

## Information sharing and recording process when you agree a TAEY meeting

**Sharing information:** The Request for Support Form is completed and shared with the TAEY professionals who will check their organisation's records for any additional relevant information and share this at the TAEY meeting. The lead service will always discuss with you how your information is being stored and used. All personal information is secure and only necessary information will be recorded to enable the right support to be provided.

At times you may receive a phone call from some partners to discuss the information they want to share about your family that is relevant to a support package being offered.



## Recording information from the meeting about your child

The professionals attending the meeting will be advised to take notes from the discussion which will be stored in their individual recording systems. These are all secure and only necessary information will be recorded. The Children First Hub will not record information about your child unless they are involved in the support plan.

Other services involved will only record personal information on their recording systems once it has been agreed that they will work with your family.

The Children First Privacy Notice is available at: <http://earlyhelp.wakefield.gov.uk/privacy-notice/>

# The Team around the Early Years (TAEY) Parent/Carer Guide

**The 'Team around the Early Years' is an offer of support to families that brings together a team of professionals to help you to access additional support when you need it.**

We can support you if you have worries or concerns with your child's development, speech language and communication, physical health, emotional well-being or behaviour. Wakefield childcare providers (nurseries, pre-schools and childminders) work alongside the Children First Hubs (CFH), Area Special Educational Need Coordinator (SENCo) and Health Visitors. Representatives from these services attend all TAEY meetings. Professionals from other services may also be invited or consulted where it is felt that they could contribute to the support plan for your family.



**wakefieldcouncil**

## Are you starting to have worries about your child?

Physical health or emotional well-being

Child development, learning and transitions

Medical needs, speech, language and communication

Parental relationships, housing, money worries

Behaviour, routines, boundaries and parenting



## How does the Team around the Early Years work?

**Requesting Support:** The referral to a TAEY is made by either your childcare provider or health visitor when you as parent/carer have worries or concerns about your child and there is agreement that extra support is needed. With your agreement they will complete a Request for Support Form which provides details of the family and the worries you have discussed. If this is a childcare provider, they will have an initial conversation with their Area SENCo to agree the best support route. This could be signposting to a local specialist service, voluntary and community group or to be discussed in a TAEY meeting.

**What happens next?** Your childcare provider or health visitor will attend the TAEY meeting to have a discussion with the other professionals to identify which service could be best to support you. A proposed plan would be made to outline a package of support to start to address your worries or concerns.

Whilst parents/carers are not invited to this meeting, your childcare provider or health visitor will tell you what support has been recommended and who will be in contact with you to get your agreement to the proposed plan and to start a plan of support.

At any stage if you feel that you no longer need this support a conversation will take place to understand your decision before services withdraw.

**Support plan:** The proposed plan will always be agreed with you so that you understand what is being offered, by whom and the timescale for this. The support plan might include recommendations such as attending a workshop, group activity or 1:1 intervention with a qualified practitioner. Where a referral to another service is identified this will be discussed with you first. It might also be identified that a voluntary service in your local community may be of help.

There may also be a recommendation that a more in depth support plan is coordinated by an Early Years Support Worker from the Children First Hub, this will be discussed with you.

