**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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