

Safeguarding Adults Review (SAR) Referral Form

Safeguarding Adult Reviews (SARs) were introduced by the Care Act 2014. The purpose of a SAR is to determine what the organisations and individuals involved in the case might have done differently that could have prevented harm or death. This is so that lessons can be learned from the case, and those lessons applied to future cases to prevent similar harm occurring again. It is not to re-investigate an incident, nor is it to apportion blame - other processes exist for such investigations including, where appropriate to the circumstances of a case, criminal proceedings and disciplinary procedures.

While a Safeguarding Adult Review is not about apportioning blame, it will normally consider as part of the process:

- Why and how serious abuse or neglect happened to an adult and what could have been done to prevent it happening.
- Could partners work together differently to protect the adult and prevent the abuse that lead to the death or serious harm of an adult with care and support needs.

The Somerset Safeguarding Adults Board SAR Subgroup will consider every referral on the basis of whether it meets the mandatory criteria for a SAR (see Section 4.1, SSAB Learning and Improvement Policy). The Subgroup needs as much information as possible to enable its members to make a proportionate decision as to how to respond to a case referral, ensuring, if the case is accepted for a review, that that maximum learning is achieved for the Safeguarding Adults Board.

Please complete as much information on this form as possible and send for the attention of the Independent Chair of Somerset's Safeguarding Adults Board via: ssab@somerset.gov.uk

i. Referrer

Name:	
Title:	
Agency (where applicable):	
Address:	
Telephone number:	
Email address:	

ii. Senior Manager Authorisation (where applicable)

Name:	
Title:	
Telephone number:	
Address:	
Email address:	
Date referral authorised:	

iii. Adult at Risk and Person(s) Alleged Responsible to have Caused Harm or Neglect

Adult at Risk	
Name:	
Date of birth:	
Date of death (where applicable):	
Address:	
Health (physical):	
Health (mental):	

Agencies involved:	
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Person(s) or Organisation(s) Alleged Responsible to have Caused Harm / Neglect	
Name:	
Date of birth:	
Date of death (where applicable):	
Address:	
Health (physical):	
Health (mental):	
Agencies involved:	

iv. Referral reason(s)

<p>How does this case meet the criteria for a Safeguarding Adults Review? (<i>refer to the SSAB Learning and Improvement Policy, Section 4</i>).</p> <p>Please explain against each criterion and reference any evidence you feel is relevant.</p> <p>Please note that a referral for a SAR should not be used as a mechanism to follow up on a case following hand-over to another organisation where the criteria opposite has been met.</p> <p>* For the avoidance of doubt, where an adult did not have care and support needs at the time of all of the events to which the referral relates, but now does as a result of them, then this criterion would not be met.</p>	Criteria	Explanation
	Was the individual aged 18 or over at the time at which the events to which this referral relates took place?	
	Did the matters to which the referral relate take place within the administrative boundaries of Somerset?	
	Did the adult have care and support needs (as defined by the Care Act 2014 and statutory guidance), or if they had not been assessed can it be reasonably concluded that they did, at the time* of the events to which the referral relates?	
	Did the adult experience serious abuse or neglect or die as a result of abuse or neglect?	
	Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult?	

	Any further information:
What learning do you think can be achieved through review of this case?	
Which agencies / services are / were involved in this case? Please state all individuals / organisations with involvement and any relevant contact information to assist with information gathering	
Which organisations / services should particularly achieve this learning?	
What other learning / review processes have been followed? (please detail) What did they achieve? (please detail) How has that learning been disseminated? (please detail) What impact has it had? (please detail) What additional learning you feel that a SAR will achieve in addition to these processes (please detail)	
Please detail any other relevant information that will enable the Safeguarding Adults Review Sub-group of the Somerset SAB reach a decision about how to respond to this referral.	

In the event of any queries please refer to the SSAB Information Sharing Agreement which includes the Article 6 and Article 9 conditions permitting data sharing in the context of safeguarding vulnerable adults.

v. SSAB Decision

SAR Subgroup											
Date of recommendation to Independent Chair:											
Recommendation:	<input type="checkbox"/> That a Safeguarding Adults Review is commissioned <input type="checkbox"/> That a Safeguarding Adults Review is not commissioned										
Rationale for recommendation	<p><i>Insert rational then complete the table below:</i></p> <p>Based on the criteria for a mandatory SAR this is because:</p> <table border="1"> <tr> <td>Was the individual aged 18 or over at the time at which the events to which the referral relates took place?</td> <td></td> </tr> <tr> <td>Did the matters to which the referral relate take place in the SSAB's area?</td> <td></td> </tr> <tr> <td>Did the adult have care and support needs (as defined by the Care Act 2014 and statutory guidance), or if they had not been assessed can it be reasonably concluded that they did, at the time of the events to which the referral relates?</td> <td></td> </tr> <tr> <td>Did the adult experience serious abuse or neglect or die as a result of abuse or neglect?</td> <td></td> </tr> <tr> <td>Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult?</td> <td></td> </tr> </table>	Was the individual aged 18 or over at the time at which the events to which the referral relates took place?		Did the matters to which the referral relate take place in the SSAB's area?		Did the adult have care and support needs (as defined by the Care Act 2014 and statutory guidance), or if they had not been assessed can it be reasonably concluded that they did, at the time of the events to which the referral relates?		Did the adult experience serious abuse or neglect or die as a result of abuse or neglect?		Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult?	
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Is there reasonable cause for concern about how the SSAB, members of it or other persons with relevant functions worked together to safeguard the adult?											
Proposed methodology (where applicable)											
SSAB Independent Chair											
Date recommendation considered:											
Decision:	<input type="checkbox"/> That a Safeguarding Adults Review is commissioned <input type="checkbox"/> That a Safeguarding Adults Review is not commissioned										
Rationale for decision											
Methodology (where applicable)											
Signature											

Notification regarding the processing of any personal data supplied on this form

Data Controller – Somerset County Council

Data Protection Officer contact – informationgovernance@somerset.gov.uk

Purpose for processing – To receive and process referrals for Safeguarding Adult Reviews and to support the identification of learning

Legal basis for processing – By Law - The Care Act (2014) provides the legal framework under which SARs are undertaken

Data Sharing – the personal data provided will be shared with the Somerset Safeguarding Adults Board SAR Subgroup (comprising of representatives from Avon & Somerset Constabulary, NHS Somerset Clinical Commissioning Group and Somerset County Council) and the Independent Chair of the Somerset Safeguarding Adults Board as part of the decision-making process. If a decision is made to undertake a Safeguarding Adults Review, or where it is decided that it would be disproportionate to commission a SAR and that learning from the case should be identified through an alternative mechanism, the information could also be shared with other organisations that are members of the Somerset Safeguarding Adults Board, individuals/organisations involved in the case and independent reviewers/authors appointed to undertake a SAR.

Transfers abroad – this data will not be transferred abroad

Data Retention – this data will be retained for a period of 7 years after case closure in line with normal retention timescales for the NHS and Adult Social Care records.

Your Rights – You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: To be used where processing is by law or contract. You need to put what consequences are if we do not receive the information; such as: If you do not supply this information to us, we will not be able to fulfil the Somerset Safeguarding Adults Board's legal duties under the Care Act 2014

For more information see www.somerset.gov.uk/privacy