

This document should be used as a point of reference to support completion of the West Midlands Regional SAR Referral Form

Safeguarding Adult Review (SAR) Referral Form and Decision Record



This form should be completed to make a SAR referral and forwarded to the relevant Safeguarding Adults Board

Which Board do you want to refer to? Dudley

The responsible Safeguarding Adults Board will consider every referral on the basis of whether it meets the Safeguarding Adults Review criteria as stipulated in section 44 of the Care Act 2014 which states:

- (1) A Safeguarding Adult Board (SAB) must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if:
 - a) There is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguarding the adult

And

 - b) Either of the following conditions are met –
- (2) Condition 1 is met if –
 - a) The adult has died, **and**
 - b) The SAB knows or suspects that the death resulted from abuse or neglect (whether or not it know about or suspected the abuse or neglect before the adult died)
- (3) Condition 2 is met if –
 - a) The adult is still alive, **and**
 - b) The SAB knows or suspects that the adult has experienced serious abuse or neglect.

Further information about Safeguarding Adult Reviews can be found within the local Safeguarding Adults Board protocol and supporting documents.

A SAR will not blame any organisation or person for something that has not worked well. It is not an alternative to a complaint. The SAR process looks at whether any lessons can be learned about the way organisations worked together to support and protect the person who died or suffered harm.

How can I refer a case for review?

- Any professional can make a referral. If you know of a case that meets the SAR criteria then you should first discuss a possible referral with the safeguarding lead for your organisation.
- If, as a member of the public, you wish to make a referral you should contact your local Safeguarding Adult Board (SAB) so that local arrangements can be discussed.
- Cases that have the potential for a SAR and notification of any single agency reviews should be referred immediately.
- Referrals should be quality assured and authorised by your agencies Safeguarding Lead or a Senior Manager prior to submission.
- All referrals must be submitted securely. Please contact the local SAB to discuss as required.
- Referrals will be considered for a review and the referrer informed of the outcome.

Please remember that Dudley Safeguarding People Partnership do not have access to any agencies files or case notes, therefore our decision against referral criteria is based solely on the detail you provide in your referral.

Section 1 – TO BE COMPLETED BY THE REFERRING AGENCY

Please complete all sections and include as much information as possible to ensure that the decision making process is robust and proportionate.

This document contains sensitive personal data so please ensure your email is secure or encrypted.

1. Details of person making referral	
Name	<i>Full Name</i>
Position/relation	<i>Title / Role</i>
Agency	<i>Full agency name and department if relevant</i>
Address	<i>Address</i>
Phone Number	<i>Direct contact number</i>
E-mail	<i>Email</i>

2. Details of the person being referred	
Name	
Date of birth	
Date of death (if applicable) Inquest date (if known)	
Gender	
Ethnicity	
Address	
Details of significant others/next of kin	<i>Include name, date of birth, address and contact details if known.</i>

3. Notification of other reviews being undertaken	
<i>In this section ensure you advise of any other review completed/started – where possible include a copy of completed reviews and learning identified.</i>	
<input type="checkbox"/>	Domestic Homicide Review (DHR)
<input type="checkbox"/>	Multi Agency Public Protection Arrangements (MAPPA) review
<input type="checkbox"/>	Root Cause Analysis (RCA)
<input type="checkbox"/>	Child Safeguarding Practice Review
<input type="checkbox"/>	Learning Disabilities Mortality LeDeR Review
<input type="checkbox"/>	Coroners inquest
<input type="checkbox"/>	Other
Date review commenced:	

Date review completed:

Please provide details including recommendations where known:

4. Please provide a brief summary of the case and the circumstances that led to the referral including any practice issues identified.

This should be an analysis of the case records, not a chronology. Include a summary of concerns and circumstances known. The following details must be included:

- *victim*
- *the care and support needs*
- *living situation*
- *location of the abuse/incident*
- *type of abuse/safeguarding issue*
- *who the source of risk is/was*

To enable DSPP to review the referral effectively please:

- *do not use abbreviations for agency specific teams/terminology etc*
- *where possible explain any complex medical terminology*
- *refrain from using professionals names in the referral, instead use their role/title/agency*

5. What immediate steps have been taken to safeguard the adult (or other adults)?

Include any measures put in place to support/safeguard the individual. If there are any other vulnerable adults or dependents involved please also advise what has been done to support/safeguard them.

6. Please outline the factors that suggest the SAR criteria are met:

Please refer to the front page of this referral form and include in detail how you feel the circumstances meet the criteria for a Safeguarding Adults Review **responding fully to each separate criteria.**

For the circumstances to meet the criteria there must be concerns about how separate agencies **worked together.**

a) The adult has care and support needs – Specify below:

SAR Criteria is listed on the first page of the referral template. It is essential to outline why this case meets criteria for it to be considered.

Refer to DSPP resources and discuss with your line manager/agencies safeguarding lead

- [Making Good SAR Referrals Guidance](#)
- [SAR Checklist](#)

b) There is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult. Specify below:

*Supporting Information to include in what way agencies did not work together which led to the abuse.
Include gaps in practice and any missed opportunities for partnership working to safeguard the individual. This process is not about appointing blame, a SAR is a multi-agency review to identify lessons that can be learnt from how professionals and their agencies work together.*

c) The adult has died (suspected to be resulting from abuse or neglect). Specify below:

*Supporting information to include what the abuse and neglect consisted of:
Detail how the known/suspected abuse or neglect has contributed to the adults death.
Include cause of death or coroners verdict if known.*

d) The adult is still alive and suspected to have experienced abuse or neglect:

*Supporting information to include what the abuse and neglect has consisted of:
Detail evidence of suspected abuse or neglect to meet SAR criteria.*

7. Please list the agencies/service providers known to be involved in this case. i.e. GP, voluntary sector and other support services

In this section provide details of agencies/departments known to be involved. This provides us with an idea of the number of partner agencies involved and who to contact for scoping information should we progress to a rapid review.

8. Please provide any additional information you feel is relevant.

*In this section provide any other information you feel pertinent to this referral – e.g. an outline of historical safeguarding concerns.
If there are any vulnerable dependents please ensure this is referenced here and that appropriate agencies have been advised.*

The Safeguarding Lead for your agency should sign below to confirm that they are in agreement for this referral to be made to the SAB.

9. Please account for any delay in the referral being submitted.

*If there has been a significant delay between the adult's death and submission of the SAR referral please advise the reason here. For example, this could be due to the completion of another enquiry/review before being submitted for consideration of a SAR.
This is important to help the DSPP consider if any learning gained by further review of the case would still be relevant.*

*The referral **must** be checked and authorised by a Senior Manager/Designated Safeguarding Lead before being submitted to DSPP. Any referral submitted without this will be returned immediately.*

Signed:.....

Print name:.....

Senior Manager/Designated Safeguarding Lead/SAB Member

Date Authorised:

Reason for referral without authorisation (if applicable): *In the absence of the Senior Manager/Designated Safeguarding Lead the referral should be reviewed by another manager where possible.*

Once Section 1 is complete and authorised it should be submitted to DSPP@dudley.gov.uk

The rest of the template is for completion by the DSPP Business Unit.

**Section 2
TO BE COMPLETED ON BEHALF OF THE SAFEGUARDING
ADULTS BOARD**

1 Record of where a Request does not meet a SAR criteria and is being closed without scoping

Date	Decision made by	Decision/comments
<u>Expands to fit</u>	<u>Expands to fit</u>	<u>Expands to fit</u>

2 SAR referral being progressed for scoping, record of Discussion/s at the Scoping Meeting

Date	Discussion (including consideration of the factors highlighted for consideration within the Quality Markers)	Decision
<u>Expands to fit</u>	<u>Expands to fit</u>	<u>Expands to fit</u>

All attendees at the scoping meeting	
Name	Title & Organisation

Agencies who have not responded to the request for information and action taken:

After reviewing the information from all involved agencies it is recommended that this case:		
i	Meets the criteria for a SAR under S44 (1) and (2) or (3) of The Care Act 2014	
ii	Meets the criteria for a SAR under S44 (4) The Care Act 2014	
iii	Does not meet the criteria for a SAR under S44 The Care Act 2014	

Recommendation to SAB Chair

It is recommended/not recommended that this case is subject to a SAR for the following reasons (include rationale for recommendation and consideration of MSP, information on key areas of enquiry, methodology and timeframe):

If the case does not meet the criteria for a SAR and another review process has been agreed, please give details below:

Please account for any delay in decision making:

Signed:

Scoping Meeting Chair

Date:

SAB Chair Decision

Signed:

Date:

Useful links:

Regional guidance

Local guidance