

**Safeguarding Adults Meetings**

**Good practice information for attendees and agenda template**

**Introduction**

* Safeguarding Adults Enquiries (and their associated meetings) are statutory processes to protect adults with care and support needs from abuse and neglect (Section 42, Care Act 2014). Local authorities have a duty to coordinate these enquiries and other agencies have a duty to cooperate.
* The Local Authority does not have any additional powers or resources to safeguard adults. The safeguarding adults process facilitates multi-agency working, the sharing of information and contribution to a risk management plan (Safeguarding Adults Plan). A Safeguarding Adults Enquiry does not necessarily mean a person will be allocated a Social Worker or that they will receive commissioned services from the Local Authority.

**Safeguarding Adults Meetings**

* Safeguarding adults enquiries can happen in different ways and often it does not involve a meeting. The decision to convene a safeguarding adults meeting is not taken lightly. If a meeting has been arranged, it usually means:
* the concerns/allegations are complex or of a serious nature; or
* the adult(s) at risk has increased vulnerabilities; or
* the risk of harm is of a significant/critical nature; or
* there are multiple agencies involved who could inform risk assessments and contribute to the Safeguarding Adults Plan.

*or a combination of the above factors.*

* If you are invited to a safeguarding adults meeting, this means the Safeguarding Adults Manager (Chair of the Meeting and a Team Manager from Adult Social Care) thinks you are important to involve. **You should prioritise attendance wherever possible.** Most safeguarding adults meetings are held online via Teams.
* **If you can’t attend:**
* Could you arrange for someone else from your organisation attend on your behalf?
* Could you provide some information to the Safeguarding Adults Manager that could be shared at the meeting? Helpful information to share includes: your involvement with the adult(s) at risk; any information you have about the abuse/neglect; any information or involvement with the alleged perpetrator(s); identification of risks and recommended future actions. You could use the [Safeguarding Adults Report Template](https://nsafe-s3.s3.eu-west-2.amazonaws.com/wp-content/uploads/2024/01/16134820/Safeguarding-Adults-Report-Template.doc) to provide this information (but it is not a requirement).
* Provide apologies with as much notice as possible. This will give the Safeguarding Adults Manager a chance to prepare – potentially to ask you some specific questions, or re-arrange the meeting if your attendance is felt to be pivotal.
* Ensure you have advised your manager (or Safeguarding Adults Lead/Team where you have one) of the invitation and that you are unable to attend. They may be able to arrange for someone else to attend.
* Ensure when you receive a copy of the Safeguarding Adults Plan and minutes that you read them and undertake any actions that may have been assigned to you/your organisation.
* **If you can attend the meeting:**
* Prepare for the meeting, research the adult(s) at risk, the address and any others who are involved.
* Know what you or your agency could offer to assist with managing risks.
* Ensure you conduct yourself in a professional manner in meetings, treating all other attendees with respect.
* Be mindful of the language that you use in meetings, particularly avoiding any victim-blaming language.
* Be prepared to provide a view on whether you think the Safeguarding Adults Enquiry should end (or not) and why. A Safeguarding Adults Enquiry might end even when risk remains, but it is felt as much as possible has been done to manage those risks.
* **Following or in between meetings:**
* Ensure you are familiar with the agreed Safeguarding Adults Plan.
* Complete any actions which are attributed to you or your organisation within the timescale that has been agreed. Communicate with the Safeguarding Adults Manager if there are any problems or delays in completing the agreed actions.
* Revisit the plan if risks change/reoccur and take appropriate action as per the Plan.
* Keep in touch with the people involved in the Safeguarding Adults Enquiry if there are updates/information to share. You don’t need to wait until the next meeting to do this.

**OFFICIAL**

**Safeguarding Adults Meeting AGENDA TEMPLATE**

**Meeting held in accordance with NSAB policy and procedures**

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| **Confidentiality clause:**  **Covert recording of this meeting is strictly prohibited. If you wish to record the meeting, please speak to the Chair prior to the meeting.**  **The meeting may be recorded for minute-taking purposes. This will be done in line with Newcastle City Council’s Data Protection Policy and Procedures.**  **By joining the meeting participants are agreeing to adhere to the statement of confidentiality which will be read out at the meeting.** |

**Agenda**

1. **Introduction and roles of attendees**
2. **Apologies**
3. **Statement of confidentiality** (agree to share minutes with GP and/or CQC)
4. **Purpose of meeting**
5. **Details of the concern, allegations or abuse**
6. **Views of the adult concerned (or their representative).** What does the adult at risk or representative want to happen as a result of the concern?
7. **Terms of Reference for /Outcome/Update of investigation(s)/assessment(s) and previous actions** *(item dependent on whether meeting is Strategy/Follow-up Strategy/Protection Plan)*
8. **Additional views and reports from professionals**
9. **Risk assessment and Safeguarding Adults Plan (or review of)**
10. **Any other actions not specific to safeguarding individual/others**
11. ***Core Group arrangements (Protection Plan Meeting only)***
    * *Lead*
    * *Membership*
    * *Date of first meeting*
12. **Safeguarding adults status** (if finalmeeting, please record whether the Adult at risk/representative’s defined outcomes have been met andwhether the person feels that risk has reduced without compromising the other things that are important to them?)
13. **Point of contact for adult/representative & feedback arrangements, including to referrer.**
14. **Outcome and any lessons learnt**
15. **Any other business**
16. **Date of next meeting (if appropriate)**

**Action Plan Date and time of next meeting: Location:**

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| **Action** | **Lead** | **Timescale** | **Update** |
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* Each representative and/or their agency is responsible for completing the actions agreed at a safeguarding adults meeting.
* A representative and/or agency should not wait for a copy of the minutes to arrive before completing actions.
* Actions should be completed by the timescales agreed at that meeting.
* If there is any reason why an action(s) cannot be completed by the agreed timescale, the chair of the safeguarding adults meeting should be notified.