**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.** |  | | |
| **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:** | | |  | | |

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