

**AGENDA**

1. Introductions/ Purpose/Confidentiality
2. Declarations of Interest
3. Details of Subject of the meeting
4. Subject of the meeting (Name, DOB, Address, Position)
5. Employment Authority/ Agency
6. Setting of alleged abuse/ incident (Address)
7. Victim(s) (Name, DOB, Address)
8. Any cross boundaries issues
9. Any other children to be considered
10. Details of allegation
11. Background Information on Subject if known, including any previous DO referrals
12. Information sharing  
    a) Information from all agencies
13. Conclusions  
    a) brief summary of risks/safety and complicating factors  
    b) Is an outcome able to be recorded at present time?
14. Action plan/ recommendations