



Case Conference Agenda – organisation safeguarding

This is a professionals meeting. Adults/families will not be invited to attend

Item	Action	Owner
1	Housekeeping, introductions, apologies, role in meeting	Chair /all
2	Adults affected by safeguarding – numbers and issues	Chair/ lead S42 author
3	Review of S42 enquiry reports – circulated in advance of the meeting.	Chair/S42 authors
4	Risk assessment/risk management plan (if required) Risk assessment and evaluation of evidence to say risks removed OR Risk management plan if required – detailing tasks, owner and timescale	Chair/all attendees
5	Balance of probabilities decision – if required Must be taken if case involves a Person in Position of Trust (has this person had a right of reply?)	Chair/all
6	Exiting <ul style="list-style-type: none"> Are all attendees in support of the decision to exit Safeguarding (unanimous or majority decision needed) Record any dissent to contribute to the decision making	Chair/all
7	Date for Review case conference , if not exiting Agree a date/time if possible OR Agree a maximum timescale What actions need to be completed to reduce the risks/improve the safety of the service. Who/which agency will take this on and agree timescales. Who will coordinate feedback	Chair/all
8	Communication with family Who will complete the following actions for each adult /family if required? Send a copy of minute – yes/no If necessary hold a discussion in person or over phone – yes/no Other – please state/record	Chair/all