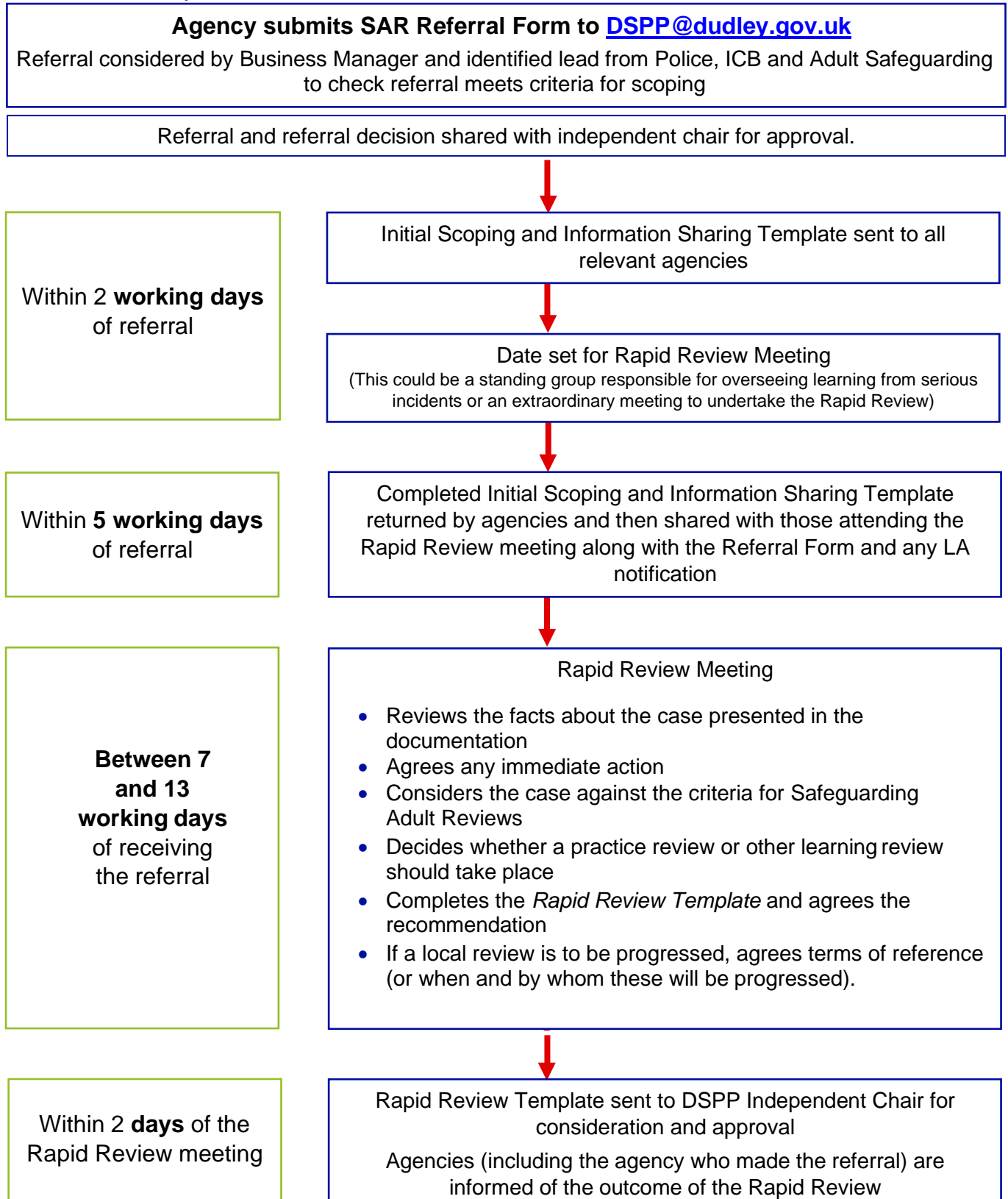


## Safeguarding Adult Review (SAR) Process

### Referral and rapid review



Document	DSPP SAR Process	Author	DSPP Business Unit
Version Control	V2 May 2023		

## 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.