**Safeguarding Adults Review (SAR) Referral Form**

Please read our guidance on [Making a Referral for a Safeguarding Adults Review](https://somersetsafeguardingadults.org.uk/wp-content/uploads/20220324-Making-A-Referral-For-A-Safeguarding-Adults-Review.pdf) **before** completing this form

The Somerset Safeguarding Adults Board SAR Subgroup will consider every referral on the basis of whether it meets the criteria for a SAR before making a recommendation to the Board’s Independent Chair. However, the Subgroup needs as much information as possible in order to make a proportionate recommendation as to how to respond to a case referral, ensuring, if the case is accepted for a review, that that maximum learning is achieved for the Safeguarding Adults Board.

Please complete and send, along with any supporting information/reports to: [ssab@somerset.gov.uk](mailto:ssab@somerset.gov.uk)

1. **Referrer**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Email: |  |
| Telephone number: |  |
| Email address: |  |

1. **Senior Manager Authorisation (where applicable)**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Telephone number: |  |
| Email: |  |
| Date referral authorised: |  |

1. **Adult at Risk and Person(s) Alleged Responsible to have Caused Harm or Neglect**

|  |  |
| --- | --- |
| **Adult at Risk** | |
| Name: |  |
| Date of birth: |  |
| Date of death (where applicable)/ Point of significant incident: |  |
| Address: |  |
| Health (physical): |  |
| Health (mental): |  |

|  |  |
| --- | --- |
| 1. **Person(s) or Organisation(s) Alleged Responsible to have Caused Harm / Neglect** | |
| Name: |  |
| Date of birth: |  |
| Date of death (where applicable): |  |
| Address: |  |
| Health (physical): |  |
| Health (mental): |  |

1. **Please identify any characteristics of the case that you are aware of from your records**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Domestic abuse |  | Alcohol abuse |  | Drug abuse |  |
| Mental health |  | Fabricated illness |  | Forced marriage |  |
| Sexual abuse |  | Section 42 Care Act procedures |  | Sexual/Criminal exploitation |  |
| Emotional abuse |  | Neglect |  | Physical abuse |  |
| Self-neglect |  | Homelessness |  | LGBT issues |  |
| Hidden adults |  | Financial abuse |  | Human trafficking |  |
| Disability |  | Chronic illness |  | Learning difficulties |  |
| Self-harm |  | Suspected suicide |  | Cross border issues |  |
| Abuse by person in position of trust | | |  |  | |
| Other (specify) |  |  | | | |

1. **Referral reason(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Provide a brief summary of what happened – the events and circumstances that led to this referral; include when and where the event happened, and in what context.  **Please do** use plain language that can be understood by those with no prior knowledge of your organisation and provide the meaning of any acronyms you use.  **Please do not** copy and paste extensive information from your agency’s records or case management systems. |  | | |
| How does this case meet the criteria for a Safeguarding Adults Review? Please explain against each of the criterion.  Please refer our guidance on [Making A Referral For A Safeguarding Adults Review](https://somersetsafeguardingadults.org.uk/wp-content/uploads/20220324-Making-A-Referral-For-A-Safeguarding-Adults-Review.pdf)) for more information on the criterion. | Was the individual aged 18 or over at the time at which the events to which this referral relates took place? | | Yes/No |
| Did the matters to which the referral relate take place within the administrative boundaries of Somerset? | | Yes/No |
| Did the adult have care and support needs (as defined by the Care Act 2014 and statutory guidance), or if they had not been assessed can it be reasonably concluded that they did, of the events to which the referral relates? |  | |
| Did the adult experience serious abuse or neglect or die as a result of abuse or neglect? |  | |
| Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult? |  | |
| What learning do you think can be achieved through review of this case? |  | | |
| Please state **all** individuals / organisations with involvement and any relevant contact information to assist with information gathering | *Please include contact names and telephone numbers if known* | | |
| Which organisations / services should particularly achieve this learning? |  | | |
| What other learning / review processes have been followed? Please detail:   * What did they achieve? * How has that learning been disseminated? * What impact has it had? * What additional learning do you expect a SAR to achieve? |  | | |
| Please detail any other relevant information |  | | |

In the event of any queries please refer to the SSAB Information Sharing Agreement which includes the Article 6 and Article 9 conditions permitting data sharing in the context of safeguarding vulnerable adults.

1. **SSAB Decision**

|  |  |  |
| --- | --- | --- |
| **SAR Subgroup** | | |
| Date of recommendation to Independent Chair: | *Insert rational then complete the table below:*  Based on the criteria for a mandatory SAR this is because: | |
| Was the individual aged 18 or over at the time at which the events to which the referral relates took place? |  |
| Did the matters to which the referral relate take place in the SSAB’s area? |  |
| Did the adult have care and support needs (as defined by the Care Act 2014 and statutory guidance), or if they had not been assessed can it be reasonably concluded that they did, at the time of the events to which the referral relates? |  |
| Did the adult experience serious abuse or neglect or die as a result of abuse or neglect? |  |
| Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult? |  |
| Recommendation: | That a mandatory Safeguarding Adults Review **is** commissioned  That a discretionary Safeguarding Adults Review **is** commissioned  That **neither** a mandatory nor discretionary Safeguarding Adults  Review is commissioned | |
| Proposed methodology (where applicable) |  | |
| **SSAB Independent Chair** | | |
| Date recommendation considered: |  | |
| Decision: | That a mandatory Safeguarding Adults Review **is** commissioned  That a discretionary Safeguarding Adults Review **is** commissioned  That **neither** a mandatory nor discretionary Safeguarding Adults  Review is commissioned | |
| Methodology (where applicable) |  | |
| Signature |  | |

**Notification regarding the processing of any personal data supplied on this form**

**Data Controller** – Somerset Council

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – To receive and process referrals for Safeguarding Adult Reviews and to support the identification of learning

**Legal basis for processing** – By Law - The Care Act (2014) provides the legal framework under which SARs are undertaken

**Data Sharing** – the personal data provided will be shared with the Somerset Safeguarding Adults Board SAR Subgroup (comprising of representatives from Avon & Somerset Constabulary, NHS Somerset Clinical Commissioning Group and Somerset Council) and the Independent Chair of the Somerset Safeguarding Adults Board as part of the decision-making process. If a decision is made to undertake a Safeguarding Adults Review, or where it is decided that it would be disproportionate to commission a SAR and that learning from the case should be identified through an alternative mechanism, the information could also be shared with other organisations that are members of the Somerset Safeguarding Adults Board, individuals/organisations involved in the case and independent reviewers/authors appointed to undertake a SAR.

**Transfers abroad** – this data will not be transferred abroad

**Data Retention** – this data will be retained for a period of 7 years after case closure in line with normal retention timescales for the NHS and Adult Social Care records.

**Your Rights** – You have the right to ask Somerset Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** To be used where processing is by law or contract.  You need to put what consequences are if we do not receive the information; such as:If you do not supply this information to us, we will not be able to fulfil the Somerset Safeguarding Adults Board’s legal duties under the Care Act 2014

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)