

Adult safeguarding case conference - checklist

Pre-meeting

- Set date and time.
- Identify subject: name; DOB; P no; gender; address.

Meeting

- Introductions, confidentiality statement.

Overview

- The purpose of the meeting is
 - to review the investigation so far
 - decide whether the allegation has been “substantiated” or “not substantiated” or is “inconclusive”.
 - to re-state the type of the abuse.
- The meeting will then go on to determine whether and what further action should be taken.
- It will conclude with a decision being made as to whether to exit safeguarding procedures.
- The type of alleged abuse will be confirmed.

Reports of investigating officers (on sg7):

- If the investigation has not been fully completed, progress will be reviewed alongside the review and consolidation of the existing action/safeguarding plan.
- The meeting will also record the need for further investigation, outcomes for the victim, perpetrator and services and record how feedback to relevant parties not present at the meeting will be carried out.

If the investigation has been concluded the following format will be followed by the meeting:

- Agree “substantiated” “not substantiated” or “inconclusive”.
- Risk assessment in respect of further abuse.
- Document action/safeguarding plan.
- Record outcomes for victim and perpetrator.
- Record police, court and disciplinary action as necessary.
- Review dbs listing as necessary.
- Exit safeguarding procedure.
- Information sharing (both formal and informal).



Part 2 of meeting (if required).

- Re-cap from points 5 and 6.

Provider/carer views

Date and time of adult safeguarding case conference review.

- Attendees at part 1 and part 2.

