

7 Point Briefing – A Guide to Safeguarding Adult Reviews



The Hull Safeguarding Adults Partnership Board (HSAPB) has produced this 7-point briefing to explain what a Safeguarding Adult Review (SAR) is and how the process works. The aim of a SAR is to ensure learning is identified to improve our safeguarding response to adults at risk. In Hull, we are committed to ensuring best possible practice through adopting a multi-agency approach and a culture of openness and learning.



1

1. What is a Safeguarding Adult Review?

Commissioning a Safeguarding Adult Review (SAR) is a statutory responsibility of the Hull Safeguarding Adults Partnership Board (HSAPB) under Section 44 of the Care Act. A SAR is a multi-agency review of an individual case which fits the following criteria:

The case involves an adult with needs for care and support (whether or not the local authority has been meeting any of those needs) AND:

- (a) There is reasonable cause for concern about how the Safeguarding Adults Board (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.

The HSAPB Panel meets on a regular basis to consider all SAR referrals. The HSAPB Panel is a multiagency group with senior representatives from Hull City Council, Humberside Police, Humber and North Yorkshire Integrated Care Board (ICB) and the HSAPB. The Panel reviews all SAR referrals and determines if they meet the threshold for commissioning a SAR.

It is important to note that the aim of a review is to learn lessons and make improvements, not to apportion blame to individual people or organisations. If culpability is an issue, organisational processes are in place to deal with this.

A SAR is therefore about promoting effective learning and improvement to prevent future deaths or serious harm from occurring again. It relies on a spirit of openness, candour and transparency from the agencies involved to learn what went well, as well as what could be improved. The process is based on national guidelines and our methodologies are agreed by HSAPB and all agencies who are members.

7 Point Briefing – A Guide to Safeguarding Adult Reviews

2

How is a SAR carried out and who is involved?

Once a SAR is commissioned several methodologies can be used to gather and process the information needed to complete the review.

- i. An independent author may be commissioned to carry out the SAR.
- ii. Alternatively, the SAR may be carried out locally as a Learning Review (Line-of-Sight Review). This process reviews each agencies/organisations involvement with an individual, and through multi-agency analysis seeks to identify learning points and themes. It is an opportunity to reflect on the events that happened and consider what, if anything, could have been done differently. It is also an opportunity to discuss the rationale behind practice processes and decisions.
- iii. The HSAPB Panel may commission a discretionary piece of work, including audits that focus on a specific issue or service.

3

Collation of information

There are 2 occasions when the SAB may request information:

- i. When a referral is received, you may receive a 'HSAPB SAR request for information' document. This requests you to look at your records and analyse your involvement with the individual and give your professional opinion whether the circumstances meet the criteria for a SAR. This information is essential to enable the SAR Panel to decide whether a SAR should be commissioned.
- ii. If a SAR is commissioned, you may then be asked to provide a chronology of your agency's/organisation's involvement with the individual over a defined time period. This information will allow those conducting the SAR to piece together the individuals journey.

4

How long will the SAR take?

The SAR should be completed within 6 months of the decision to commence a SAR. Sometimes this timescale needs to be extended.

5

What happens once the SAR is completed?

Once a SAR is complete and has been presented to the HSAPB, the recommendations are agreed and recorded. Organisations/agencies given ownership of a Recommendation are responsible for its completion in the timeframe given. Progress is monitored by the HSAPB Learning from Reviews sub-group.

6

How are families involved?

Families, close friends and carers (where relevant and appropriate) are given the opportunity to meet with representatives of those undertaking the SAR. This is to hear further details and updates about the review, ask questions and provide family history and context.

When the review is complete a follow-on meeting is offered to outline the findings and recommendations of the SAR. Families will also be provided with a copy of the executive summary. Further information for families can be found [here](#)

7 Point Briefing – A Guide to Safeguarding Adult Reviews



How do I make a referral if I feel a case may fit the criteria?

If you have a case which you think meets the SAR criteria you should make a referral to safeguardingadultsboard@hullcc.gov.uk using the [HSAPB Referral Form](#). You will need to give the circumstances and detail why you think it may meet the SAR criteria.

When considering making a referral ensure:

- i. **You understand what a SAR is and is not, and consider the criteria:**
 - Did or does the person have care and support needs?
 - If the person has died, was their death a result of abuse or neglect?
 - If the person is alive, has there been serious abuse/neglect (such that they would likely have died if there had been no intervention)?
 - Has there been a concluded enquiry/investigation by an agency (e.g., Adult Social Care, Police, Health)?
 - Is there an indication for multi-agency learning?
- ii. **Discuss the appropriateness of a referral with your supervisor, manager, or safeguarding lead:**
 - Consider the SAR criteria above and the information in this guide.
 - Refer to the [HSAPB Referral Form](#) to see if you are able to provide evidence in all sections how the criteria is likely to be met.
- iii. **Consider contacting the Hull Safeguarding Adults Partnership Officer SafeguardingAdultsBoard@hullcc.gov.uk to discuss your potential referral.**
- iv. **Complete the [HSAPB Referral Form](#):**
 - Complete as fully and with as much detail as possible,
 - Be clear about what investigation has already been completed (e.g., Serious Incident, Root Cause Analysis, s42 Safeguarding Enquiry, Criminal investigation), by which agency (e.g., Police/Health, Social Care); and what the outcome was.
 - Submit the form to SafeguardingAdultsBoard@hullcc.gov.uk

Once you have submitted a referral, Information summary requests are sent to relevant agencies to collate information and build a summary of the contact and interactions with the person subject of the referral. Once collated the summaries will be reviewed by the SAR Panel who will consider if the criteria for a SAR is met. Those considered to meet the threshold are sent to the SAB's Independent Chair to make the final decision on whether to commission a SAR.

If a referral does not meet the criteria for a SAR, the Panel may recommend another course of action to ensure any lessons are learnt or good practice is shared.

Once a SAR is commissioned several methodologies can be used to gather and process the information needed to complete the review.

- i. An independent author may be commissioned to carry out the SAR.
- ii. Alternatively, the SAR may be carried out locally as a Learning Review (Line-of-Sight Review). This process reviews each agencies/organisations involvement with an individual, and through multi-agency analysis seeks to identify learning points and themes. It is an opportunity to reflect on the events that happened and consider what, if anything, could have been done differently. It is also an opportunity to discuss the rationale behind practice processes and decisions.
- iii. The HSAPB Panel may commission a discretionary piece of work, including audits that focus on a specific issue or service.

7 Point Briefing – A Guide to Safeguarding Adult Reviews



7 Point Briefing – A Guide to Safeguarding Adult Reviews

Further Information

For more information contact the HSAPB SafeguardingAdultsBoard@hullcc.gov.uk and/or access the links below:

[HSAPB - Safeguarding Adults Reviews – Hull Collaborative Partnership](#)

[Hull Safeguarding Adults Partnership Board - 7 Minute Briefings – Hull Collaborative Partnership](#)

[Safeguarding Adults Reviews \(SARs\) - SCIE](#)

[Live Well Hull – Live Well Hull](#)

[Report a concern | Worried about an adult | Hull](#)

[Care Act 2014](#)

OFFICIAL

7 Point Briefing – A Guide to Safeguarding Adult Reviews

OFFICIAL

OFFICIAL

7 Point Briefing – A Guide to Safeguarding Adult Reviews

OFFICIAL