**Appendix 9:**

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**Safeguarding Adults Review Meeting Record**

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| **Strictly Confidential** | **ID** | **Date of Meeting / Discussion** |
|  |  |

**Client Details**

|  |  |  |
| --- | --- | --- |
| **Name** | **Alias** | |
|  |  | |
| **Address** | **Gender** | **Marital status** |
|  |  |  |
| **Age** | **Date of birth** |
|  |  |
| **Telephone number** | **Ethnicity** | **Religion** |
|  |  |  |
| **Safeguarding Adult Lead Worker** | **GP** | |
|  |  | |
| **First language** | **Communication needs** | |
| 29-08-2007 |  | |
| **Legal entity of registered provider (where appropriate):**  *[i.e. Name of Care/Nursing Home, NHS organisation, etc.]* | | | |
|  | | | |

**Attended by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Contact No.** |
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**Apologies:**

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| **Name** | **Designation** | **Contact No.** |
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| 1. **Introductions and purpose of meeting:**   *(State whether First Review Meeting or subsequent Review Meeting)* |
| 1. **Agreement on accuracy of record from previous safeguarding meeting:** |
| 1. **Review actions, risk assessment and Section 42 Enquiry.**  * *Findings from Enquiry – linking reports;* * *Were outcomes / TOR achieved;* * *Actions to be taken in relation to the person or organisation that has caused the concern (this may include referrals to Professional Bodies);* * *Outcome and support for person who are alleged to have caused harm;* * *Consider whether a new Safeguarding Section 42 Enquiry is needed or referral for SAR is required.* |
| 1. **Update of information relevant to the adult at risk:**      * *Reflect on what has occurred since the last meeting and identify any changes in circumstances;* * *Share any updated or new information.* |
| 1. **Views and desired outcomes of the adult at risk:**  * *Response to findings from Enquiry – have desired outcomes been met (implications where not met or where doing so would cause unacceptable risk of harm to the AAR or others);* * *Impact on AAR;* * *Views from advocacy, other legal representatives, family members/carers if appropriate;* * *Recovery and resilience (is there a need for restorative justice).* |
| 1. **Updated Safeguarding Plan:**  * *Positive actions to promote the safety of the adult, and for resolution and recovery from the experience of abuse and neglect;* * *Support measures identified;* * *Risk Assessment (risk management and personalising choice and control);* * *Any issues around consent and information sharing;* * *Review and monitoring arrangements of safeguarding plan;* * *Other actions to be taken to prevent further abuse or neglect by a person or organisation.* |
| 1. **Decision to remain under safeguarding. (If closing, record Case Outcome):**  * *Where deciding outcomes, rationale of judgements* ***must*** *be included;* * *Feedback on outcomes to agencies/individuals to be agreed.* |
| 1. **Agreed distribution of meeting record:**     **Date, time and venue agreed for Safeguarding Review Meeting:** |

|  |  |
| --- | --- |
|  |  |
| Chair: |  |
| Designation: |  |
| Signature: |  |
| Date: |  |
|  |  |