

Roles and responsibilities of the Keyworker

A key worker will be allocated for the TAC assessment of need and reviewed when support is put in place. Roles and responsibilities at each stage are defined below.

Assessment of Need

- Keyworker for **assessment** is identified. TAC will decide a date that all assessments need to be completed and child will be brought back to panel on agreed date.
- Keyworker will have responsibility to collate information from other services to take back to Panel.
- Other services have responsibility to ensure their information is sent to the keyworker on time, to allow keyworker opportunity to collate responses using the TAC Panel forms
- TAC will review information and plan agreed next steps. If necessary a new keyworker will be identified for on-going intervention.
- There is no date given for child to come back to panel following this review as the agreed plan will allow for coordination of appropriate support. If several services are involved, support can be monitored through TAC/TAF meetings / setting reviews etc. to ensure all needs are being met. Keyworker will maintain lead on coordinating TAC meetings. Child will remain open to TAC.

If child open to TAC needs to be reviewed by the TAC Panel in the future

Keyworker has responsibility to request a new TAC Panel date for case to be discussed when;

- there is a change in support required
- SAS assessment is advised- If SAS assessment is required, child needs to be reviewed with appropriate information to support referral.
- EHCP assessment request
- Specialist placement is advised.
- Specialist equipment is recommended

In all circumstances, information will need to be gathered by keyworker to enable Panel to make an informed decision and referred back to Panel using the TAC Panel Review paperwork.