**Multi-agency meeting notes and actions**

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| --- | --- | --- | --- |
| Name of child/children:  |  | Meeting title:  |  |
| Date:  |  | Note-taker:  |  |
| Attendees: Name | Agency | Email |
|  |  |  |
| Apologies:  |
| Key points of information and discussion to note: *
*
 |
| Decisions: *
*
*
 |
| Are there new safeguarding concerns that require a referral for the child, sibling, peer, parent or carer? Who will make this referral without delay?  |
| Date of next meetings:  |
| Action | Owner | Deadline |
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