

Appendix 10

Standard Safeguarding Meeting Agendas with Guidance

The Safeguarding Adults Meetings form a key part of the Safeguarding Adults process where information relevant to the Safeguarding concern and investigation is shared and multi-agency decisions are made.

Standard agendas are available for Chairs to use. They provide a structure to the meeting and if followed will ensure that all required elements are considered. Sticking to an agreed agenda also assists the person taking the minutes to capture all relevant information and provide an accurate record of the meeting.

The standard agenda templates have been updated to ensure that practice complies with Protecting adults at risk: London multi-agency policy and procedure for safeguarding adults from abuse. The Chair may change the agenda to suit a particular meeting as necessary.

See below for the new templates:

- **Safeguarding Adults Strategy Meeting**
- **Case Conference**
- **Protection Plan Review Meeting**

Safeguarding Adults Strategy Meeting

**Re: Name
Time, Date
@ Room, Venue**

1. Introductions

Chair introduces themselves and identifies the name of the meeting, who it is regarding and that it is under the Protecting adults at risk: London multi-agency policy and procedure for safeguarding adults at risk Jan 2011.

Chair to check that all attendees are aware of the policy and procedures and to ensure a copy is made available during the meeting for reference as needed.

Chair to facilitate others in the meeting to introduce themselves and state in what capacity they know the adult(s) at risk and for how long.

2. Apologies

Minute taker to identify what apologies have been received and confirm whether reports have been sent to be presented at the meeting or a representative is present. Minute taker to send round the attendance register and ensure all details are accurate.

3. Information Sharing and Confidentiality/ Equality and Diversity

Information Sharing and Confidentiality

The minutes of this meeting and all information discussed is to remain strictly confidential between the attendees and invitees, and must not be disclosed to any other parties without the express permission of the chair. This is to ensure the safety, well-being, and the best interests of the service user are upheld according to the Protection of Vulnerable Adults inter-agency policy and procedures for the London Borough of Richmond-upon-Thames. In making the decision whether or not to disclose information the Chair is required to apply the Freedom of Information Act and Data Protection Act principles.

Equality and Diversity

The minutes of this meeting and all information discussed will be guided by a commitment to the London Borough of Richmond's Equality and Diversity Policy, specifically that all individuals involved in the meeting will be treated fairly, with respect, and without improper discrimination. All individuals are requested by the Chair to adhere to this policy throughout the meeting.

4. Acceptance of Previous Minutes (if necessary)

Will only be necessary if there has been a previous Strategy Meeting.

5. Purpose of Meeting

Chair to explain what the meeting is required to achieve:

- To consider Safeguarding Alert (risk of harm to adult(s) at risk and immediate safety measures that have been put into place)
- To review information available from all relevant professionals/agencies relevant to the allegations of abuse and review the risk of harm.
- To agree a multi-agency Safety Plan.
- To agree who will investigate the allegations, how this will be done and when by.
- to identify who is the person best placed to support the adult at risk through the safeguarding process.

7. Summary of Alert

The investigating Officer assigned by Social Services should gather the following information and present it to the meeting:

- Type of abuse, dates, witnesses etc. (see current guidance for Report by Investigating Officer)
- Information regarding adult(s) at risk ie. age, ethnicity, history, medical conditions, where they live, who are their support network, services in situ etc. (see current guidance as above).

8. Risk Assessment and Immediate Safety Plan

Risk Management Tool to be completed and presented at the meeting by the Investigating Officer including summary of risks identified and safety measures put in place to minimise the risk of harm.

9. Views of Adult(s) at Risk

To be presented by the professional who has obtained this information from the person. This could be the alerter or someone who has known the person for a while and whom they feel comfortable talking to.

Information to include:

- assessment of the persons' mental capacity to understand the allegations and how it has impacted on them.
- Whether agreement has been obtained to continue with the investigation and the level of participation that adult at risk would like in the process.
- desired outcome of the adult at risk and details of whom they would like to support them through the process.

If the adult at risk does not have the mental capacity to understand the allegations and participate fully in the safeguarding Investigation and does not have anyone who can act as an advocate then a referral must be made to an IMCA who should be copied into the minutes and be invited to attend future meetings.

10. Information sharing and Discussion

Chair to invite attendees (one by one) at the meeting to present any reports/information they have regarding the allegation.

Chair to facilitate a discussion regarding the information presented at the meeting and obtain agreement from the attendees as to the proportionality of response in line with the persons wishes and views and risk assessment

11. Strategy Conclusion

Chair to summarise the information shared at the meeting and decision regarding the appropriateness of the level of response and what action is now required.

12. Safety Planning

Chair to facilitate the agreement of a Safety Plan. To include measures already in place and any new safety measures agreed at the meeting. Agreed who will action these and when by.

14. Investigation Planning

Chair to facilitate the agreement of an Investigation Plan including who will be responsible for different elements of the investigation if it is a complex case. Actions need to be specific as to how evidence is to be obtained to confirm whether the abuse has or has not taken place or to conclude that insufficient evidence could be obtained. The actions in the Safety Plan are not to include safety measures or details of Care Management tasks. Care Management tasks may be agreed e.g. A review of the persons Support Plan as away to keep the person safe therefore would be included in the safety plan.

16. Time, date, location of next meeting

This would only be provisional as the investigating officer may contact the chair to advise that more alerts have occurred or the risk has increased therefore a further Strategy meeting may need to be co-ordinated. It may also be that the Investigation takes longer than expected and the Protection Meeting needs to be postponed until the investigation is completed or an interim Safeguarding Meeting to review progress and re-risk assess if required.

Case Conference

Re: Name

Time, Date

@ Room, Venue

1. Introduction

Chair introduces themselves and identifies the name of the meeting, who it is regarding and that it is under the Protecting adults at risk: London multi-agency policy and procedure for safeguarding adults at risk Jan 2011.

Chair to check that all attendees are aware of the policy and procedures and to ensure a copy is made available during the meeting for reference as needed.

Chair to facilitate others in the meeting to introduce themselves and state in what capacity they know the adult(s) at risk and for how long.

2. Apologies

Minute taker to identify what apologies have been received and confirm whether reports have been sent to be presented at the meeting or a representative is present.

Minute taker to send round the attendance register and ensure all details are accurate.

3. Information Sharing and Confidentiality/ Equality and Diversity

Information Sharing and Confidentiality

The minutes of this meeting and all information discussed is to remain strictly confidential between the attendees and invitees, and must not be disclosed to any other parties without the express permission of the chair. This is to ensure the safety, well-being, and the best interests of the service user are upheld according to the Protection of Vulnerable Adults inter-agency policy and procedures for the London Borough of Richmond-upon-Thames. In making the decision whether or not to disclose information the Chair is required to apply the Freedom of Information Act and Data Protection Act principles.

Equality and Diversity

The minutes of this meeting and all information discussed will be guided by a commitment to the London Borough of Richmond's Equality and Diversity Policy, specifically that all individuals involved in the meeting will be treated

fairly, with respect, and without improper discrimination. All individuals are requested by the Chair to adhere to this policy throughout the meeting.

4. Acceptance of previous minutes

Chair to check that all attendees are happy with the contents of the minutes and that any requested and approved amendments have been incorporated.

5. Purpose of the Meeting

Chair to explain what the meeting is required to achieve:

- to review all evidence obtained during the investigation.
- To determine whether on the balance of probabilities the abuse can be substantiated/ unsubstantiated/ determined as inconclusive and on what basis.
- Create a Protection Plan and/ or Further Investigation Plan if required.

6. Views of Adult at Risk and Desired Outcome

Adult at risk invited to share their views and what they would like the meeting and the overall Safeguarding Process to achieve.

Chair to request feedback from the nominated person who is representing the adult at risk at the meeting. This may be a professional or a representative chosen by the Adult at Risk or his/her Independent Advocate.

7. Summary of Investigation Findings

Chair to:

- request the lead Investigator(s) to present their Investigation Report..
- facilitate a discussion between attendees.
- check whether the attendees feel able to determine an outcome or whether further investigation is required.

8. Feedback on actions in Safety Plan

Chair to go through the agreed actions and to obtain feedback from the responsible person and their view as to what the action has achieved.

9. Investigation Outcome/ Decision

Chair to request that each attendee expresses their view on the outcome of the investigation: Substantiated/ Unsubstantiated/ Inconclusive and on what basis.

10. Risk Assessment

Chair to facilitate a discussion with attendees regarding the current risk of harm to the 'adult at risk' and others. This needs to be considered when making a decision as to what further action is required to Safeguard the person from harm and the proportionality of any further investigation.

11. Conclusion

Chair to summarise the discussion and decision making and conclude the outcome of the investigation stating what needs to be carried out next and why in respect of risk and proportionality.

12. Further Investigation Plan and Updated Safety Plan (if required)

As per Strategy Meeting guidance. If no further investigation is required then no need to cover this.

13. Protection Planning

Chair to facilitate the agreement of a multi-agency protection plan which will determine what protective measures are in plan to minimise the risk of further harm to the adult at risk. This may include actions that others may need to undertake. A protection plan co-ordinator will be identified to ensure that all actions are taken within the agreed timeframes and report to the Chair.

14. Details of next meeting

A date is to be set within 3 months for a Protection Plan Review Meeting. If a further Case Conference is required to determine the outcome of the investigation then a date for the meeting is required.

Protection Plan Review Meeting

Re: Name

Time, Date

@ Room, Venue

2. Introduction

Chair introduces themselves and identifies the name of the meeting, who it is regarding and that it is under the Protecting adults at risk: London multi-agency policy and procedure for safeguarding adults at risk Jan 2011.

Chair to check that all attendees are aware of the policy and procedures and to ensure a copy is made available during the meeting for reference as needed.

Chair to facilitate others in the meeting to introduce themselves and state in what capacity they know the adult(s) at risk and for how long.

7. Apologies

Minute taker to identify what apologies have been received and confirm whether reports have been sent to be presented at the meeting or a representative is present.

Minute taker to pass round the attendance register and ensure all details are accurate.

8. Information Sharing and Confidentiality/ Equality and Diversity

Information Sharing and Confidentiality

The minutes of this meeting and all information discussed is to remain strictly confidential between the attendees and invitees, and must not be disclosed to any other parties without the express permission of the chair. This is to ensure the safety, well-being, and the best interests of the service user are upheld according to the Protection of Vulnerable Adults inter-agency policy and procedures for the London Borough of Richmond-upon-Thames. In making the decision whether or not to disclose information the Chair is required to apply the Freedom of Information Act and Data Protection Act principles.

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fairly, with respect, and without improper discrimination. All individuals are requested by the Chair to adhere to this policy throughout the meeting.

9. Acceptance of previous minutes

Chair to check that all attendees are happy with the contents of the minutes and that any requested and approved amendments have been incorporated.

10. Purpose of the Meeting

Chair to clarify the purpose of the meeting as:

- to review the protection plan to see if the adult at risk has been protected from harm
- discuss feedback from the police investigation if this was ongoing when the Safeguarding Investigation was concluded
- to review the adult at risk's risk assessment
- to consider any amendments to the Protection Plan

11. Feedback from the adult at risk

Adult at risk invited to share their views and whether they feel safe or have any concerns regarding the Protection Plan. If the adult at risk does not wish to attend the meeting this information may be provided by a professional or a representative chosen by the Adult at Risk or his/her Independent Advocate.

7. Review of Protective measures

Chair to:

- request the protection plan co-ordinator feedback as to whether the protective measures in place have minimised the risk of harm
- facilitate a discussion between attendees.

15. Risk Assessment

Chair to facilitate a discussion with attendees regarding the current risk of harm to the 'adult at risk' and others. This needs to be considered when making a decision as to what further action is required to Safeguard the person from harm and the proportionality of any further investigation.

16. Updates to Protection Plan

Chair to facilitate the agreement of a revised protection plan if required.

17. Details of next meeting

A date is to be set within 6 months for a further Protection Plan Review Meeting if required.