

Safeguarding Adult Review (SAR) Process

Referral and rapid review

Agency submits SAR Referral Form to DSPP@dudley.gov.uk

Referral considered by Business Manager and identified lead from Police, ICB and Adult Safeguarding to check referral meets criteria for scoping

Referral and referral decision shared with independent chair for approval.

Within 2 working days of referral

Initial Scoping and Information Sharing Template sent to all relevant agencies

Date set for Rapid Review Meeting

(This could be a standing group responsible for overseeing learning from serious incidents or an extraordinary meeting to undertake the Rapid Review)

Within **5 working days** of referral

Completed Initial Scoping and Information Sharing Template returned by agencies and then shared with those attending the Rapid Review meeting along with the Referral Form and any LA notification

Rapid Review Meeting

- Reviews the facts about the case presented in the documentation
- Agrees any immediate action
- Considers the case against the criteria for Safeguarding Adult Reviews
- Decides whether a practice review or other learning review should take place
- Completes the Rapid Review Template and agrees the recommendation
- If a local review is to be progressed, agrees terms of reference (or when and by whom these will be progressed).

and 13 working days of receiving the referral

Between 7

Within 2 **days** of the Rapid Review meeting

Rapid Review Template sent to DSPP Independent Chair for consideration and approval

Agencies (including the agency who made the referral) are informed of the outcome of the Rapid Review

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Referrals not progressed

Possible outcomes for referrals deemed not to meet criteria for a rapid review:

- Referral returned to sender and additional information requested
- Referral returned to sender to recommend an alternative review process e.g. S42/DHR
- Referral not appropriate, returned to sender with explanation

Decisions will always be discussed further if required and partners may re-submit the referral if more information becomes available.

Review

Review Types

- Safeguarding Adult Review (SAR) undertaken by an independent author. These should be completed within 6 months once started.
- SAR undertaken by someone independent within the Partnership. These should be completed within 6 months.
- Local Learning Review: If the Rapid Review feels a SAR is not necessary but there is still learning to consider this could be accomplished by a tabletop review, MACFA or any other review method. The Learning and Improvement Sub Group to identify appropriate review method and reviewer. Timescale for completion is 6 months.
- Learning Already Identified: If learning has already been identified through the Rapid Review process, a further review may not be necessary. The learning may be written up, presented and shared as appropriate.

Reviews not progressed

Following the Rapid Review if it is agreed that a referral will not be progressed DSPP will

- Notify referring agency of outcome
- Share any learning identified during rapid review process across the partnership

Sign off and publication

Stage 1 sign off - Versions of the draft report should be quality assured by the SAR Panel at various stages of the review, as a minimum the report should be considered after practitioner engagement, after individual/family engagement and before the final draft is submitted to the Learning and Improvement Sub Group.

Stage 2 sign off - The final draft report is shared with the Learning and Improvement Sub Group for review and comment. This may be done in a meeting or by email. The report may be amended after this stage if necessary.

Stage 3 sign off – The completed report is presented by the author/Independent Reviewer to the Dudley Safeguarding Adult Board for approval. This should be done at a meeting (in person or virtual). The report may be amended after this stage if necessary.

Stage 4 approval to publish – After all amendments are made the report should be shared by the DSPP Business Manager with the DSPP Executive Group for final oversight and approval to publish.

Publication timescales

Once approved for publication agencies involved should be given 4 weeks to brief practitioners involved of the agreed publication date.

The local authority Communications Team should be provided a final copy of the report to enable them to liaise with partners Communications Teams.

If not already aware (and they have agreed to engagement) the individual/family should be notified of the planned publication date.