

Guidance for staff attending a Strategy Meeting (where an allegation has been made against an adult.)

A professional invited to provide information, in respect of the subject of the allegation or the alleged victim, will help form part of the Strategy group. The checklist is aimed to assist and offer support when invited to a strategy meeting. It is important that attendees are able to participate fully.

	Ask yourself	Yes / No
	Am I able to bring along relevant information?	
	Am I able to action or feedback tasks?	
	Is this person known to my service?	
	Am I familiar with the case notes?	
	Do I feel there may be a conflict of interest ?Do I know the subject personally / work closely with the subject	

	Please bring along (where app.)	Yes/No
1	Name,address,DOB of alleged victim(s)	
2	Name,address,DOB of subject(s)	
3	Chronology of recent events	
4	What you know about the incident	
5	What you know about the victim	
6	What you know about the subject(s) of the allegation	
7	Any record/notes of interviews	
8	Any record/notes of assessments	
9	Historical information about the alleged victim	
10	Historical information about the subject(s) of the allegation	