triage requests to TAS to ensure correct information has been provided by the requester and needs are appropriate for the TAS forum. • Ensure the agenda is sent out to representatives in sufficient time to optimise attendance. • Ensure parent/carer agreement is obtained, where appropriate. • Ensure representatives are all aware of their responsibilities to keep personal data secure and to share it appropriately. • Ensure clear outcomes and actions are recorded and distributed with updates to all representatives. <p>Requester</p> <ul style="list-style-type: none"> • Will ensure parents/carers are aware of the TAS process and what this involves. Their agreement should be obtained (please see below). • Will ensure that any requests to TAS clearly identify the needs of the child/young person using an Early Help Assessment (EHA) or Early Help Request for Support Form. • Must provide all required information as requested at the beginning and the end of TAS involvement. • Will endeavour to submit new requests at least 7 days before the next meeting. <p>Representatives</p> <ul style="list-style-type: none"> • Commit to regular attendance of TAS meetings as required. • Commit to the development and implementation of multi-agency actions to support children and young people as part of a graduated response. • Contribute to the identification of children and young people who are vulnerable or 'at risk'. • Share best practice across the workforce.
Agreement	<p>Requests to TAS MUST have agreement from parents/carers which should be evidenced on the EHA/request form.</p> <p>There may be times when it is appropriate to discuss children/young people without parental/carer agreement. In these cases the requester must inform them that this will be happening.</p>

Record of Attendance and Confidentiality Agreement

TAS is a multi-agency forum to ensure all children, young people and families receive the best available support through information sharing, support, challenge and signposting.

Under data protection policies and procedures, all representatives agree to:

- Keep information confidential.
- Keep information secure.
- Keep hard copied information to a minimum.

Date of meeting:

Name	Agency and Job Title	Email Address

