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How the Safeguarding Team will manage referrals to chair case conferences.

To be read in conjunction with Process for SA Case Conference Referrals and SA Case Conference Request form and other Safeguarding Policy and Guidance.

Requests to chair conferences should be made by providing the Safeguarding Team with a completed Case Conference Request Form. Advice on safeguarding issues including on whether a case conference should be held can continue to be given by the safeguarding team on the phone - 01392 382339.

The SA team should be informed of preferred date or dates or time scale for the conference using the Case Conference Request Form – (available from the SA team and soon to be on SA web page).

Allocation to an SAO to chair the meeting will be based on availability, experience and capacity

We will try to keep to any preferred dates already identified at strategy meetings as often as possible as we know that rearranging meeting dates affects the quality of service to service users and colleagues, is time consuming and expensive. This will be easier if strategy meetings are able to identify more than one possible date when the key people could attend a case conference at a time when the initial investigation is expected to have been completed.

When to hold a Case Conference

While the Safeguarding Adults Policy and Guidance describes the different functions of a strategy meeting and a case conference, this can sometimes be a grey area. If a strategy meeting has been held and significant progress has been made in the investigation to the point where a long term protection plan can be focussed on, a Case Conference Request Form can be completed to ask for a Safeguarding Adults Officer to chair a Case Conference.

The responsible manager needs to decide when to request that a safeguarding case conference should be held, based on the SA Policy and Guidance and in consultation with the SA Team.