

Appendix 4

Individual Management Report (IMR) for Safeguarding Adults Review

Guidance

Each agency will identify an appropriately skilled person to prepare the agency report according to the Terms of Reference agreed for the SAR.

The report writer will not have had any direct contact with the situation under review, not have had any line management or other responsibilities for any of the professionals involved.

As the effectiveness of the review depends upon agencies' willingness to be open, it is important that the report writer has sufficient authority to consult all relevant agency records and seek the views of all relevant professionals.

Guidance notes for agency report writers

The person identified to write an agency's SAR report must have an appropriate level of experience and authority. It will be the responsibility of the agency's panel representative to instruct and liaise with the report writer.

The report writer must not have had direct involvement in the management of the situation under consideration or be an immediate line manager of those agency employees who were involved.

The sources of information and methods used in preparing the agency report must be agreed by the agency representative on the SAR Panel. The report writer will need to be fully aware of the Terms of Reference and of any questions specific to their agency.

It is essential that a range of methods are employed by the report writer and reports based solely upon a review of agency records are unlikely to be considered acceptable by the SAR Panel. The agency report will need to draw conclusions about why events developed in the way they did and this will require contributions from those professionals most closely involved.

In completing the report, the writer may wish to utilise some of the following methods (not an exhaustive list):

- Interviews with key individuals and/or their line managers;
- Discussions with a group of staff or a team
- Review of formal agency records
- Review of policy and practice guidance documents relevant to the agency.

Any interviews/meetings should be formally minuted.

All evidence sources used in compiling the report to be listed.

The report writer will also prepare a chronology of the agency's involvement with the vulnerable person(s) during the relevant time period (see Appendix 3).

Once complete, the agency report needs to be formally signed off by a relevant senior manager in the organisation. Once this has happened, the report will be shared with other agencies.

If information is gathered by means of an interview with staff members, they need to see and agree a set of notes from the interview prior to these being used in the report to ensure their information or views have been accurately recorded. However, individual staff **do not** have a right to challenge judgements made by the report writer. Staff interviewed should be made aware of the SAR process and how their information will be used. A copy of the guidance notes outlined in Appendix 5 should be given to them prior to any interview/formal discussion taking place. The

interviewer should ensure interviewees are able to contribute fully to the review, including their views about the lessons to be learned and improvements which could be made. They must also be made aware that if any information they provide indicates that a crime or registration branch/disciplinary offence may have been committed, this information will be forwarded to the appropriate agency to follow up.

It is the responsibility of the agency SAR panel representative and the report writer to present a full, open and honest analysis of their organisation's involvement with the vulnerable adult.

The reporting process must be conducted in a manner which encourages staff to be open, even when this involves criticism of their own or other organisations. This avoidance of defensiveness is essential if the Safeguarding Adults Review is to be effective in improving practice.

Format

Use the following headings when compiling your report unless you have a standard format for this type of report which covers the same areas.

Name of SAR

Name & address of Agency

Name of Agency Representative on SAR panel

Name of Report writer (if different)

Sources of evidence used in this report

Identify key findings and analysis of these using the questions from the terms of reference as headings

Any further issues to be considered by the SAR panel

Recommendations for the SAR panel to consider

Identify to which agencies these recommendations apply

Proposed actions to be taken by your agency

Please indicate if these are:

- a) Changes to practice, procedure, or policy which do not need to await the end of the SAR i.e. which are specific to your agency and can be agreed by the relevant managers.
- b) Changes to practice procedure or policy which will be co-ordinated with changes in other agencies.