



Safeguarding Adults Review (SAR)

[Insert Name(s)] - Terms of Reference

1. Introduction

These Terms of Reference describe the scope of work for an **[Independent Reviewer or Local Chair from an organisation with no material involvement if the SSAB LLR is used]** who will be commissioned by the Somerset Safeguarding Adults Board (SSAB) to explore **[insert details reason for SAR]**.

The SAR will not seek to re-investigate or apportion blame. Its **primary function is to draw together the critical learning and consider what the relevant agencies and individuals involved in the case might have done differently that could have prevented harm**. This is so that lessons can be learned from the case and those *lessons applied to future* cases to prevent similar harm occurring again.

2. Background

[Insert summary of facts known to date].

3. About this process

Organisations participating in the process (see section 8) will be expected to provide an Internal Management Review and chronology of the events, along with any other information requested that is relevant to **[insert name(s)]** case. They will also be expected to participate in at least one multi-disciplinary meeting to identify learning for the Somerset system, the outcomes of which will be combined with the evidence received into a Safeguarding Adults Review. Dependent on the sensitivities of the review, it will be published on the Board's website, or an anonymised practice briefing will be published based on the contents of the review.

4. Scope

The SAR will seek to consider and address the following:

- What is the perspective of **[insert details of the individual(s) and/or their family/friends/advocate]** on **[insert details of the reason for the SAR]**; including:
 - **[insert new bullet point for each area]**
- Evidence in chronologies, learning identified by individual organisations through Internal Management Reviews, and remote meetings organised as part of the SAR process, within the following themes:
 - Understanding of the person: **[describe areas of focus within this theme, adding sub-bullet points if required]**
 - Actions Taken: **[describe areas of focus within this theme, adding sub-bullet points if required]**
 - Communication: **[describe areas of focus within this theme, adding sub-bullet points if required]**
- Appropriate Services/Support: **[describe areas of focus within this theme, adding sub-bullet points if required]**

- Risk Assessment: [describe areas of focus within this theme, adding sub-bullet points if required]
- Impact of protected characteristics: Consideration of how race, culture, ethnicity and other protected characteristics as codified by the Equality Act 2010 may have impacted on case management.
- Good Practice: Is there any good practice to highlight?
- Key Issues: What were the key issues in communication, information sharing, risk management or service delivery that impacted on this case?
- Lessons and Learning: What are the main issues (lessons) identified for the way in which organisations work to safeguard and promote the welfare of people who [insert details of type of abuse and/or neglect]

The time period covered will be a period of [insert details], but organisations may also include historical information to provide context where they feel that this is relevant.

The process will include at least one [multi-disciplinary] meeting to consider the information from the case and agree learning that all organisations will be expected to be represented at. Further meetings may then be arranged if it is agreed that they are necessary to conclude the process.

Commented [NG1]: should we specify that this should be a learning event

It will also include a learning event within the SAR process to identify findings and recommendations. The aim of a Learning Event is to explore practitioners' experiences during the period agreed for the scope of the review. One of the key aims is to focus on why those involved acted in a certain way at the time of events and will include analysis of significant events, what happened, why and what has changed.

Participants in multi-disciplinary meeting(s) will:

- Provide an Internal Management Review and chronology in the requested formats no less than 21 calendar days in advance of the meeting date.
- Provide any other information requested within [14 calendar days] of the request being made.
- Be able to state what would be the usual expectation of their service in relation to the issues being discussed.
- Be able to identify any recommendations relevant to their own service
- Ensure that the content of the any reports that they reference, including any recommendations made in relation to their organisation, have been reviewed and approved by a person with an appropriate level of decision making responsibly.
- Ensure focus on the learning [insert details reason for SAR].
- Come prepared to contribute to the process, having read papers circulated with these Terms of Reference and agenda, and have familiarised themselves with their/their organisations involvement.
- Support the Independent Reviewer to produce a draft report summarising the relevant events leading up to [insert details reason for SAR], learning points and any recommendations for action.
- Identify learning for the local system from this case.

Commented [NG2]: is this a realistic timeline? ASC request 6 weeks

Commented [NG3R2]: Suggest 28 days

The SSAB will:

- Request that the organisations involved provide information to support the learning process in the form of an Internal Management Review and chronology no less than 21 days before the Microsoft Teams meeting to enable it to be collated and shared with the participants in order to give them sufficient time to consider it in advance of the meeting.

- Circulate a combined chronology and copies of Internal Management Reviews no less than 14 calendar days in advance of the meeting.
- Ensure the Independent Reviewer produces a draft report summarising the relevant events leading up to [insert details reason for SAR], learning points and any recommendations for action
- Circulate a draft report to all organisations involved in the process, allowing a 14-day timescale to reply and comment
- Once the content of the draft report has been agreed as factually accurate by the attendees of the meeting, the SSAB will share a copy with the SSAB Board Member for each organisation and the organisations representative at the meeting for final sign off of factual accuracy. Where not a SSAB Board member the attendees will be expected to share the draft with an appropriate senior manager from their own organisation to seek their feedback and sign-off.

The aim of the review is to draw together critical learning which identifies any systemic issues, learns lessons for the future and identifies any necessary action.

The review will commence as soon as practicable once an Independent Reviewer has been identified and should conclude within a maximum of 6 months from this date, excluding the SSAB's sign-off and publication process.

5. The Review Report

The review report must:

- Be limited to 10,000* words [plus 5,000 words for each additional individual involved in the SAR]
- Include an outline of the case, including information about [insert name(s)] as a person. While this should include information from [insert name(s) and/or family/friends/advocate involved in the review], it should also consider other information that would give the report a sense of how [the individual(s)] felt/were consulted/listened to etc.
- Include a summary of the key events. This must not exceed 40% of the wordcount
- Focus on the analysis and findings and only provide a summary narrative of the key events of importance to these, not the entire case history which should be summarised as above. This must not be less than 60% of the above wordcount. The analysis should consider, where applicable from the evidence emerging from the Review:
 - Whether [insert name(s) and/or family/friends/advocate involved in the review], were listened to and responded to as individuals
 - The quality of safeguarding practice
 - The quality of supervision
 - Any relevant policies & procedures
 - Communication/sharing of information between agencies
 - Any evidence of escalation where there were professional differences
 - Professional curiosity
 - Any relevant previous review/audit relating to the circumstances of the review
 - Learning identified through the multi-disciplinary meeting(s) (see section 4, above)
- Recommendations for action. These must be worded so that they are Specific, Measurable, Achievable, Relevant and Timebound (SMART), and be formulated through discussion with the organisational representatives participating in the review process and the SSAB's SAR subgroup to ensure they are focused and achievable. They should be constructed so that they are clear and unambiguous, avoiding covering multiple actions** or themes within a single recommendation. Where there are a

number of recommendations covering a similar action or theme these should be clustered together under a subsection heading.

- An appendix containing a reflective analysis of the approach used to undertake the SAR.
- A separate Practice Briefing of no more than two sides of A4 paper, in addition to a single cover sheet, that draws together the key themes and recommendations to be used by organisations when undertaking training. A template will be provided for this.

* Excluding executive summaries, introductory text describing the purpose and process of a SAR, recommendations and any appendices.

** For the avoidance of doubt a single recommendation for multiple organisations should be written as single recommendation.

All reports, including drafts, must be provided to the SSAB in an editable format that is compatible with Microsoft Word. While the SSAB will not make any material changes to the final report without consultation with the author, it must be able to add comments as tracked changes as part of its factual accuracy checking process and edit all reports should it need to, for example to format in the Board's house style.

The text of the reports should explicitly identify:

- **[insert name(s)]** demographic information
- The types of abuse and neglect that **[insert name(s)]** experienced

The Independent Reviewer will be required to formally present their findings to the Somerset Safeguarding Adults Board once completed, and to support a future Learning Event as part of their work with the partnership.

6. Lead Reviewer

To be identified

7. Involvement of **[insert name(s) and/or family/friends/advocate as appropriate]**

[Insert details of outcome of invitation to be involved in review process]

8. Multidisciplinary Review Process Participants

The Review process should be informed by both **[insert name(s) and/or family/friends/advocate as appropriate]** and practitioners who had been directly involved in the case, and supported by local key managers and officers who can provide operational and strategic knowledge. The organisations and individuals that have been identified with an involvement are:

Involved Agencies [List in this table]

In undertaking reviews, Somerset's Safeguarding Adults Board expects that:

- Individuals or, where they are unable to do so their families will be invited to contribute to reviews. They should understand how they are going to be involved and their expectations should be managed appropriately and sensitively.
- There is a culture of continuous learning and improvement across the organisations that work together to safeguard and promote the wellbeing and empowerment of adults, identifying opportunities to draw on what works and promote good practice.
- The approach taken to reviews will be proportionate according to the scale and level of the complexity of the issues being examined.

- Reviews of serious cases will be led by individuals who are independent of the case under review and of the organisations whose actions are being reviewed.
- Professionals will be involved fully in reviews and invited to contribute their perspectives without fear of being blamed for actions they took in good faith.