



**Safeguarding Adult Review
(SAR)
Statutory Responsibilities
for agency Single-point of
Contacts (SPOCS)**

CONTENTS:

1. Roles / Responsibilities / Governance / Further information link
2. Appendices – All the Forms a SPOC may be responsible for completing or assisting to be complete:
 - Serious Adult Review Process Flowchart
 - SAR Notification / Screening Form
 - SAR Decision Making Form
 - SAR Scoping Enquiry Form
 - SAR IMR Form

1. Specific Roles & Responsibilities / BSAB Governance including SPOCS:

1.1 Table:

Role	Responsibilities
Independent Chair of the BSAB	<p>The Independent Chair of the BSAB is responsible for making a decision in response to the Safeguarding Adults Review Sub Group's recommendations for a Safeguarding Adults Review and its associated methodology etc.</p> <p>The Independent Chair of the BSAB is responsible for ensuring the Board receives regular updates in respect of progress of Safeguarding Adults Reviews.</p>
Bexley Safeguarding Adults Board Single-points of Contact (SPOCS)	<p>Members of the Bexley Safeguarding Adults Board (BSAB) will nominate senior appropriately experienced and senior staff to participate in safeguarding adults reviews in consultation with their agency's senior responsible manager.</p> <p>Members of the BSAB will consult regularly with that staffs from their agency that are participating in Safeguarding Adults Reviews to ensure they are informed but also can provide support and guidance. BSAB members should recognise that both these roles are exceptionally time-consuming and challenging and have a responsibility to ensure that their organisation provides these people with protected time and appropriate support to enable them to perform effectively in these roles.</p> <p>The BSAB is responsible for recommending to the Director of Adult Social Services approval of all Safeguarding Adults Review reports and action plans. BSAB members are responsible for ensuring their organisation's actions within SAR's multi-agency action plans are achieved.</p>
Safeguarding Adults Review Panel Members	<p>Members of a Safeguarding Adults Review panel will be nominated by their BSAB member and senior agency manager to work together in considering the issues within the Safeguarding Adults Review.</p> <p>Safeguarding Adults Review Panel members will be senior managers without line management responsibility for the case and without previous involvement in the matter.</p> <p>However, they will be people with the ability and seniority to effect real change in their organisation and to influence others in the</p>

	<p>Review to effect change across the Partnership.</p> <p>Where this role has been delegated by the Safeguarding Adults Review Sub Group, the Review Panel will recommend the detail of the approach to the review, including, timescales, terms of reference, methodology etc.</p> <p>Members of the Safeguarding Adults Review Panel will feedback to their agency's BSAB member on progress and key issues emerging from the Review.</p>
<p>BSAB Safeguarding Adults Review Sub Group</p>	<p>The SAR Sub Group is responsible for recommending to the Independent Chair of the BSAB whether a referral for a Safeguarding Adults Review meets the criteria.</p> <p>This recommendation will clearly state the reasons for this recommendation.</p> <p>The Independent Chair will consider the information provided by the Safeguarding Adults Review Sub Group and decide whether or not to conduct a Safeguarding Adults Review.</p> <p>If the criterion is met and a SAR agreed the SAR Sub Group is responsible for performance managing the Safeguarding Adults Review process and reporting progress to the BSAB at each of its meetings.</p> <p>The SAR Sub Group is responsible for monitoring and recommending to the BSAB completion of Safeguarding Adults Review action plans.</p>
<p>Safeguarding Adults Review Chair</p>	<p>Where the Safeguarding Adults Review requires a chair, the role may be undertaken by either a member of the Safeguarding Adults Review Sub Group, or another experienced individual who is identified by the Sub Group.</p> <p>The Safeguarding Adults Review Chair will be responsible for achieving consensus of opinion about the key areas of learning and areas of change within the Review. The Chair will be accountable to the Safeguarding Adults Review Sub Group and will need to keep that person regularly informed of the progress of the Review in order that the BSAB is briefed.</p> <p>The Safeguarding Adults Review Chair is responsible for helping those participating in a Safeguarding Adults Review work together positively; providing appropriate challenge and focusing on good practice as well as areas of development and ensuring this is reflected in any accompanying report. The BSAB firmly believes that Safeguarding Adults Reviews should be focused on mutual reflection, learning and development, not blame or criticism and it is the Safeguarding Adults Review Chair's role to ensure this principle is</p>

	<p>adhered to within every aspect of the Review.</p> <p>The Safeguarding Adults Review Chair is responsible, together with the Chair of the Sub Group, for presenting Safeguarding Adults Review reports and action plans to the Independent Chair of the BSAB for consideration and recommendation to the Board.</p>
Independent Author	<p>Where an Independent Author is required in a Review will be appointed from the BSAB approved pool of authors to write an independent Safeguarding Adults Review Report on behalf of the BSAB where this is an agreed output of a Safeguarding Adults Review.</p> <p>The Independent Author will work with members of the Safeguarding Adults Review to address each of the Terms of Reference of the Review and produce an Overview Report. This Report will have recommendations that are agreed by the Safeguarding Adults Review Panel. These will be SMART and will provide the BSAB with positive learning that will enable it to improve services and safeguarding in the borough.</p>
Adult(s) at Risk, Person(s) or Organisation(s) Alleged to Have Caused Harm, Family and Significant Others	<p>The Adult(s) at Risk, Person(s) or Organisation(s) Alleged to Have Caused Harm, Family and other people close to the Adult(s) at Risk have a valuable role in the Safeguarding Adults Review process and the BSAB values the importance of their views and also recognises that the process can be difficult. As such, the Safeguarding Adults Review Sub Group will offer to meet with those individuals, as agreed appropriate as soon as the decision has been made to proceed with a Safeguarding Adults Review in order to hear their views and explain the process, highlighting the purpose of the Review and signposting them to other routes if they wish make a complaint. Similarly it may be appropriate for the views of the Adult at Risk themselves, if possible and Person(s) or Organisation(s) Alleged Responsible to be fed into the Review.</p> <p>The Safeguarding Adults Review Sub Group will keep all relevant individuals regularly informed of progress through the review.</p> <p>At the conclusion of the Safeguarding Adults Review, once relevant reports and plans have been accepted by the Independent Board Chair, the BSAB and the Director of Adult Social Services, the Independent Chair of the Board and the Chair of the Safeguarding Adults Review Sub Group will offer to meet with these people to explain the Review conclusions.</p>
Director of Adult Social Services (DASS)	<p>The Director of Adult Social Services has the statutory role in relation to safeguarding adults in the Borough and therefore this person is ultimately responsible for all Safeguarding Adults Reviews.</p> <p>The Independent Chair of the BSAB and the Chair of the Safeguarding Adults Review Sub Group will ensure the Director of Adult</p>

<p>Social Services is advised of all Safeguarding Adults Review referrals and decisions. Where a Safeguarding Adults Review has a report of its findings, this will be approved by the Director of Adult Social Services, together in consultation with the Independent Chair of the BSAB and the Chair of the Safeguarding Adults Review Sub Group.</p> <p>The Director of Adult Social Services is ultimately responsible for approving the report.</p> <p>Where relevant, Bexley Council will be responsible for holding a joint BSAB press statement / release as necessary on behalf of the Board.</p> <p>The Director of Adult Social Services will meet with the Chair of the Safeguarding Adults Review Sub Group, the Independent Chair of the Board, Board Business Manager and the Head Safeguarding Adults on an annual basis to consider the learning from all Safeguarding Adults Reviews during that period.</p>

1.2 Governance Safeguarding Adults Review Sub Group:

The SAR Sub Group is accountable to the BSAB and this accountability is set out in the Board's Memorandum of Understanding. The Chair of the Safeguarding Adults Review Sub Group will ensure the Independent Chair of the Board and Director of Adult Social Services are informed of any referrals for Safeguarding Adults Reviews, significant developments and progress of reviews.

1.3 Further information regarding Safeguarding Adult Boards and SAR statutory duties can be found - <https://www.scie.org.uk/care-act-2014/safeguarding-adults/safeguarding-adults-boards-checklist-and-resources/>

Safeguarding Adult Review, Serious Incident or Death Notification to BSAB Pathway with Timeline

STEP 1: SAR Notification sent to Board inbox / received and decision on criteria being met by SAR Sub Group Chair or Vice Chair (to be done in 5 working days)

NO

YES

STEP 2: SAR Scoping Document sent to Referrer & SAR SPOCs as nominated by Directorates (within 5 working days)

YES

**STEP 3: BSAB SAR Sub Group Chair calls SAR Sub Group meeting (within next 10 working days)
NOTE: If urgent SAR criteria met? (Only +1 day)**

YES

**STEP 4: BSAB SAR Sub Group Chair makes proposal to BSAB Independent Chair using Decision-Making Form
*Includes: Terms of reference, Methodology, Required Outputs, Security of files (within 5 working days)***

YES

STEP 5: BSAB Independent Chair to make final decision on SAR Referral (up to 30 Days)

NO

YES

Criteria not met. Recommendations made to address any remaining concerns. Referral closed.

Notification to:
BSAB statutory partners
DASS
Regulators
Referrer

SAR commissioned (in total 6 months):

- Chronology from SPOCS (up to + 30 days)
- SPOCS meet with Reviewer (between 60 days – 3months)
- SPOCS supply any additional information requested (5 working days)
- SPOCS attend Initial Findings Meeting (between 3-4 months)
- SPOCS attend Final Meeting and Presentation of Report (4 – 6 months)
- Board sign-off Report (at next Quarterly Meeting)
- Board publish Report (following sign-off)

NEXT

SAR Sub Group Monitor and SAR Learning through SPOCS Action Plans:

- SPOCS to submit updates quarterly as requested from BSAB SAR Sub Group (within 30 Days of the request).
- Feedback given to Full Board on a quarterly basis and identify areas for BSAB Risk Register (as needed).
- Expectation from BSAB for all partners/agencies/SPOCS to embed and change practice, policy and/or procedures within 3 – 12 months following SAR.



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Serious Adult Review (SAR) Notification & Screening Form:

Date completed:

Date of Death of the adult:

Submit this form to the Bexley Safeguarding Adults Board (BSAB) inbox – bsab@bexley.gov.uk The BSAB Manager will get in touch with you **within 5 working days** of the date sent. Further information on can be found on the BSAB website – <http://www.safeguardingadultsinbexley.com>

Screening Questions – must answer all of them in	Yes	No
1. Is the adult at risk of dying or has died? (includes death by suicide)		
2. Has the adult faced any serious sexual abuse or a life threatening injury/illness through abuse or neglect?		
3. Was the adult neglected/abused in an institutional or home care setting?		
4. Was the adult abused/neglected by more than one person?		
5. Did the adult suffer any serious or permanent impairment of development through abuse or neglect?		
6. Has your agency undertaken any form of learning/incident review in relation to this case?		
7. Name of individual completing the form?		
8. Has your line manager been notified? Who are they?	Yes	No
9. Has your Single-Point of Contact (SPOC) been notified? Who are they?	Yes	No



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Safeguarding Adults Review Scoping Enquiry Form

Strictly Private & Confidential

Safeguarding Adults Review Scoping Enquiry	
Referrer:	bexley.gov.uk
Adult(s) at Risk Name: DOB: DOD: Address:	<p>ed by the Safeguarding Adults Review Sub Group to inform the ot any form of review should be undertaken by the Bexley</p> <p>estions below and return via secure email to Bexley (BSAB) at BSAB@bexley.gov.uk.</p>
Person(s)/Organisations(s) Alleged to have Caused Harm: Name: DOB: Address:	<p>wish to discuss this in any way please contact Business 03 045 5315.</p>
Other relevant family/friends:	
Referral reason:	
Scoping referral sent to (list agencies/services):	
Responding Agency: Name of person completing form: Job Title: Contact details:	
Question	Response
Period under consideration:	
Did your agency have any contact with the above Adult(s) at risk?	
If so, in what capacity? <i>(Please detail all services)</i>	

Has your agency identified any safeguarding concerns in relation to or any other family member/ significant other? <i>(Please detail)</i>	
Has your agency identified any areas of learning in the way in which services were provided to this person(s)?	
Has your agency undertaken any form of learning/incident review in relation to this case? <i>(if so, please detail, inc. any recommendations and actual/anticipated impact)</i>	
Is your agency aware of the view that any form of multi-agency review should be undertaken? <i>(Please explain your response).</i>	
Please detail any other information/comment that you consider would assist the Sub Group in deciding how to respond to this referral.	



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SAR SUB GROUP DECISION-MAKING FORM

The BSAB via the SAR Sub Group will consider undertaking a Safeguarding Adults Review when it is known or suspected that:

SAR UNIQUE IDENTIFIER:

<p>1. Actions or omissions in a number of agencies involved in the provision of care, support or safeguarding of an adult, or group of adults, at risk of abuse or neglect have caused or are implicated in the death or serious harm of that individual or group of individuals.</p>	Yes	No
<p>If YES, a recommendation for SAR to Independent Chair for decision-making. OR If no, see point 2 below:</p>		
<p>2. An adult or group of adults at risk die or experience serious harm and there are concerns about how agencies have worked together to prevent, identify, minimise or address that harm and there are concerns about how this may place other adults at risk of serious harm; And There are clearly identified areas of learning and practice improvement or service development that have the potential to significantly improve the way in which adults at risk of abuse and neglect are safeguarded in the future.</p>	Yes	No
<p>If YES, a recommendation for SAR to Independent Chair for decision-making. OR If NO, a recommendation not to proceed with SAR is made to the Independent Chair for decision-making.</p>		
<p>If it is still unclear whether a SAR should be conducted in cases other than those involving a death, the following questions should be considered; and a positive response to several is likely to indicate that a SAR should be conducted:</p>		
<p>1. Was there clear evidence of a risk of significant harm to an adult at risk that was: a. not recognised by agencies or professionals in contact with the adult or perpetrator; OR b. not shared with others; OR c. not acted upon appropriately?</p>	Yes	No
<p>2. Was the adult abused/neglected in an institutional setting?</p>	Yes	No
<p>3. Was the adult abused/neglected while being supported by the Local Authority or a NHS Trust?</p>	Yes	No
<p>4. Does one or more agency or professional consider that their concerns were not taken sufficiently seriously, or acted upon appropriately, by another?</p>	Yes	No
<p>5. Does the case indicate that there may be failings in one or more aspects of the local operation of formal safeguarding adult protocols, which go beyond the handling of this case?</p>	Yes	No
<p>6. Does the case appear to have implications for a range of agencies and/or professionals?</p>	Yes	No
<p>7. Does the case suggest that the SAB may need to change its local policy, protocols or practice guidance, or that protocols and guidance are not adequately being disseminated, understood or acted upon?</p>	Yes	No

When making a recommendation for SAR to the Independent Chair, the SAR Sub Group should identify the following for the decision-making:	
Which agencies should be asked to participate in the SAR;	
Whether the agencies concerned are required to secure their files;	
Which methodology should be used to facilitate learning in the case;	
The Terms of Reference for the SAR (including the time-span of the review);	
The required output from the SAR (e.g. a report);	
The timescales for completion of the SAR;	
Whether the SAR requires an Independent Facilitator or Chair, or if this role should be undertaken by the Bexley Safeguarding Adults Partnership or a BSAB member agency;	
Whether an independent author is required and if so, whether this role should be undertaken by the Safeguarding Adults Team, a BSAB member agency or someone entirely independent.	

ACTION:	
Decision to recommend a SAR:	YES or NO
SAR Sub Group Chair sign-off:	Date:
Sent to Independent Chair on:	
Independent Chair decision:	



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Individual Management Review Form - Safeguarding Adults Review

Name of Agency:

Name of adult(s) at risk:

DOB:

DOD (if applicable):

Name, agency and contact details of person completing chronology and management review:

1. Factual/Contextual Summary

Provide a brief factual and contextual summary of your Agency's involvement with the adult(s) at risk for the time period identified for this Safeguarding Adults Review.

Factual Summary of Agency Involvement

2. Chronology of Agency Involvement

This will need to be completed on the Chronology Template provided (Annex 4).

What was your Agency's involvement with the adult at risk and/or person who caused harm?

Construct a chronology of involvement by your agency and/or professional(s) in contact with the adult(s) at risk and/or alleged person(s) who caused harm over the period of time set out in the review's terms of reference.

Please identify (in Annex 2) the details of the professionals from within your agency who were involved with the adult(s) at risk and/or person(s) who caused harm, and whether they were interviewed or not for the purposes of this Internal Management Review.

3. Analysis of Involvement

Consider the events that occurred, the decisions made, and the actions taken or not. Where judgments were made, or actions taken, which indicate that practice or management could be improved, try to get an understanding not only of what happened, but why. Please use the template provided, and if one

section does not apply to your agency then identify that this is the case in the appropriate box. Otherwise try to respond to the questions as fully as possible, clarifying the evidence for your views where applicable.

Consider specifically:

Were practitioners sensitive to the needs of the adult(s) at risk in their work, knowledgeable about potential indicators of abuse or neglect, and about what to do if they had concerns about an adult at risk?

--

Did the agency have in place policies and procedures for Safeguarding Adults and acting on concerns about their welfare?

--

What were the key relevant points/ opportunities for assessment and decision making in this case in relation to the adult at risk and/or alleged person causing harm? Do assessments and decisions appear to have been reached in an informed and professional way?

--

Did action accord with assessments and decisions made? Were appropriate services offered/provided, or relevant enquiries made, in the light of assessments?

--

Where relevant, were appropriate Safeguarding Adults protection plans or care plans in place, reviewing processes complied with?

--

When, and in what way, were the adult(s) at risk wishes and feelings ascertained and considered? Was this information recorded?

--

Was practice sensitive to the racial, cultural, linguistic and religious identity of the adult(s) at risk?

--

--

Were more senior managers, or other agencies and professionals, involved at points where they should have been?

--

Was the work in this case consistent with agency and Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse, and wider professional standards?

--

Are there are any particular features of this case, or issues surrounding the death or injury of the adult(s) at risk, that you consider require further comment in respect of your Agency's involvement.

--

Additionally:

Are there any particular features of this case, or issues surrounding the death or injury of the adult(s) at risk, that you consider require further comment in respect of your agency's involvement?

--

What do we learn from this case?

Are there lessons to be learned from this case for the way in which your agency works to protect adults at risk and promote their welfare?

--

Is there good practice to highlight, as well as ways in which practice can be improved?

--

Are there implications for ways of working; training (single and inter-agency), management and supervision, working in partnership with other agencies and resources?

--

Recommendations for Action:

What action will your Agency take, by whom, and by when?

What outcomes should these actions bring about?

How will the agency review whether they have been achieved?

Finally:

Any other comments or information that you wish the Safeguarding Adults Review Panel to consider?

Individual Management Review (Agency) Professionals Involved

<u>Name</u>	<u>Designation</u>	<u>Dates/Period Of Involvement</u>	<u>Type of Involvement</u>	<u>Interview Yes/No</u>	<u>Interview Date</u>

NOTE: The information which is required under each heading should be fairly self-explanatory. The last column “comments” should be used if the Agency Reviewer wishes to comment on the appropriateness/quality of the intervention, or whether it raises any other professional issue.

Date	Source of evidence	Contact (with Initials)	Name of professional	Reason	Incident/contact location	Action taken/decision made	Comment