

A guide to your Adult Safeguarding meetings

What are safeguarding meetings?

We may hold one or more safeguarding meetings.

You will always be invited to the safeguarding meetings and you can bring someone with you to support you. If you do not want to attend or cannot attend, someone else can go on your behalf to represent your views – such as an advocate; or we will talk to you before the meetings so your views can be heard. We will always tell you afterwards what was discussed and what will happen next.

The first meeting will decide if an enquiry is needed.

This meeting will involve everyone who may have some information to help to plan the enquiry.

If an enquiry is needed, this meeting will decide:

- Who will do the enquiry
- Who they will speak to
- When they will do it.

The following people have been invited to your safeguarding planning meeting:

Name	Position

When the enquiry has finished, in most cases we organise a final safeguarding meeting. This meeting is held so that everyone who has been involved in the enquiry can share and exchange information, in order to:

- establish the facts
- hear your views and wishes and
- identify if further action is needed to ensure your safety and wellbeing

The following people have been invited to your final safeguarding meeting:

Name	Position

Who will be at these safeguarding planning meetings?

- ✓ Your social worker will always attend this meeting.
- ✓ We might invite other people who have some information about the concerns
- ✓ We might invite other people who know you or the person you or we are worried about.
- ✓ We will invite people to the final safeguarding meeting who can help stop the harm.
- X We will not invite you if the person or people we have been told may be causing the harm are there.
- X We will also not invite you if other people are being talked about because we will not share other peoples' information with you or your information with other people.

At the start of the meeting the chairperson will ask everyone present to introduce themselves, state what their job is and why they are present.

People attending the safeguarding planning meeting know that everything said is confidential and they are not allowed to discuss details of the meeting with anyone, except the people they work with who need to know.

There will also be someone there taking notes of the meeting. You will be sent a copy of these notes if you want them.

Can I attend my safeguarding meetings?

Yes. You will always be invited to your safeguarding meetings – so you can decide if you want to attend or not.

Can I bring someone along to my safeguarding meetings to give support and to help me put forward my views?

Yes. You can bring someone with you to support you. Before any meeting let your social worker (or the Chair of the meeting) know who is coming to support you. If you don't have a friend or relative who can support you, speak to your social worker and ask them to give you details of independent advocacy services that you can contact for help and advice.

What happens if I don't attend my safeguarding meetings?

If you do not want to attend or cannot attend, someone else can go on your behalf to represent your views – such as an advocate; or we will talk to you before your safeguarding meetings so your views can be heard. We will always tell you afterwards what was discussed and what will happen next.

Will I see any of the reports written for my safeguarding meetings?

Yes. An allocated social worker will meet you before the meeting so that you can read his/her report and help you prepare for the meeting. It is important that you are helped to understand the contents, conclusions and recommendations of the reports and this will usually be done by the social worker. Other agencies may also share their reports with you before the meeting.

If some of the information contained in the report is inaccurate, or you disagree with some of it, you should share this with the social worker and a note can be made of any inaccuracies.

How should I prepare for my safeguarding meetings?

- ✓ Read any reports given to you.
- ✓ Ask a friend or your family to help you understand the reports and identify questions you want to ask.
- ✓ Ask your social worker who has been invited and why they have been invited.
- ✓ Make sure the place where the meeting is to be held is suitable for you and your needs.