

Safeguarding Adults Strategy Meeting

Agenda

1. **Introductions, apologies and confidentiality statement**
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 victim 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
 - To consider if there may be a need to hold a separate meeting about the needs of an alleged perpetrator who is a service user themselves.
3. **Details of the allegation/concerns – to include details of any previous history of abuse or alleged abuse, including false allegations.**

4. **Has the alleged victim got capacity to safeguard themselves and/or agree to safeguarding process? Have they given consent to the safeguarding process?**
5. **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**
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)