

Appendix 5

Guidance notes for staff being interviewed as part of a Safeguarding Adults Review

The purpose of a Safeguarding Adults Review (SAR) is to establish what can be learnt from a situation where a vulnerable adult has died or experienced significant abuse or neglect.

Safeguarding Adults Board must arrange a Safeguarding Adults Review (SAR) when an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.

The review will take place after any formal investigations have been completed.

Senior representatives of the organisations involved thoroughly examine the actions and decisions taken with a view to identifying areas for improvement and learning lessons.

To achieve this, it is essential that the views of those individuals most closely involved are understood.

Each organisation participating in the review is required to prepare a report about its involvement with the situation under consideration. The person chosen to prepare the report for your organisation has identified you as someone who can assist them in the learning process. They will have some specific questions to ask depending on the nature of the concerns, and you will have the opportunity to share your understanding about why events progressed in the way they did and whether you think anything could or should have been done differently.

For the review to be effective, it is important you feel able to be completely open and honest in sharing your opinions.

Any information and opinions you share with the report writer will be used in evaluating the effectiveness of your organisation's involvement. Before the report is finalised you will have an opportunity to check that what you have said has been recorded accurately. However, you will not be able to influence or veto any of the conclusions in the report. Any concerns about the content of the report should be discussed with the report writer in the first instance or with your line manager. You should do this without delay.

In order for learning from a SAR to result in positive change, organisations involved need to be publicly accountable. On completion of a SAR, the Safeguarding Adults Board publish a summary and action plan. Please be reassured that this is done in a fully anonymised way. No information identifying you personally will be available to the general public.

The report writer who interviews you should be able to answer any questions you may have about the SAR process or about your involvement in this specific review.

They will be aware of the anticipated timescale for the completion of the review.

Following the review your employer will make sure that you have a chance to see and discuss the outcomes.

Thank you for your cooperation with this process.