

Safeguarding Adult Review (SAR) Information Request

What is the purpose of a SAR?

The Care Act 2014 states that Safeguarding Adults Boards must arrange a Safeguarding Adults Review (SAR) when an adult in its area dies as a result of, or is thought to have suffered, abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.

The purpose of the SAR is to promote effective learning and improve action to prevent future deaths or serious harm occurring again. The aim is that lessons can be learned from the case and the way agencies work together improved. It is **not** to re-investigate an incident, nor is it to apportion blame - other processes exist for such investigations including, where appropriate to the circumstances of a case, criminal proceedings and disciplinary procedures. However, that does not mean that a review should not highlight areas where practice was not as good as it could or should be – in fact it is essential that this happens in order to effectively identify learning.

Your role

Your organisation has been identified as potentially having had contact with the adult(s) below. Please could you:

1. Check your organisation's records to see if you have had contact with [insert details and timescale of focus]
2. Complete:
 - The template below for **and, if your organisation has had contact**
 - The SSAB chronology template (Appendix 4 of the SSAB learning and Improvement Policy) that is available here:
<https://ssab.safeguardingsomerset.org.uk/information/policies-and-procedures/>
3. Keep your organisation's submission in relation to this case separate from the case records/files
4. Return both templates by [insert date – usually 28 calendar days from date sent]

If your organisation does not have a record of involvement:

- Respond by [insert date – usually 14 calendar days from date sent] stating that your organisation did not have any involvement. If your organisation did have contact, but it was outside the timescale specified please state this in your response.

All responses should be sent to ssab@somerset.gov.uk with [insert details] in the subject line

If you have any questions or queries about the completion of the information request template please contact:

Name: [Insert Name]

Phone: [Insert Name]

Email: [Insert Email]

Safeguarding Adult Review (SAR) Information Request Template

Name of individual

Please state the name of the individual you are completing this form in relation to

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Your details

Name of organisation	
Name and job title of person completing the chronology	
Contact details (address; phone; email)	
Date of submission	
Name and contact details of the organisational lead for further contact in relation to this review (if different)	

Declaration of contact

Has the organisation named above had contact with **[insert details]**?

Yes / No

If you have answered No, you do not need to complete further sections and should return the form to the SSAB Business Manager <mailto:emma.biskupski@rbkc.gov.uk>

If you have answered Yes, please complete the remainder of this form.

Information for the time period under review (narrative summary)

Please summarise in a paragraph or two, how your organisation has been involved with **[insert details]** during the time period under consideration. Give a brief description of the nature and frequency of your involvement.

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Historical context of organisational information (narrative summary)

If your organisation had involvement with **[insert details]** before the period under review, please summarise it here, in a paragraph or two.

If you believe that there were significant events outside of the time period under consideration please state this clearly.

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Summary of reflections on your organisation's practice

<p>Please provide an overall view on what was good and where there were problems, in the organisational activity reviewed, highlighting any key issues</p>	
<p>Please identify any areas for concern as to the way in which partners have worked together to safeguard the individuals (s) and any contributory factors</p>	
<p>What do you consider to be the main wider systems issues that were at play in this case? Are there any underlying causes that need to be tackled to enable improved practice in the future?</p>	
<p>Any other issues, factors or information to note?</p>	

Anything other information

<p>Please include any further relevant information that you wish to bring to the attention of the Somerset Safeguarding Adults Board in relation to this information request.</p>

Please submit completed form to: SSAB@somerset.gov.uk