

## **SSAB Safeguarding Adults Review (SAR) Process**

This outline process is intended as a guide only and follows a ‘traditional’ review process. The appointed Chair of the SAR can agree with the SAB Chair to vary this format where necessary.

|                |                                | <b>Individual SAR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            | <b>Thematic Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Stage 1</b> | <b>Initiating a SAR</b>        | <p>A SAR can be requested by any partner agency, the Coroner or the Secretary of State. All requests to be made in writing.</p> <p>Safeguarding Adults Review referral form completed and sent securely for the attention of the Independent Chair of the SSAB via <a href="mailto:ssab@somerset.gov.uk">ssab@somerset.gov.uk</a></p> <p>A threshold decision will be made within 6 weeks of receipt of the request by the SSAB Chair, with advice from the SAR Subgroup in assessing whether the criteria for a SAR have been met and the potential methodology to be utilised.</p> | <b>Initiating a review</b>                 | <p>A review can be requested by any partner agency, the Coroner or the Secretary of State. All requests to be made in writing.</p> <p>Safeguarding Adults Review referral form completed and sent securely for the attention of the Independent Chair of the SSAB via <a href="mailto:ssab@somerset.gov.uk">ssab@somerset.gov.uk</a></p> <p>A threshold decision will be made within 6 weeks of receipt of the request by the SSAB Chair, with advice from the SAR Subgroup in assessing whether the criteria for a SAR have been met and the potential methodology to be utilised.</p> |
| <b>Stage 2</b> | <b>Preparation for the SAR</b> | <p>SSAB SAR Subgroup to appoint a SAR Author to conduct the review.</p> <p>When the case under consideration involves a death, Coroner to be notified of SAR request and asked to confirm whether there is to be an inquest into the death. Where an inquest is planned, the SAR Subgroup will consider the timing of the SAR.</p>                                                                                                                                                                                                                                                   | <b>Preparation for the Thematic Review</b> | <p>SSAB SAR Subgroup to appoint a Thematic Review Author to conduct the review, appoint a chairperson and email to be sent to the nominated senior manager in all agencies/organisations who are to be invited to participate in the review to identify panel representatives.</p> <p>When the case under consideration involves a death, Coroner to be notified of SAR request</p>                                                                                                                                                                                                     |

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|                |                                            |                                                                                                                                                                                                                                                                                                                                                                                         |                                     | and asked to confirm whether there is to be an inquest into the death. Where an inquest is planned, the SAR Subgroup will consider the timing of the SAR.                                                                                                                                                                                                                                                                                                  |
| <b>Stage 3</b> | <b>Collection of Information</b>           | <p>Standard SAR letter to be sent to the nominated senior manager in all agencies/organisations who are to be invited to participate in the review.</p> <p>Agencies prepare a chronology of involvement (using Appendix 3 as a guide format for this process).</p> <p>Dependent on the nature of the review, organisations may be requested to complete the IMR also at this stage.</p> |                                     | Agencies prepare an outline chronology of involvement (using Appendix 3 as a guide format for this process).                                                                                                                                                                                                                                                                                                                                               |
| <b>Stage 4</b> | <b>Preparation of agency reports (IMR)</b> | If the Author wishes, IMRs are requested at this stage with specific areas to be considered.                                                                                                                                                                                                                                                                                            | <b>1<sup>st</sup> Panel Meeting</b> | <p>Prior to the meeting the Business Manager shares the combined chronology with panel members.</p> <p>Primary purpose of first meeting is to establish in detail the Terms of Reference for the review, including key lines of enquiry for report writers.</p> <p>Agencies decide how to gather evidence. To ensure appropriate representations, SAR panel agree the attendance at future learning events for both senior managers and practitioners.</p> |

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| <b>Stage 5</b> | <b>Learning Event</b>                                            | <p>Learning event participants receive and discuss the report.</p> <p>Key findings identified and participants start to formulate recommendations.</p>                                                                                                                                                                  | <b>Preparation of agency reports (IMR)</b>                       | Panel members coordinate, gather and evaluate evidence and prepare a report, using Appendix 4 as a guide format for this process.                                                                                                                         |
| <b>Stage 6</b> | <b>Preparing the Report</b>                                      | SAR Reviewer drafts report and recommendations.                                                                                                                                                                                                                                                                         | <b>2<sup>nd</sup> Panel Meeting</b>                              | <p>Panel receives and discuss the report.</p> <p>Agree the format of the learning event for both senior managers and practitioners.</p>                                                                                                                   |
| <b>Stage 7</b> | <b>Review of SAR Report</b>                                      | Agreement of the report and an executive summary (where required) for publication.                                                                                                                                                                                                                                      | <b>Learning Event</b>                                            | <p>Key findings identified and start to formulate recommendations.</p> <p>Identify what changes there have been since the period of the SAR and how learning has been embedded.</p>                                                                       |
| <b>Stage 8</b> | <b>SAB Meeting to receive and approve report and action plan</b> | <p>SAR Reviewer to formally present the work of the review and recommend its acceptance by the Board; SAR Reviewer to address any questions raised by SSAB members.</p> <p>SSAB to agree plan for publication and implementation, including plans for disseminating learning amongst their contacts as appropriate.</p> | <b>Preparing the Report</b>                                      | SAR Reviewer drafts report and recommendations.                                                                                                                                                                                                           |
| <b>Stage 9</b> | <b>Publication of the report and action plan</b>                 | <p>Published (in full or as an Executive Summary) with the Press release and Practice Briefing on SSAB website with links on partner organisations websites.</p> <p>Copies sent by SSAB to senior members of all agencies or organisations who participated in</p>                                                      | <b>SAB Meeting to receive and approve report and action plan</b> | <p>SAR Reviewer to formally present the work of the review and recommend its acceptance by the Board; SAR Reviewer to address any questions raised by SSAB members.</p> <p>SSAB to agree plan for publication and implementation, including plans for</p> |

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|                 |                                              | the review or are responsible for implementing parts of the action plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  | disseminating learning amongst their contacts as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Stage 10</b> | <b>Implementation of the SAR Action Plan</b> | <p>Once action plan accepted by the SSAB, responsibility for monitoring its implementation is handed to its Learning and Development Subgroup who will monitor agency progress reports at each subgroup meeting. Chair of the subgroup to alert SSAB Chair to any implementation delays or issues; SAB chair will decide how to address these.</p> <p>Learning and Development Subgroup to produce a summary of progress on the implementation of all SAR Action Plans to be included in the published annual report.</p> <p><i>SSAB to include the findings of any SAR in its Annual Report and outline what actions it has taken/it intends to take, in relation to them.</i></p> | <b>Publication of the report and action plan</b> | <p>Published (in full or as an Executive Summary) with the Press release and Practice Briefing on SSAB website with links on partner organisations websites.</p> <p>Copies sent by SSAB to senior members of all agencies or organisations who participated in the review or are responsible for implementing parts of the action plan.</p>                                                                                                                                                                               |
| <b>Stage 11</b> |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Implementation of the SAR Action Plan</b>     | <p>Once action plan accepted by the SSAB, responsibility for monitoring its implementation is handed to its Learning and Development Subgroup who will monitor agency progress reports at each subgroup meeting. Chair of the subgroup to alert SSAB Chair to any implementation delays or issues; SAB chair will decide how to address these.</p> <p>Learning and Development Subgroup to produce a summary of progress on the implementation of all SAR Action Plans to be included in the published annual report.</p> |

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|  |  |  |  | <i>SSAB to include the findings of any SAR in its Annual Report and outline what actions it has taken/it intends to take, in relation to them.</i> |
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