

Safeguarding Adults Review

Referral Form – SAR1

The submission of this form should not prevent immediate learning and action for any agency.

The key purpose of a safeguarding adults review is to enable lessons to be learnt from serious incidents or injury, and to identify what needs to change in order to reduce the risk of such incidents happening in the future.

Cases should be referred to the Safeguarding Adults Review Group (SARG) for consideration, if an adult at risk of abuse or neglect has died or been seriously harmed and abuse or neglect are believed to have been a factor. This form can be completed by any professional who has become aware of a case where the above criteria is met.

The criteria for a Safeguarding Adults Review (SAR) are set out in section 4. SARG has the following decision options available to it:

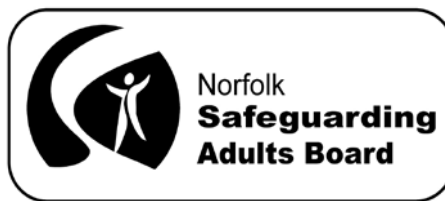
REVIEW RECOMMENDATION OPTIONS	
i)	Referral meets the criteria for a SAR
Where the criteria is NOT met , SARG has the following four options:	
ii)	No further action under safeguarding protocols
iii)	A review primarily involving a case file audit, where this is reasonable and proportionate.
iv)	A management review (within one or more organisations)
v)	A discretionary Safeguarding Adults Review

All information provided should adhere to information sharing protocols and have due regard to the Mental Capacity Act and Best Interest decision protocols.

Please note there is a statutory duty in Section 45 of the Care Act 2014 for agencies to share relevant personal data with the Safeguarding Adults Board.

This is an editable pdf form, to complete the form please follow the steps below:

- 1) Click File at the top left of the form, then click Save As and save the form to your computer with a suitable file name so that it is identifiable
- 2) Complete the form on the copy on your computer, save it again then Click **HERE** to ensure that your cursor is not in any of the fillable fields (the fields should all be blue)
- 3) Click on the envelope icon at the top of the page (left of the magnifying glass) and email the form to nsabchair@norfolk.gov.uk



1. Details of adult at risk of abuse or neglect

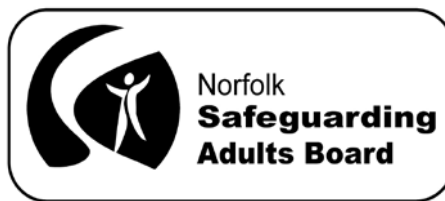
Adult's Last Name:			
Adult's Forename(s):			
Date of Birth:		Age:	
Gender:		Ethnicity:	
Adult's address:			
Carer's Name: (if appropriate)			
Carer's Contact details: (if appropriate)			
Name of Provider: (if appropriate)			
Housing Association: (if relevant)			
Name of GP:			
GP contact details:			
Date of Safeguarding Adults Referral			
Date of Safeguarding Adults Assessment			
Name of Primary Worker: (if known)			
Detained under the Mental Health Act	<input type="checkbox"/>	Subject to 117 (Mental Health Act)	<input type="checkbox"/>
Subject to Guardianship	<input type="checkbox"/>	Subject to Deprivation of Liberty	<input type="checkbox"/>
Lasting/Enduring Power of Attorney Registered	<input type="checkbox"/>	Mental Capacity Assessment completed Yes/No	<input type="checkbox"/>

2. Referrer's details

N.B: The information provided by the referrer should, where possible, be supported by additional information from at least one partner agency and clearly relate to the criteria for undertaking a Safeguarding Adults Review, ie:

- the death of an adult at risk of abuse and neglect
- serious abuse or neglect of an adult at risk of abuse or neglect (see above) linked to concerns about agencies working together

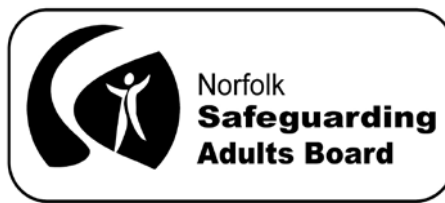
Date of Referral:	
Referrer's Name:	
Referrer's Role:	
Referrer's Organisation / Agency (full contact details):	
Referrer's Telephone:	
Referrer's Email:	



Agencies involved in notification process – please tick							
Police	<input type="checkbox"/>	Adult Social Services	<input type="checkbox"/>	Probation CRC	<input type="checkbox"/>	Education	<input type="checkbox"/>
Health	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Children’s Social Care	<input type="checkbox"/>	Other: Please specify	

3. Incident leading to the referral

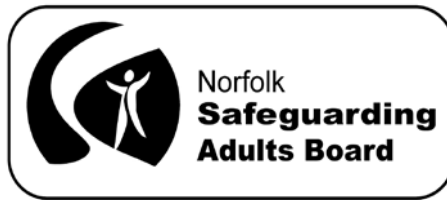
<i>Please identify the type(s) of abuse relating to this case below (more than one may apply).</i>			
Physical abuse	<input type="checkbox"/>	Modern slavery	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>	Discriminatory abuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>	Organisational abuse	<input type="checkbox"/>
Psychological abuse	<input type="checkbox"/>	Neglect and acts of omission	<input type="checkbox"/>
Financial or material abuse	<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>
Date(s) of Incident:			
Date of Death of the adult (if different):			
Residence of the adult (at time of Incident):			
Details of the Incident: (including where the incident took place) Referring Agency / Organisation Information - (please continue on the next page if needed)			



4. Does this case meet the criteria to conduct a Safeguarding Adults Review?

Criteria for conducting a Safeguarding Adults Review will be met when either of the following applies:

SAFEGUARDING ADULTS REVIEW CRITERIA		YES/NO
4 a)	An adult with care and support needs (whether or not those needs are met by the local authority) in the Safeguarding Adults Board's (SAB) area has died as a result of abuse or neglect, whether known or suspected and there is concern that partner agencies could have worked together more effectively to protect the adult.	
Or/and		
4 b)	An adult with care and support needs (whether or not those needs are met by the local authority) in the SAB's area has not died, but the SAB knows or suspects the adult has experienced serious abuse or neglect and there is concern the partner agencies could have worked together more effectively to protect. In the context of SARs, something can be considered serious abuse or neglect where, for example the individual would have been likely to have died but for an intervention, or has suffered permanent harm or had reduced capacity or quality of life (whether because of physical or psychological effects) as a result of the abuse or neglect.	
Or		
4 c)	The NSAB has discretion to undertake a SAR in other situations where it believes that there will be value in doing so. This may be where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults, and can include exploring examples of good practice.	
Or		
4 d)	The NSAB can also consider conducting a SAR into any incident(s) or case(s) involving adults(s) at risk of abuse or neglect where it is believed to be in the public interest to conduct such a review.	



Please use the space below to provide any further information to support the decision to commission a review

5. Background information and record checks to support referral

**This information needs to relate to the criteria for undertaking a review –
See Section 4 above.**

Please provide as much detail as possible – there is no word limit

a) POLICE	
b) HEALTH	

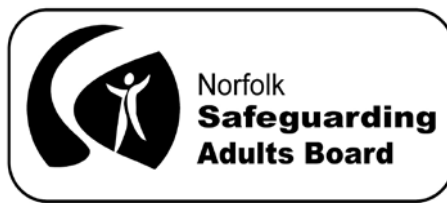
<p>c) ADULT SOCIAL SERVICES</p>	
<p>d) HOUSING</p>	
<p>e) PROBATION / CRC</p>	
<p>f) CHILDREN'S SOCIAL CARE</p>	

g) EDUCATION	
h) OTHER (Please specify)	

6. Criminal proceedings

Is there a criminal investigation being undertaken? (YES/NO)	
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END

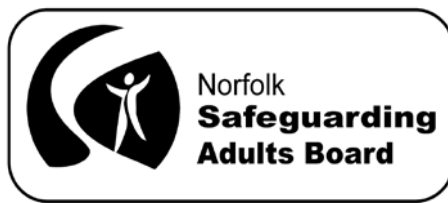


7. Decision-making record (for SAR Group only)

Date SAR1 received	
Date presented to SAR Group	
ACTION LOG	
DATE	Actions agreed by SAR Group
Type of review agreed. Please specify which recommendation applies.	

8. For office purposes only

Date review commissioned and NSAB Chair Notified:	
Date NSAB Chair signs off on Safeguarding Adults Review	
Date Heads of Agencies notified:	
Date Reviewer appointed:	
Name of Reviewer:	
Publication Date:	



Explanatory Notes:

Safeguarding Adults Reviews (SARs) provide an opportunity to learn lessons when abuse or neglect is suspected to be a factor in the death or serious harm of an adult with care and support needs.

It is the responsibility of all partner agencies to make a referral for an SAR where there are reasonable grounds to consider the criteria for an SAR may be met. Partner agencies should not draw their own conclusions on whether the criteria is met in borderline or unclear cases, but should make a referral to the Safeguarding Adult Review Group (SARG).

The SARG receives all SAR referrals and consider whether the referral meets the criteria to conduct a SAR, or whether any other action should be carried out to ensure learning takes place.

The purpose of a SAR is neither to reinvestigate nor to apportion blame but to allow, professionals, organisations and agencies to learn lessons and adjust practice. It therefore requires outcomes that:

- establish what lessons can be learnt from the particular circumstances of a case in which professionals and agencies were involved in the care and support of an adult at risk of abuse and/or neglect;
- review the effectiveness of procedures, both of individual organisations and multi-agency arrangements; and
- improve practice by acting on the findings (developing best practice across all organisations)
- highlight any good practice identified.