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Safeguarding Adults Review procedure

**Safeguarding Adults Review (SAR)**

**Operating Guidance**

# Safeguarding Adults Boards Responsibility

SABs must arrange a SAR when an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is a concern that partner agencies could have worked more effectively to protect the adult. SABs must also arrange a SAR if an adult in its area has not died but the SAB knows or suspects the adult has experienced serious abuse or neglect. Serious abuse or neglect means the individual is likely to have dies if not for an intervention or has suffered permanent harm or has reduced quality of life.

Herefordshire SAB assigns the responsibility for any review to the Joint Case Review sub group. This multi-agency group of professionals has a collective duty for undertaking any reviews and making subsequent recommendations to the Independent Chair.

# Partners responsibility

Representatives from all agencies who are requested to complete the scoping form and be involved in the scoping meeting should inform the senior officers in their organisation / agency of the review and obtain their endorsement and sign-off for any information presented for the review.

# Referral

A referral can be made by any agency when:

(a) 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, and

(b) condition 1 or 2 is 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 knew 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.

Any agency becoming aware of the existence of a case that may meet the criteria for a review in relation to multi-agency practice or safeguarding learning must refer the case to the JCR Group for consideration. The agreed referral form should be completed without delay and sent to the Partnership Team.

# Verification

Once a referral has been received the Partnership Team will arrange a virtual meeting to include statutory partner representatives and the JCR Chair. This meeting will review the referral and agree the next steps, this may include an alternative action to a review such as audit or round table.

# Scoping Information

Once it has been agreed that the referral meets the criteria the Partnership Team will make arrangements to undertake a scoping meeting, a “Rapid Review”.

Scoping information will be requested by the Partnership Team from all agencies known to be involved in the case using a standard template that details the names and known details of any individuals identified from the referral as being relevant to the review. This information will be returned to the Partnership Team by all agencies within a specified timescale, in order for preparation for the Rapid Review Meeting to take place.

# Rapid Review Meeting

The RR meeting will be convened and will be attended by JCR sub group members along with any other identified agency. All attendees must be of a suitable seniority within their respective agency to be able to agree any actions and recommendations for their organisation.

The aim of this meeting is to

* gather the facts about the case, as far as they can be readily established at the time
* discuss whether there is any immediate action needed to ensure the individuals safety and share any learning appropriately
* consider the potential for identifying improvements to safeguard and promote wellbeing
* decide what steps they should take next, including whether or not to undertake a Safeguarding Adults Review and

The meeting will be minuted by a member of the Partnership Team.

# Authoring of the Rapid Review

Following the RR meeting the Partnership Team will produce a concise summary of the facts so far as they can be ascertained about the incident and relevant context.

The report will include a clear decision as to whether the criteria for a Safeguarding Adults Review have been met and on what grounds and, if not, why not, and to provide clear reasons for this recommendation. If the decision is taken not to proceed with a Safeguarding Adults Review, a summary of the learning and why it is thought there is no further learning to be gained.

# Agreeing and signing off the Rapid Review learning

The Business Manager will quality assure the Rapid Review Report before it is sent to the JCR Chair for sign-off, prior to being shared with the Independent Chair for ratification.

Once ratified, the Joint Case Review Group will consider the rapid review report and, from its learning, agree recommendations for implementation both single and multi-agency. Partners may request amendments to the report and / or make recommendations. These must be approved by the Chair. The group will also to determine the most appropriate method to identify and cascade learning from this case

The Partnership Team will ensure all recommendations and subsequent actions are included on the SAR action tracker to include action owners and expected timescales and outcomes.

# Commissioning a Safeguarding Adults Review

The Care Act states that the process for undertaking SARs should be determined locally according to the specific circumstances. It is therefore the responsibility of the JCR Chair in conjunction with the Independent Chair and the Business Manager to determine the manner of the review.

# The Role of the Joint Case Review (JCR) Group

The Joint Case Review Group will be responsible for facilitating the case review process (in accordance with statutory guidance) in its entirety.

See full Terms of Reference here

# The role of the Partnership Team

1. Ensuring all requests for Scoping and Reviews are sent within timescales to all relevant known agencies, following up any agencies that are later identified, chasing up any responses not received. Quality Assurance of any scoping, including to ensure appropriate analysis.
2. Producing the Agenda prior to any meeting of JCR, including RR/SARs or any additional meetings, in consultation with JCR Chair and Vice-Chair
3. Producing the Minutes any meeting of JCR, including RR/SARs or any additional meetings.
4. Writing the RR Report
5. Overseeing the quality and progress of reviews, including reviewing each draft of reports submitted.
6. Media planning and publication planning of reviews
7. Disseminate learning as relevant within the partnership (through the JCR sub group representatives). Develop webinars/workshops and other learning tools to support embedding learning, using a range of methods and mechanisms, including the joint multiagency safeguarding agency training and development pathway. Particularly in respect of improving operational front-line practice.
8. Ensure that the findings/learning inform policy and procedure development as relevant and audit and assurance activity (including connectivity around assurance with the HSABs Performance and Quality Assurance Sub-group) to improve safeguarding practice.
9. Updating progress in the Action Log on implementation and progress of multi-agency actions arising out of review activities (prior to quarterly JCR Meetings). This should be a standing agenda item at JCR.
10. Monitoring progress on actions arising out of review activities. Escalation to Safeguarding Partners where actions are not progressing; and any mitigating actions undertaken to address poor progress.

# Publication

All Safeguarding Adults Reviews should be written with the aim of publication. Reports should include the principles of [SCIE Quality Markers](https://www.scie.org.uk/files/safeguarding/adults/reviews/quality-markers/scie-sar-quality-markers-comprehensive-checklist.pdf), a tool to support people involved in commissioning, conducting and quality-assuring SARs to know what good looks like, as well as the agreed Terms of Reference for the review. As a minimum, should also succinctly include:

• A brief overview of what happened and the key circumstances, background and context of the case. This should be concise but sufficient to understand the context for the learning and recommendations;

• A summary of why relevant decisions by professionals were taken;

• A critique of how agencies worked together and any learning in this;

• Whether any findings or the learnings identified are features of practice in general;

• What would need to be done differently to prevent a repeat of the incident in similar circumstances;

• Examples of good practice; and,

• What needs to happen to ensure that agencies learn from this case.

# Continuous Learning and Improvement

JCR members will be responsible for ensuring the identified improvements are implemented locally, including the way in which organisations and agencies work together.

The Partnership Team will develop a clear plan for disseminating and sharing the learning from any review. This will be shared with all relevant agencies.

The Partnership Team will develop the appropriate ‘tool’ for sharing the learning, (for example a webinar / 7 minute-learning briefing/success review) prior to publication. Subject experts may be requested to contribute where appropriate.

JCR Members will be expected to ensure learning is shared across their organisation as appropriate using the tools provided. This may be as part of wider learning and development sessions / workshops, supervision or reflective sessions, for example

It is the responsibility of the agencies who have participated in the review to ensure their agency recommendations are implemented and used to make improvements to practice and the effectiveness of their safeguarding arrangements. Evidence on this is tracked and monitored by the Partnership Team and the impact of improvement is reported to JCR.