

# North Somerset Safeguarding Adult Board



## Multi-agency Safeguarding adults review (SAR) protocol

This is an approved North Somerset Safeguarding Adult Board document and should not be edited in any way

<b>Reference Number:</b> NSSAB003
<b>Target Audience:</b> Multi-agency
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### Introduction:

The purpose of SARs is described in The Care Act 2014 statutory guidance as to 'promote effective learning and improvement action to prevent future deaths or serious harm occurring again'.

This document sets out the procedure and maximum timescales that will be followed by the North Somerset Safeguarding Adults Board in the event that an adult with care and support needs is considered to have experienced serious neglect or abuse or to have been at risk from such had agencies not intervened.

### Stage 1: Requesting a SAR

(1.1) A SAR should be considered if;

- An adult with care and supports needs (whether the adult was in receipt of services or not) has experienced or may have experienced serious neglect or abuse that has either led to permanent emotional or physical harm, death or would have experienced such if not for intervention.

OR

- Where there are multiple victims
- Where the abuse occurred in an institutional setting
- A culture of abuse was identified as a factor through investigations such as a Safeguarding Adults Enquiry

## **AND**

There is concern that partner agencies could have worked more effectively to protect the adult.

Any partner agency can request that North Somerset Safeguarding Adults Board gives consideration to carrying out a SAR when the above concerns exist.

### **(1.2) (Week 1/26)**

Requesting a SAR

A SAR request should be submitted to the North Somerset Safeguarding Adults Board manager using the template in Appendix 2.

The Safeguarding Adults Board manager will notify the independent chair and director of people and communities

### **Stage 2: Decision making (Weeks 2-4/26)**

#### **(2.1) SAR Panel;**

The SAR panel will be comprised of the safeguarding adults board manager, independent chairperson and key partners (Police, Health, NSC) and any other partners deemed relevant to the case

**(2.2)** Further information from partners will need to be gathered in order that the key points for consideration can be fully examined at this stage.

**(2.3)** Partner agencies include but are not restricted to;

- Housing providers
- All health providers and commissioners
- Coroner's Office
- Care and support providers
- Case-holding teams/health and social care teams that have been involved with the adult
- Safeguarding Adults Team
- Emergency services
- IPCC
- Other non-health and social care support providers (E.g. Trading Standards, Citizen's Advice)

**(2.4)** Points for panel's consideration:

- Has the adult at risk died as a result of known or suspected abuse or neglect?
- Does the panel know or suspect that serious abuse or neglect has occurred?

- May the adult have died or suffered permanent physical or emotional harm, reduced capacity or quality of life if not for intervention? (Serious Abuse)
- The adult who is the subject of any SAR need not have been in receipt of care and support services for the SAB to arrange a review in relation to them.
- SABs have the discretion to arrange for a SAR in any other situations involving an adult in its area with needs for care and support.
- Whether known or suspected, is there concern that partner agencies could have worked more effectively to protect the adult?
- Is there joint learning to be taken from the case (could partner agencies have worked more effectively to protect the adult)?
- Legal opinion.

**(2.5)** Panel recommendation made to chair and deputy chair including;

- Type of review recommended (SAR/Lessons learned/Single Agency review)
- Consider different models (\*1)
- Documented rationale for the decision
- Recommended Terms of Reference for the review
- Proposed outcomes

**(2.6)** Agencies should be asked to secure files at this stage

**(2.7)** Chair's decision;

- Made jointly between chair and deputy chair with a documented rationale
- Draft ToR agreed (Awaiting family input) – include reference to the six safeguarding principles
- Further outcomes agreed – focus on learning and safeguarding principles
- Identify co-ordinator/Author/criteria required
- Model/Approach agreed

**(2.8)** Actions;

- Notify relevant regulators of decision
- Inform referrer
- Inform director
- Inform board members

### **Stage 3: Involvement of family and adult at risk**

**(3.1)** Most appropriate person\* to seek desired outcomes from family and incorporate into Terms of Reference.

**(3.2)** Discussions to include;

- Terms of Reference

- Confidentiality and anonymity
- Potential for media coverage
- Publication of review documentation
- Frank discussion about achievability of outcomes (if necessary)
- Timescales
- Plans for review and further family involvement

**(3.3)** Most appropriate person\* advises the family of the board's decision.

\*The most appropriate person to liaise with the family or other representatives of the adult at risk should be decided on a case by case basis.

#### **Stage 4: The SAR Process (Weeks 7-20/26)**

- Author/Co-ordinator appointed
- Relevant agencies identified and participation clarified
- Publication and potential media attention made explicit to stakeholders
- Publication date set
- Engagement with relevant parties
- Draft report completed
- Learning points identified and SMART action plan developed
- Review model proposed

#### **Stage 5: Ratification and Publication (Weeks 21-26)**

- Draft report and action plan approved by panel
- Consultation with family
- Multi-agency ownership of the action plan – details disseminated
- Lead agency and worker identified to take ownership of the review process
- Timescales for review agreed
- Placed on agenda for next board meeting
- Final report and SMART action plan published on the NSSAB Website
- Final report and SMART action plan shared with relevant regulators
- Summary and action plan included in the NSSAB Annual Report

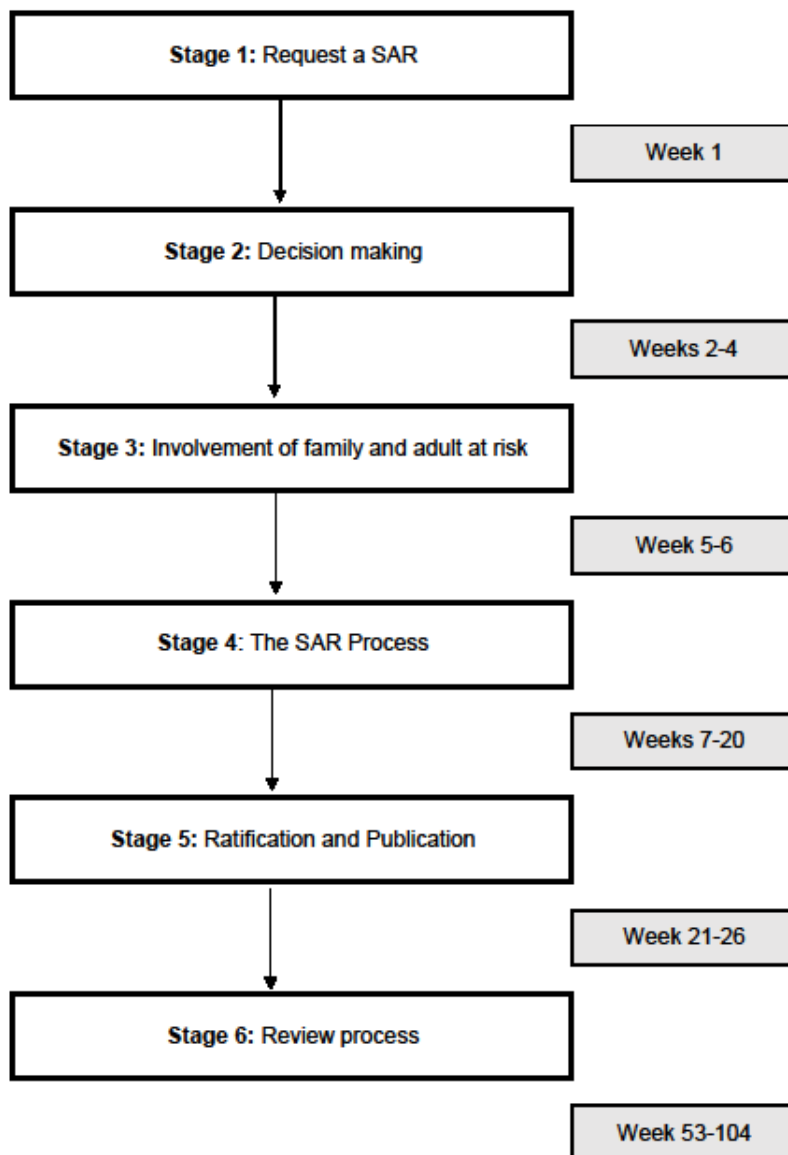
#### **Stage 6: Review process (Week 53-104)**

- Formal review process
- Outcomes fed back to panel, Board, chair, regulators, family

\*1: (P.13 of <http://www.scie.org.uk/care-act-2014/safeguarding-adults/reviews/files/safeguarding-adults-reviews-under-the-care-act-implementation-support.pdf>)

Appendix 1

**Safeguarding Adults Review Process**



# Referral form for consideration of a Safeguarding Adult Review



## When to request a SAR

A SAR should be considered if there is concern that;

(a) an adult with care and supports needs (whether the adult was in receipt of services or not) has experienced or may have experienced serious neglect or abuse that has either led to permanent emotional or physical harm, death or would have experienced such if not for intervention. Or: where there are multiple victims; where the abuse occurred in an institutional setting; a culture of abuse was identified as a factor in the Enquiry.

**And:**

(b) partner agencies could have worked more effectively to protect the adult.

## Who can request a SAR?

Any partner agency can request that North Somerset Safeguarding Adults Board gives consideration to carrying out a SAR when the above concerns exist.

## Referrer details

<b>Name of Referrer:</b>	<b>Department:</b>
<b>Referral Authoriser:</b>	<b>Authorising Signature:</b>
<b>Date:</b>	<b>Email:</b>
	<b>Telephone Number:</b>



**Summary of Events**

Set out a brief analysis of how you consider the criteria for a SAR to be met. A detailed analysis is not needed at this point. Please refer to the 'When to request a SAR' above.

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**Key agency or agencies**

<b>Organisation:</b> <i>(if applicable)</i>	
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<b>Relevant professional(s):</b>	
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<b>Address:</b>	
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<b>Agencies Involved:</b>	
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<b>Care Setting:</b>	
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<b>Organisation:</b> <i>(if applicable)</i>	
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<b>Relevant professional(s):</b>	
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<b>Address:</b>	
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<b>Agencies Involved:</b>	
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<b>Care Setting:</b>	
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**Other Agencies Known to be Involved** *(if applicable)*

<b>Agency:</b>	<b>Relevant professional(s):</b>	<b>Contact Details:</b>	<b>Are they still involved?</b>



<b>Family Composition / significant others:</b> <i>At time of Death / Serious Incident</i>					
<b>Name</b>	<b>Relationship</b>	<b>DOB</b>	<b>Address</b>	<b>Legal status and/or current criminal proceedings</b>	<b>Is/was subject to an adult protection plan?</b>

<b>Reason For Referral</b>	
<p>1. Describe what makes the adult Vulnerable?</p> <p>What were the adult's care and support needs and how did they impair their ability to protect themselves from the experience or risk of abuse or neglect?</p> <p>(needs must be demonstrated in order for a SAR to be commissioned)</p>	
<p>2. Describe the cause for concern about how the Safeguarding Adults Board, its members or other local professionals and services or partner agencies could have worked more effectively to protect the adult.</p> <p><i>(This needs to be met along with either 3 or 4, for an automatic referral. If no concern about failing to work together a referral may still be warranted if there is learning to be taken across single or multiple agencies)</i></p>	
<p>3a. Has the Vulnerable Adult at risk died (including death by suicide)? <i>(please provide details)</i></p>	
<p>3b. Has there been 'Abuse' known or suspected to be a factor in their death? <i>(please provide details)</i></p>	
<p>3c. Has there been 'Neglect' known or suspected to be a factor in their death? <i>(please provide details)</i></p>	
<p>4. Is the Vulnerable Adult still alive?</p>	
<p>4a. Has the Vulnerable Adult sustained a potentially life-threatening injury through abuse or neglect? <i>(please provide details)</i></p>	
<p>4b. Was there a risk that death or serious harm* would have occurred if not for the intervention of agencies? <i>(please provide details)</i></p> <p><i>*Serious harm includes permanent emotional or physical harm</i></p>	

<p>5. Has Serious Abuse taken place in an institution or are there multiple abusers involved? <i>(please provide details)</i></p> <p><i>(This is additional information which may assist the boards' decision making)</i></p>	
<p>6. Are there any aggravating factors such as harassment, bullying, anti-social behaviour or hate crime? <i>(please provide details)</i></p> <p><i>(This is additional information which may assist the boards' decision making)</i></p>	

**NB Agencies are reminded of the need to secure their files as soon as they become aware that a Safeguarding Adult Review might take place**