

# Safeguarding Adults Organisational Strategy Meeting

## Agenda

1. **Introductions, apologies and confidentiality statement (see attached)**
2. **Purpose of the meeting**
  - To facilitate a multi-agency assessment of the current level of risk and to whom
  - To obtain the views of any alleged victims and/or their representative(s)
  - To agree a plan for the safety needs of the service users and any others at risk whilst the assessment takes place - including a review of any immediate protection plan put in place earlier
  - To agree a plan for actions to assess/investigate the nature, level and source of any risk, including:
    - (i) Who is to lead the investigation
    - (ii) Who is to be interviewed/assessed; when and by whom
    - (iii) A plan to meet any needs arising from gender, sexuality, ethnicity or disability of any alleged victims, perpetrators or witnesses, including Special Measures available to “Achieve Best Evidence”
    - (iv) A plan to meet any needs arising from potential harassment or intimidation of any alleged victims, witnesses or whistleblowers
  - To co-ordinate the safeguarding assessment, any criminal or disciplinary action, complaint process or community care assessment, so that they complement and inform each other and do not interfere with each other
  - To obtain an explicit statement of roles and responsibilities with actions designated to named individuals with agreed timescales
  - To formulate an agreed communications strategy with each other during the assessment (including who will feed back to the alerter)
  - To agree who will have ongoing communication with the alleged victims and/or their representative(s)
  - To consider the need and method to manage any media interest or set up a helpline
3. **Details of the allegation/concerns – to include details of any previous history of abuse or alleged abuse, including false allegations.**

4. **Views of the alleged victim and/or their representative(s):  
What do they want to happen and what are their expectations of the safeguarding process?**
6. **Agency information shared** - written and/or verbal reports
7. **Summary of information by Chair** to include whether a Provider Improvement Plan is necessary
8. **Multi Agency Decision** (reached on the basis of shared responsibility)
  - Proceed to Safeguarding Investigation (See 12 below)
  - Exit to alternative procedures e.g. Care Management, MARAC etc (See 11 below)
  - No Further Action
9. **Disagreement** (record and implement resolution process)
10. **Protection Plan** if exiting safeguarding procedures. What will be offered and what are the monitoring and review arrangements for protection plan?
11. **Interim Safeguarding Plan** to be implemented for the course of the investigation  
**NB The plan should adhere to the following principles**
  - The safety of the vulnerable adults and any others at risk is the overriding consideration
  - Action is planned to minimise risks to victims, witnesses and 'whistleblowers'
  - Actions concerning people alleged to have perpetrated abuse are co-ordinated
  - Best evidence is achieved through victims being given protection and support regarding the criminal justice process, in line with the Youth Justice and Criminal Evidence Act (1999)
  - Information is shared fully between participating organisations but is shared within the boundaries of **the information sharing protocol**
  - The strategy aims for minimal interruption to the services being provided to an individual, or a group of people, during any safeguarding assessment
12. **Agreed Action plan** – see attached. **To include arrangements for feedback to all interested parties if not in attendance. In cases of provided care (eg residential, nursing, home care) this should include**
  - Care Quality Commission
  - Contracts Department
  - Commissioning Body
  - Professional Body and/or Independent Safeguarding Authority (if appropriate)
13. **Date, time and venue of next meeting** (if needed)