**Position of Trust Planning Meeting Agenda Template**

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| **Chair** |  | **Date** |  |
| **Start time** |  | **Finish time** |  |
| **Venue** |  | **Minute Taker** |  |
| **Person in Position of Trust** |  | **Employer and role.** |  |

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| **Confidentiality Statement** |
| Those present are reminded that this meeting is strictly confidential. Discussion s should not be shared outside of the meeting. All agencies should develop procedures to ensure that the minutes are retained in a confidential and appropriately restricted manner. The minutes will aim to reflect that all individuals who are discussed at the meetings should be treated fairly, with respect and without discrimination. All decisions undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to race, gender sexuality and disability.  Minutes of this meeting could be shared as part of criminal, civil or disciplinary proceedings, or as part of investigations concerning whether an individual should be barred from working with children or adults with care and support needs.  If further disclosure is considered to be appropriate, permission must be sought from the Chair.  The minutes should not be photocopied or shared without the agreement of the Chair. |

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| **Purpose of the meeting.** |
| This meeting is held under the BSAB People in Positions of Trust Protocol (2018) to:   * Share information. * Agree actions to be taken, by whom and by when. * Risk assess. |

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| **Agenda** | |
| **1** | Introductions and confidentiality statement. |
| **2** | Detail of the allegations. (To include current and previous allegations, details to whom the allegation relates.) |
| **3** | How this is relevant to their employment with adults with care and support needs. |
| **4** | Relevant information from attendees. |
| **5** | Risk assessment:   * To consider the safety of adult/s concerned. * To consider the safety of other adults or children. |
| **6** | Agree support to person in position of trust. |
| **7** | Agree feedback mechanism to the referrer (who, what, when) |
| **8** | Planning the management of the allegation. |
| **9** | Consider strategy for media enquiries (if relevant.) |
| **10** | Next steps including details of further meetings. |
| **11** | A.O.B. |