

ASP Case Conference: Chair's Preparation Checklist



Case Review	Task
☐	Review all case documentation (risk assessment, investigation reports, proposed protection plan).
☐	Understand the adult's circumstances, risks, and previous interventions.
Notes:	

Adult's Views	Task
☐	Read any statements or notes from the adult and/or their carers/legal proxies.
☐	Ensure their wishes and needs are central to planning.
Notes:	

Attendance	Task
☐	Confirm all relevant professionals have been invited.
☐	Check advocacy or Appropriate Adult support is arranged if required.
Notes:	

Agenda/Objectives	Task
☐	Prepare a clear agenda with time allocations.
☐	Define key decisions to be made during the meeting.
Notes:	

Accessibility	Task
☐	Confirm venue suitability (privacy, comfort, accessibility).
☐	Arrange interpreters, easy-read materials, or other communication supports.
Notes:	

Confidentiality & Compliance	Task
☐	Review confidentiality protocols and remind attendees of their responsibilities.
☐	Ensure compliance with ASP legislation and local procedures.
Notes:	

Sensitive Discussions	Task
☐	Prepare a clear agenda with time allocations.
☐	Define key decisions to be made during the meeting.
Notes:	