**Safeguarding Adults Strategy Meeting template**

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| **Name of Safeguarding Adult Manager:** |  |
| **Minute Taker:** |  |
| **Name of Adult Concerned/Name of Organisation:** |
| **Date Incid****ent occured:** |  |
| **Summary of Incident:** |
| **Actions to date:*** **Risk remains**
* **Risk reduced**
* **Risk removed**
 |
| **Date of Initial Strategy Meeting:****This meeting will be the first discussions to identify the initial risk assessment and initial actions to respond to the safeguarding incident** |  |
| **Form of strategy meeting:** | * Meeting
* Telephone
* Other (please specify)
 |
| **Date of additional Strategy Meetings****If more than one meeting takes place to plan the response to the safeguarding adult investigation, please record dates here and attach minutes for each meeting.** | *
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| **Services involved/consulted/considered:** | **Date**  | **Time** | **Name of person contacted** |
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| **Summary of discussion:** |
| **Actions identified** | **Responsible Organisation** | **Responsible person** | **Date agreed action will take place** | **Outcome of Action taken** |
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| **Additional Comments:** |
| **No Further Action** |
| **Safeguarding Adult Managers Signature:** |  |
| **Date:** |  |

Electronic copies to be e-mailed to secure e-mail address protectadult@tameside.gov.uk