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| Safeguarding Adults in Enfield January 2019Appendix H to PIOT ProtocolPlanning Meeting or Planning Discussion Minutes Template |

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| **Chair:** |  | **Date:** |  |
| **Start time:** |  | **Finish Time:** |  |
| **Venue:** |  | **Minute taker:** |  |
| **Person in Position of Trust:** |  | **Employer and Role:** |  |

|  |  |
| --- | --- |
| **Present:** |  |
| **Apologies:** |  |
| **Non-Attendees:** |  |
| **Detail of the allegations:** |  |
| **How this is relevant to their employment:** |  |
| **Agree feedback mechanism to the referrer (who, what, when):** |  |
| **Risk Assessment:** |  |
| **Agree support**  **to person in position of trust:** |  |
| **Agree feedback mechanism to the referrer (who, what, when):** |  |
| **Planning the management of the allegation:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actions:** | | **By Whom:** | **By when:** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **Strategy for media enquiries** | |  | | |
| **Next steps/further**  **meetings** | |  | | |
| **A.O. B** | |  | | |

***This record is issued in the belief that it accurately reflects of the meeting. Please contact the chair within 7 working days of receipt to record any inaccuracies or omissions. This record is confidential and is not to be reproduced or copied to others without the chair’s approval.***