

Family Early Help Service
Team Around the School (TAS) Meeting Procedures for Maintained and Trading Schools
2019-2020

What is the purpose of the TAS meeting?

The TAS provides a unique opportunity for maintained and trading schools to access coordinated services from different agencies focusing on families that most need them. It will assist schools in responding to their most vulnerable children who are below the statutory threshold, helping to manage need, risk and resources to produce the best outcomes for children. It will also support schools to fulfil their responsibilities under the updated ‘*Keeping children safe in education*’ guidance (Department for Education, 2019) and ‘*Working Together to Safeguard Children*’ procedures (Department for Education, 2018) in addition to other statutory responsibilities.

What can schools expect from their TAS meeting?

Team around the School (TAS) Meetings will be held every term chaired/co-chaired by an FEH Team Manager and attended by the named Single Point of Contact (SPOC) within the Family Early Help Service (all schools in Southwark have an allocated SPOC). The meetings provide an opportunity to meet with the Head, Designated Safeguarding Lead (DSL) or Deputy DSL and other key school personnel to discuss children and families where there are early/emerging concerns. Whilst all schools receive a termly SPOC visit focusing on cases of persistent absenteeism and young people at risk of permanent exclusion, the *enhanced offer* expands significantly on the standard offer by providing an opportunity for multi-agency discussion in relation to children and young people with a wider range of needs at Tier 1 and Tier 2 including:

Persistent absenteeism

Behaviour management issues

Exclusions

Special educational needs

High contact with school pastoral services

Known/previously known to CSC (CP/CIN/CLA)

Known/previously known to Youth Offending or have an older sibling within the criminal justice system

Students at risk of child exploitation

Emotional health concerns or presentation

Young carers

These meetings will also provide opportunities to discuss concerns about wider adverse childhood experiences affecting a child or young person’s ability to learn and achieve such as parental mental ill-health, domestic abuse, substance misuse issues, parental conflict or financial exclusion and the most appropriate multi-agency response to these.

Roles and responsibilities

At the beginning of the school year, the SPOC will contact the School Head or other designated representative to agree dates for the TAS meetings for that year.

Ten working days prior to the TAS meeting, the SPOC will forward the TAS Pro Forma to the identified school representative. The school will be asked to complete the yellow data columns on the form and return this no later than five working days prior to the meeting in order to enable the SPOC to complete checks prior to the visit.

In line with the *'Keeping children safe in education'* guidance, the FEH SPOC /Team Manager will assist in making joint decisions about the most appropriate course of action for each identified child and their family, including:

managing any support for the child internally via the school's or college's own pastoral support processes; a Family Early Help assessment; or a referral to the Southwark Multi-Agency Safeguarding Hub (MASH) for statutory services, for example as the child might be in need, is in need or suffering or likely to suffer harm.

From September, 2019 the FEH service will be inviting other professionals to attend where it is deemed appropriate to enhance information sharing, discussion and decision making to ensure that all children are safeguarded and receive the most appropriate resources, interventions, and support at the right time and the earliest opportunity. These may include, a Senior Education Welfare Officer from the FEH Education Inclusion Team, Parenting Expert, Early Help CAMHS, and representatives from the Youth Offending Service, Police, Community Safety, Children's Social Care, Employment Services.

All completed TAS meeting records will be forwarded to the identified school representative within 5 days for approval.

Duty to Inform the Local Authority of Exclusions

Although reviewing students at risk of exclusion will form a core element of the TAS meeting, we would respectfully remind our school partners of the requirement for head teachers, 'without delay', to inform the local authority of:

- any permanent exclusion (including where a fixed-period exclusion is followed by a decision to permanently exclude the pupil);
- any exclusion which would result in the pupil being excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and
- any exclusion which would result in the pupil missing a public examination or national curriculum test.

(DfE, 'Exclusion from maintained schools, academies and pupil referral units in England', 2017)

Finally, schools are asked to provide SPOCs at the TAS meeting of any other exclusions not already notified, as per Section 51A Education Act 2002 and regulations made under that section.

For internal use only

Each FEH team manager will have a named file on the Family Early Help shared drive with folders for each school, and sub folders for meeting records, emails and correspondence.

SPOCs will need to maintain phone logs for all contact held outside of the SPOC visit.