

7-minute Briefing:

Statutory Notifications to BSAB Initial Protocol

2. Why it matters to you:

As a professional working in Bexley, you have a duty to notify. Notifications are not the sole responsibility of Adult Social Care alone; but it is a partnership duty.

The aim of a Notification is to alert the BSAB of a potential case where a review to determine what agencies involved could have done differently can be requested.



3. Step 1:

Alert the BSAB of any potential cases where concerns are regarding the death or serious incident by

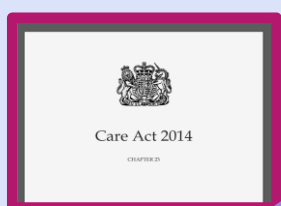
Emailing this **Notification Form** to - bsab@bexley.gov.uk

4. Step 2:

Once you have emailed BSAB@Bexley.gov.uk with the Notification Form, the BSAB Business Team will send will contact you within 5 working days.

You may be asked to send more information or complete a Scoping Form – if you are asked the form is due back within 5 working days.

Why? The statutory guidance says we should complete any reviews within 6 months of being notified; therefore it is very important that partners work swiftly to alert the BSAB so that immediate learning can be embedded to ensure those at risk are protected from any immediate risks.



5. Step 3:

Once you have submitted the Scoping Form, the BSAB Business Team will alert the Chair of the Board's SAR Sub Group.

The BSAB SAR Sub Group meets quarterly; however if an alert comes in and there is greater than 30 days until the next scheduled meeting, an extraordinary meeting will be called to review the Scoping Form.

Note: You may be invited to attend this meeting to speak to your Notification and offer any additional information.

6. Step 4 – 5:

BSAB SAR Sub Group will decide what type of recommendation should go to the BSAB independent Chair.

This should be done within 5 working days of the SAR Sub Group meeting.

The BSAB Business Team will coordinate all the aspects of the SAR Recommendation ensuring the BSAB Independent Chair is alerted to make a decision on what review (if any) will be commissioned by the Board.

Note: Regardless of decision, the BSAB Independent Chair will write to the Statutory Partners informing them of their decision and expectations.

Timescale for this is up to 30 working days.

7. Questions

You can read more about the SAR process here:

www.safeguardingadultsinbexley.com

You can email BSAB at anytime bsab@bexley.gov.uk