

A guide to your safeguarding meetings



About safeguarding meetings

You or someone who knows you has raised concerns about your safety.

Our job is to work with you and make sure you are safe, and then to see if there is anything we can do to make things better for you. This is called safeguarding. We work with the police, health services, housing, voluntary organisations and anyone else who can help to make and keep you safe. We work together and share information to protect you from further abuse. To help us do this, we have safeguarding meetings.

We usually hold safeguarding meetings to find out what the concern is and what we need to do to make things better. We may also need to carry out an enquiry to learn more about the situation. And, sometimes, you may need a safeguarding plan to make sure the concern does not happen again.

Safeguarding meetings are held so that we can all get together in order to:

- Establish the facts
- Hear your views and wishes
- Identify if further action is needed to ensure your safety and wellbeing.

There are two types of safeguarding meeting. The first is to decide if an enquiry is needed and what it should involve.

If an enquiry is needed, this meeting will decide:

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

When the enquiry is finished, we will usually organise a final safeguarding meeting. This meeting is to make sure that everyone knows what has happened.

At safeguarding meetings, we will discuss with you or your representative what has happened and what needs to happen next. We will:

- Establish the facts
- Hear your views and wishes
- Identify if further action is needed to ensure your safety and wellbeing. If we think you are still at risk of abuse, we will talk about what can be done to prevent the abuse.

We record all our actions on our computer system. You can request to see what is recorded if you wish.

Can I attend my safeguarding meetings?

Yes. Always, and you can bring someone with you. That person can be an advocate, a friend, a member of your family, or anyone you choose.

If you do not want to attend or cannot attend, you can choose someone to go on your behalf or we will talk to you before the meeting so your views can be heard.

If you do not attend a meeting, we will always tell you afterwards what was discussed and what will happen next.

We are very careful with personal information, so we will not invite someone to a safeguarding meeting where we have to discuss other people's personal details.

Who else will be at the safeguarding meetings?

Your contact person will always attend this meeting. (Their details are available in the back of this leaflet).

We will invite other people who have useful information or who can help stop the harm. For example, we might invite a police officer if a crime has taken place, or a housing officer if you are concerned about your accommodation.

People attending the safeguarding planning meeting know that everything said is confidential.

At the start of the meeting the chairperson will ask everyone to introduce themselves, and explain why they are at the meeting.

Someone will take notes of the meeting. If you want a copy of these notes, we will send these to you within ten working days.

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. That person can be an advocate, a friend, a member of your family, or anyone you choose. Please tell your contact person who will be coming with you to support you.

If you want support and have no one to ask, your contact person can arrange for you to be supported by an independent advocate.

An independent advocate will:

- Listen to you
- Provide information
- Explain options to you
- Help you reach your own decisions
- Support or represent you. The independent advocate should always support your views whether or not they agree with those views.

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

Yes. Your contact person will talk to you before the meeting so that you can read their report and help you prepare for the meeting. This is so you are confident you understand the contents, conclusions and recommendations of the report.

If some of the information contained in the report is inaccurate, or you disagree with some of it, you should tell your contact person who will make a note of your comments.

How should I prepare for my safeguarding meetings?

It is often useful to think about what you want from the meeting, and who you need at the meeting. You may also want to:

- Read any reports given to you.
- Ask someone from your family, a friend, or your contact person to help you if you don't understand the reports. They can also help you prepare any questions you want to ask. Sometimes reports have jargon in them – don't be afraid to ask what they mean.
- Ask your contact person who else has been invited and why they have been invited.
- Make sure your contact person knows that the meeting place is suitable for your needs.

You can make some notes for yourself to help you remember what you want to say when you go to the meeting. There is some space at the back of this leaflet you can use.

The following people have been invited to your safeguarding planning meeting on _____

Name	Position

The following people have been invited to your final safeguarding meeting on _____

Name	Position

If you have any questions, the contact person for this safeguarding concern is: _____

Phone: _____

Email: _____

Available for contact at these times: _____

Notes: _____
