



Safeguarding Protocol for Responding to Serious Concerns about a Service Provided for Adults

Record of Multi-Agency Outcome and Lessons Learned Meeting

- This meeting is held under the guidance provided by the Teeswide Safeguarding Adults Board's protocol for *Responding to Serious Concerns about a Service provided for Adults*.
- The matters raised are **confidential** to the members of the meeting and the agencies that they represent.
- Minutes of the meeting are distributed on the strict understanding that they will be kept confidential and in a secure place. These minutes must not be shared outside the meeting without the agreement of the Chair.

**Please complete all sections of the form in as much detail as possible.
This form must be completed in black ink.**

Name of Service Provider: _____

Meeting Date: _____

Time: _____

Venue:

[illegible]

SECTION 1: PURPOSE OF MEETING**SECTION 2: REVIEW OF MINUTES OF THE REVIEW MEETING****SECTION 3: FINALISATION OF IMPLEMENTATION OF THE MULTI-AGENCY ACTION PLAN / SERVICE IMPROVEMENT PLAN**

Are multi-agency members agreed that the Action Plan / Service Provider Improvement Plan addresses the risks identified and that the *Protocol for Responding to Serious Concerns about a Service for Adults* may be concluded? Yes ☐ No ☐

Note any disagreements:

SECTION 4: IDENTIFICATION OF LESSONS LEARNED

Clarification of information to be shared with Teeswide Safeguarding Adults Board:

- Follow up recommendations
- Follow up Action Plans (including timescales if applicable)
- Multi-Agency issues and considerations

SECTION 5: CONFIRMATION OF WHERE RECORDS OF THE SERIOUS CONCERNS PROTOCOL ARE TO BE HELD

Agree the information to be recorded on individual case files / electronic records

Yes ☐No ☐**SECTION 6: SIGNATURE**

Signed by Chair Person

Date

Copy forwarded to the TSAB Business Unit on: