Safeguarding Adults
Strategy Meeting
Agenda

Service User	
Date	

The Strategy Meeting is the prime forum for sharing information and concerns, analysing risk, recommending responsibilities for action and agreeing on inquiry approach. All Safeguarding Adults inquiries and meetings must be conducted with an absolute degree of objectivity, disregarding any previous incidents until such time as the meeting agrees that abuse has occurred.

1	**Housekeeping**
2	**Introductions**
3	**Purpose** of the Meeting, including details of allegation/concern
4	**Victim/s** a. Is the victim/family aware of this meeting? b. Has the victim/s been subject to abuse previously? c. What action has taken since allegation made/concern raised? d. Immediate Risk, is this person safe? If not, how do we ensure their safety? e. What is their present situation f. Is support required for the victim/s and family? g. Communication Strategy; is one required? Will a media or public relation strategy be required?
5	**Alleged Perpetrator** (where relevant) a. Have there been previous concerns regarding this person? b. Is there a concern that others may be at risk before the completion of the investigation?
6	**Plan**, all actions must be SMART; specific, measurable, agreed upon, realistic and time-based a. Will an investigation take place? b. Who will investigate? Is a joint investigation appropriate? c. Interview d. Who will interview the victim/s? e. Where will the interview take place? f. What questions will be asked? g. Who else will need to be interviewed? h. What evidence will need to be gathered?
7	**Protection Plan**, is one required? If so, who is responsible?
8	**Clarify** Roles & Responsibilities
9	**Timescale**
10	**Any Other Comments**
11	**Date & Time of next meeting**

Signed _____ **(Chairperson)**

✷ *Please return the signed agenda to the minute taker for filing with the transcript*

Housekeeping

This is a multi agency meeting that has been arranged under the Safeguarding Adults Policy and Procedure. I am chairing on behalf of the Safeguarding Adults Board and we are meeting today discuss the allegation of *[insert abuse]* against *[insert alleged victim's name].*

All information shared within the meeting is subject to Data Protection and the Caldicott Principles; it is being shared on the understanding that withholding the information may have a negative impact on the Vulnerable Adult/s. Any request to share information with a party outside of this meeting must be approved in the Strategy/Case Conference. If the request is being made after the meeting has concluded, the application must be submitted in writing to the Safeguarding Adults Chair and the Safeguarding Administrator.
The confidentiality agreement is attached to the signing in sheet, please can you ensure you have read and agreed it.

Everything said in this meeting is transcribed by the minute taker, *[insert name]* so please can you speak clearly. Although topics of discussion can be omitted from the final minutes, the original transcript will record all conversations held within this meeting which will be submitted to the courts if requested.

Ground rules:

- All mobile phones are either turned off or switched to silent for the duration of the meeting
- It is the responsibility of those present to speak out and participate in the meeting
- Please respect other people's view and actively listen,
- Please do not interrupt as everyone will be given the opportunity to speak
- Family members will not be subjected to direct questioning
- Aggressive and/or disruptive language and behaviour will not be tolerated and will result in exclusion from the meeting and possibly from future meetings
- Please use plain English; avoid using jargon and abbreviations
- Discriminatory language will not be tolerate by any attendee