

Safeguarding Adults Review (SAR) Overview Report Guidance

The SAR overview report is written by the Panel chair.

Its purpose is to summarise the key issues from the referred case, identify the findings arising from the agency reviews and the subsequent discussion during the second panel meeting and to propose a set of recommendations from which the agencies will propose actions.

The report should include the following:

- 1) An executive summary which will be used for publication
- 2) A brief outline of the referred case
- 3) An analysis of the key themes arising from the panel discussions
- 4) A list of agreed findings of fact
- 5) A set of recommendations for action.

The report is considered in draft form during the third panel meeting and amended as needed. The agreed version of the report is then submitted to the SAB with the proposed action plan.

SAR Recommendations

- **Effective recommendations need to result in achievable actions. Such actions need to contribute to enhancing the safety of vulnerable adults and therefore should be well targeted.**
- **The number of recommendations for changes in practice, procedures, guidance etc should be kept to a minimum in order to ensure their effectiveness.**
- **It is essential that all recommendations are proportionate to the findings upon which they are based.**
- **All recommendations proposed must be derived from and be explicitly linked to evidence accepted by the review as summarised in one or more of the findings.**
- **Not all findings need to result in a recommendation.**
- **Consideration needs to be given to the scope of any recommendations. Some will have only local e.g. single service implications. Others may require formal representation to national bodies to government.**
- **The framing of recommendations needs to bear in mind what the desired outcomes will be from effective implementation.**