

PROCESS FOR SAFEGUARDING ADULTS CASE CONFERENCE REFERRALS TO THE CENTRAL SAFEGUARDING TEAM FOR NON INSTITUTIONAL INVESTIGATIONS

1. Safeguarding Adults Alerts Recorded on CF6.
2. Strategy Meeting has taken place.
3. Any immediate protection plan is recorded and carried out.
4. Terms of reference for investigation are recorded in the minutes of the meeting.
5. The chair of the strategy meeting contacts Safeguarding team to notify of expected timescales for completion of the investigation. Initial Contact should be made to the Central Team via the **Safeguarding Adults - Mailbox**.
6. Date for conference is agreed between the Safeguarding adults team and the responsible locality manager. This should aim to be within 5 working days of completion of an investigation
7. Relevant reports and minutes, including investigation summary report and invitation list, are passed to the Safeguarding team no later than 5 working days before the date of case conference.
8. The invitation list must include contact details of attendees including service user and, or advocate. If service user is not to be invited please provide a note of the reasons for this.
9. Consider any special requirements needed to enable the service user to take part in the case conference.
10. Case Conference chairs oversee and ensure compliance with SA procedures and guidance. The responsible manager maintains overall responsibility for investigation, and of the formulation and implementation of the Protection Plan.