



# Team around the Early Years (TAEY)

## Guidance Document for: Childcare Providers, Early Years Leads & Specialist Support Services

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## What is the Team around the Early Years (TAEY)?

The Team around the Early Years (TAEY) delivery model is a baby, child and family-centred, nursery, childminder or Health Visitor led early intervention support programme that responds to identified need at the earliest opportunity. The TAEY works with families to build their resilience and independence to find solutions that focus on early help and prevention which over time will reduce an over reliance on services. The TAEY is made up of a team of core early years professionals working with nurseries and childminders to provide coordinated services with and for children 0-5 years, and their family..

## What is the purpose of the TAEY?

The shared aim of the TAEY is to refocus resources further “upstream” to improve outcomes for babies and very young children:

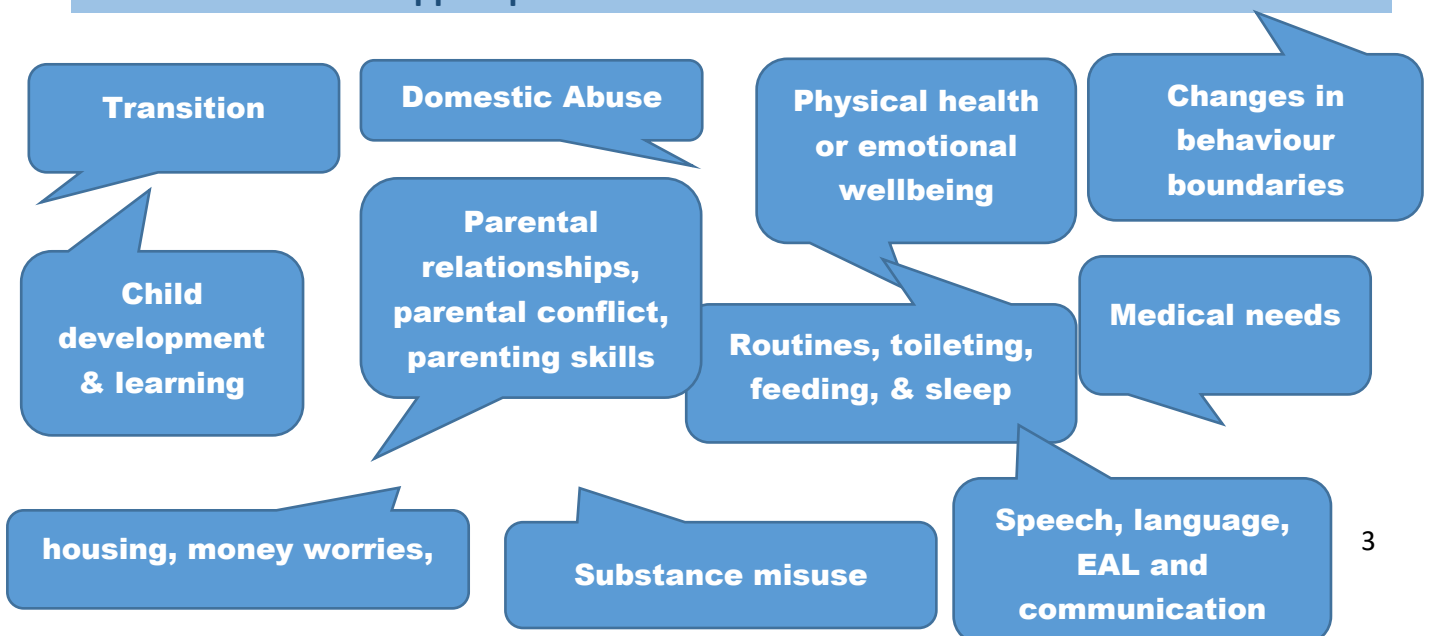
### This includes:

- Early identification of emerging needs of children 0-5 years and their family to reduce the chance of problems getting worse.
- Supporting families to identify and appreciate their strengths, access their existing supportive networks, or build new ones where needed to improve the family’s resilience and outcomes
- Interventions that support a child’s development so that they are ready to learn when they start school;
- Working alongside early years providers and Health Visitors to support families at a universal level.

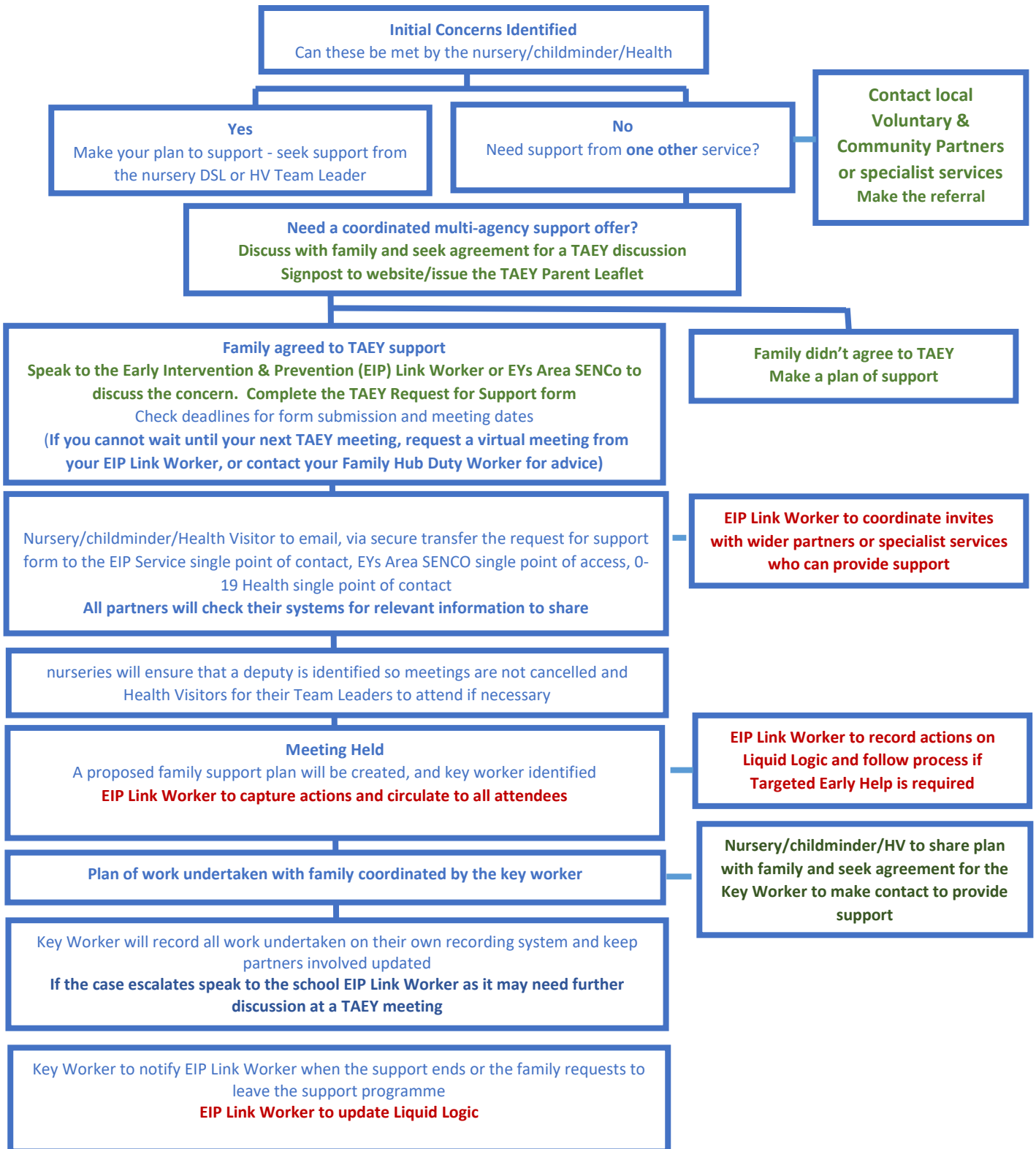
## What happens if a child attends more than one early years setting?

If a provider identifies a concern about a child in their care, based on the information provided or from information held on partner case recording systems, every effort will be made to join up with other provision the child is attending whether this is a school based nursery, PVI provider or childminder. A discussion will take place to determine who is best placed to work with the family and lead on the support. If it is determined that there are other children in full time education then the case will be transferred to the Team around the School (TAS) and every effort will be made to ensure that early years providers are kept informed and wherever possible involved in the TAS meeting.

## What can the TAEY support parents with?



# Team around the Early Years (TAEY) Delivery Model



|   |                        |          |
|---|------------------------|----------|
| Nursery, childminder or Health Visitor action | EIP Link Worker action | Everyone |
|---|------------------------|----------|

## Who will be part of the TAEY and attend meetings?

The Team around the Early Years (TAEY) will be made up of professionals from across the local authority and partner organisations; Early Intervention & Prevention Service (EIP), Health Visitor and EYs Area SENCo. This core team will link with the nursery lead, childminder or Health Visitor to provide a coordinated multi-agency approach to the early identification of need and to agree who is best placed to work with the family to provide the agreed support.

**When identified from the Request for Support form, specialist support from a wider group of professionals may be invited to the meeting to agree the support they can provide.**

All Nurseries and childminders will be provided with a named Link Worker attached to their local Family Hub as their first point of contact to have a local conversation about any child or family where there is a concern. The Link worker will provide support, advice and guidance and when necessary to support a referral to the TAEY meeting.

## Who are my TAEY Contacts? Nursery/Childminder/HV to complete based on information provided

| Role                                | Name | Contact Details & Single Point of Access Details |
|-------------------------------------|------|--|
| EIP Link Worker                     |      |  |
| EYs Area SENCo                      |      |  |
| Health Visitor                      |      |  |
| EYs Development Officer             |      |  |
| Local Family Hub – EIP Duty Contact |      |  |

## What is the operating model for the TAEY?

Wherever possible support will continue to be offered through nursery staff, childminder or the Health Visitor in consultation with other services/organisations where a single agency response is needed. In these cases, the nursery, childminder or Health Visitor is expected to follow existing procedures. The TAEY will work with the 'whole family' using restorative and holistic approaches where nursery leads, childminder or Health Visitors have identified babies, children and families who they have a concern about.

## What if I just want advice and guidance about a single concern?

If you know which service needs to be involved, please contact them, and agree the support required. The EIP link worker will be able to provide information on local support services and the voluntary and community sector early help offer.

If you require an intervention such as a parenting course, please contact your local Family Hub.

## What is the role of the Nursery, Childminder or Health Visitor?

### You will:

- Identify who is your Team around the Early Years lead is to ensure that links and good communication takes place and you know who to contact for advice and guidance
- Identify a TAEY deputy so that meetings always go ahead as planned when the nursery lead or Health Visitor is unavailable
- Review if the concern can be dealt in your team following your existing procedures
- Refer our concern to a single agency who can provide support to the baby/child/family
- **Seek agreement from parents/carers** to discuss the concern in a TAEY meeting and issue or signpost them to the WFT website to download a copy of the TAEY Parent Information Leaflet
- **Have an initial conversation with your EIP Link Worker**, prior to a TAEY meeting, to agree your virtual or telephone slot
- Complete the Request for Support form with full details of your concerns, this template will also act as the early help assessment.
- Using a secure transfer method email the completed Request for Support form to the single point of access for the; EIP Service, EYs Area SENCo, Health 0-19 Service
- **Ensure the form is sent two weeks** in advance of the pre-planned meeting (see contact list above). Email using subject heading **TAEY Request for Support/nursery, childminder or HV name**
- Use the password **provided by your EIP link worker** to protect your document. Please telephone your local Family Hub if you have any difficulties.
- **Keep the family informed** after every TAEY meeting of who will be their key worker and provide their contact details. Ensure they know the key worker will contact them.
- Notify your EIP Link Worker of the date when the case is completed if held by the nursery/childminder/HV

## What is the role of the TAEY Link Worker and Core Team?

### We will:

- On receipt of the Request for Support Form check own case recording systems for relevant information in advance of the meeting to share.
- **EIP Link Worker to invite relevant specialist services/partner agencies** as appropriate based on case recording information and/or information provided by the nursery, childminder or Health Visitor.
- Work with the TAEY partners to agree who will chair the meeting and who will minute the meeting
- **EIP Worker** will record decisions and start the **family plan** in the meeting, this plan will be circulated after the meeting.
- Agree which service/team/person is best placed to provide support to the family in the meeting, the identified key worker will record the work undertaken on their own case recording system
- **Return to a TAEY meeting** if concerned that an allocated case is escalating and not progressing as planned for further intervention and support
- **EIP Link Worker** may convene a virtual TAEY consultation when a case is presented that needs more timely discussion and allocation prior to the next planned meeting.
- Following the meeting or consultation the key worker will work with the family to build on the family plan started in the TAEY meeting to agree an appropriate package of support.
- **EIP workers** will follow up nurseries and childminders if they hold the case a fortnight after meetings to ensure agreed actions for are progressing, additional support to be offered if needed.

## How often will the meetings be held?

- **Nurseries, childminders and Health Visitors** will be informed by their EIP Link Worker the dates of all pre-planned meetings which will take place twice per term.
- All meetings will last approx. 2-3 hours with a 20 minute time slot to discuss each family. These will be on-line meetings or by telephone conference call.
- Where a concern needs a more immediate response a telephone/virtual meeting can be arranged with your EIP Link Worker to discuss the case.

## What is the format of a TAEY meeting?

### Agenda

- Welcome and introductions
- Request for support discussed, highlight strengths and concerns in the family
- Partners share relevant, appropriate information held on case recording systems
- Nursery, childminder or Health Visitor to outline what's been tried already?
- Partners agree available support and agree who will be the key worker
- Draft family plan of support outlined and recorded

## What will happen after the TAEY meeting?

The nursery, childminder or Health Visitor will talk through the available support and inform the family of who will be their key worker. If any specialist referrals are required, the nursery, childminder or Health Visitor will seek agreement from the family to pass on their details or help them to complete any referral forms.

The agreed key worker will progress the case and contact the family to create a family plan of support. The key worker will liaise with other professionals and services as appropriate.

## What is the TAEY not used for?

**The Team around the Early Years approach is not intended to replace safeguarding procedures or where families are already working with a Social Worker or known to Targeted Early Help.**

If the family is already open to Social Care or Targeted Early Help, please link with their current worker as a TAEY meeting is not necessary. If you are unsure, please contact your local Family Hub who can advise on any open cases and the named worker to contact so that you can speak directly to that worker.

**The TAEY does not replace your existing safeguarding processes. If you have a child protection concern/child is a risk or currently suffering significant harm, please speak to the Integrated Front Door for a consultation. If requested complete the MARF so that further screening by social care can take place and a decision made on whether the case meets the threshold for statutory intervention (Level 4 on the continuum of need). Click on the link [HERE](#)**

## What is the role of the Key Worker?

At the Team around the Early Years meeting, a key worker will be identified to work with the family and create their family plan. This could be allocated to the nursery, childminder, targeted early help, EYs Area SENCo, health colleague or voluntary sector partner depending on levels of need and main focus of the proposed plan.

- The role of the key worker is to take forward the proposed family plan
- It is important that the key worker has / develops a good relationship with the child and their family and is best placed to support them to take the interventions forward.
- It is important that the family feels they have ownership of their family plan and are involved as much as possible.
- The key worker will regularly update the family plan and help to coordinate services/support on behalf of the family
- The key worker will record any work undertaken on their own organisation's systems / records.
- If the concern escalates or the case doesn't progress as planned the key worker can consult with their EIP Link Worker for guidance and support; this could result in the case coming back to a future TAEY meeting.

## How should Nurseries or Childminders approach Information Sharing and compliance with GDPR?

**You will need to sign the 'Team around' Information Sharing Agreement, please ensure your nursery/childminder has signed and returned this agreement.**

The TAEY is an early help multi-agency delivery model and as such is a voluntary support programme. It is expected that prior to any discussion taking place the nursery/childminder/HV will have made the parents/carers aware of their concerns and explained the support available from the TAEY and wider services so that they can make an informed decision on whether to accept the support. Nurseries and childminder are asked to provide parents/carers with the **Family Hub and TAEY Information Leaflet** or signpost them to an e-copy on the [Wakefield Families Together website](#)

A clear Privacy Notice must be made available to parents/carers by the nursery/childminder/HV explaining how their information will be used, shared, recorded, and stored as part of discussions with professionals in order to identify and access the most appropriate support along with information that explains to parents/carers their right to withdraw from support at any time.

All information will be shared in accordance with the General Data Protection Regulation (GDPR). The TAEY will follow the seven golden rules for information sharing as set out in Information Sharing Advice for practitioners providing safeguarding services to children, young people, parents, and carers - Working Together 2018

It is considered good practice that the nurseries publish, on their website, open and honest information on the Wakefield Families Together 'Team around the Early Years' model of support. This promotion will help families to become familiar with the early help support available through the nursery to address concerns they may have about their child and to support families at times of difficulty and when they find it hard to cope with day to day family life. This level of transparency will enable Wakefield Families Together to provide help to families at the earliest opportunity.



## Does the TAEY link to the 2 year review?

The TAEY meetings will enhance the work undertaken as part of the Healthy Child Programme review at age 2 to 2 and a half which is a health focus review about immunisations, health promotion, parenting support, and screening tests; the health visitor will also review the child's development including their social and emotional wellbeing. If concerns are identified when the review is undertaken that would benefit from a multi-agency support package for the families the Health Visitor will speak to the family and seek their agreement for their concerns to be discussed at a TAEY. It will be the responsibility of the EYs Provider to complete a Request for Support Form as you will form part of the TAEY meeting.

Alongside the health check that is carried out between the ages of two and two half, a second statutory check is carried out between two and three years of age if a child attends any childcare provider at this age. This is known as the 'Statutory Progress check at age 2'. This focuses on the child's development of Communication and Language, their Physical development and their Personal, Social and Emotional development. The outcomes are shared with parents and the prime purpose of the check is to identify any early interventions that may support the child.

There is an expectation that the parents will share the outcomes with the health visitor to coincide with the Healthy Child Programme two-year-review.

If the child is not attending any childcare provision it will be the responsibility of the Health Visitor to bring the case forward to the TAEY and complete the Request for Support Form.

# Wakefield Families Together

## Team around the Early Years Request for Support Form



**This form should be completed following a discussion with your EIP Link Worker. You must provide details of the child, young person and their family 2 weeks prior to the Team around the Early Years (TAEY) meeting to allow sufficient time for partners to review their case recording systems.**

All concerns must always be discussed with the family with an explanation of how the Team around the Early Years could provide a package of support when families are finding times hard and have difficulty coping, which may include; routines/boundaries, behaviour, neglect, financial hardship & housing needs, domestic abuse / parental conflict, substance misuse, mental health or other health concerns.

If a family would like to accept the offer of support, please explain that the TAEY is made up of professionals from the Early Intervention & Prevention Service, Health Visitor and EYs Area SENCo. Explain that professionals will share their records to inform discussions so that, a whole family support package can be identified. Inform the family that they can withdraw from the support provided at any time.

- Please tick to confirm that the concerns have been discussed with the family they have agreed to a TAEY Meeting

|  |            |                                       |                  |
|--|------------|---------------------------------------|------------------|
| <b>Name of Nursery/Childminder/Health Visitor:</b> |            | <b>Date of request for Support:</b>   |                  |
| <b>Staff / Practitioner Name:</b>                  |            | <b>Telephone &amp; email address:</b> |                  |
| <b>Child's Name:</b>                               | <b>DOB</b> | <b>Address and contact details:</b>   | <b>Ethnicity</b> |
| <b>Parent/carer name (if different):</b>           |            |                                       |                  |
| <b>Parent/carer name (if different):</b>           |            |                                       |                  |
| <b>Sibling:</b>                                    |            |                                       |                  |
| <b>Sibling:</b>                                    |            |                                       |                  |
| <b>Sibling:</b>                                    |            |                                       |                  |
| <b>GP &amp; address of surgery:</b>                |            |                                       |                  |

| What are you worried about?   | What's working well?   | What would help to ease this concern?                                 |
|---|--|---|
| <p>What does the child/family need help with?</p>   | <p>What is the family's strengths?</p> <p>What support network do the family have?</p> | <p>What have you already tried?</p> <p>What impact did this have?</p> |
| <p>Parent's views:</p> <p>Observations of the child:</p>  |  |   |
| <p><b>Meeting notes decisions, allocation &amp; agreements – Record live on to Liquid Logic (if possible)</b></p> |  |   |
| <p>Date of Meeting:</p> <p>Attendees:</p>   |  |   |

**Headline information discussed/shared in the meeting:**

| <b>Family Plan (details of support)</b> | <b>Who will do this?</b> | <b>Timescale</b> |
|---|--------------------------|------------------|
|   |                          |                  |
|   |                          |                  |
|   |                          |                  |
|   |                          |                  |
|   |                          |                  |