

Safeguarding Adult Review (SAR)

Terms of Reference Template

Name of subject(s) of this review:

Name for this SAR:

Start date: *Date SAR agreed*

Target timescale for completion of SAR:

SAR request made by: *Agency name*

Date: *Today's date*

Summary of referral: *Referral reason*

Chairperson: *Name (agency / independent)*

Panel Members: *Name, Agency*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

The terms of reference are to be used by each agency in the preparation of their individual management report (see Appendix 4).

The time period to be considered by this review is: *enter time period*

All agencies will use the standard format for the production of involvement chronologies and agency review reports.

All SARs will need to address the following overarching questions:

- What were the relevant agency policies and procedural guidance for this situation at the time?
- Were these followed by the professionals involved?
- Were there significant weaknesses in or gaps between the agencies policies?
- Were all appropriate professionals involved?
- How effective was communication between the involved parties?
- To what extent were professionals aware of and influenced by the wishes of the vulnerable person and their carers?

This review will also address the following specific questions:

- *Add any additional questions to be addressed relevant to the SAR in question*

The meeting and reporting dates proposed for this review are as follows:

- 1st Panel Meeting *Add date*
- Submission of agency reports to Panel Chair *Add date*
- 2nd Panel Meeting *Add date*
- Distribution of draft Overview Report and recommendations *Add date*
- 3rd Panel Meeting *Add date*
- SAB Meeting for presentation *Add date*

SAB approval meeting

If the period from the date of decision to hold a SAR to the SAB approval meeting exceeds the 6 month target, please record the reason for this.

Any difficulties envisaged or encountered in meeting reporting timescales are to be discussed with the Panel Chair as soon as possible.

Communication Plan

The following communication arrangements have been agreed by the review panel:
(to include subject of a review/relatives/press enquiries/FOI requests etc)

Note

These template Terms of Reference are for guidance only and should be amended as required by the circumstances of a SAR