



Safeguarding Adult Review (SAR) Protocol

March 2022

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Update and Approval Process			
Version	Group/Person	Date	Comments
DSP1	Business Unit	01/10/2019	Rebranded and updated to reflect new safeguarding partnership arrangements. Timelines and processes revised in line with Child Safeguarding Practice Review Procedure at the request of the Statutory Partners.
DSP1.2	Business Unit	13/11/2019	Further amends as highlighted by Learning and Development Group.
DSP 1.3	Kate McLatchie – Safeguarding Adult Manager, DBC	30/01/2020	Further revisions provided.
DSP 1.3.1	Learning & Development sub-group and approved by SSP	April 2020	Update from L & D sub-group to tighten up decision making following challenge to SSP on outcome of safeguarding adult referrals. Revisions approved by SSP 9 th April 2020.
DSP 1.4	Statutory Safeguarding Partners	September 2020	Revisions to protocol to reflect criteria for referral to ensure only cases that meet the criteria are referred. Responsibility for agencies to ensure information is available and decision/rationale available for referring. To be ratified by SSP.
DSP 1.5 – 1.6	Statutory Safeguarding Partners & Learning and Development Group	November 2020	18.11.20 – agreed in principle by SSP and request to share with Learning and Development Group for consultation and final sign off. Final consultation and request for virtual sign off by L&D Group February 2021.
DSP 1.7	Learning & Development Group	March 2022	Revision to the SAR referral form following learning from an adult case. Signed off by Learning and Development Group 26/04/22.

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1. INTRODUCTION

- 1.1 For the purpose of this document the term Statutory Safeguarding Partners refers to the new statutory arrangements as outlined in [Working Together to Safeguard Children 2018](#). In Darlington, the safeguarding arrangements also cover the Safeguarding Adult Board, which is a statutory requirement under the [Care Act 2014](#).

The main objective is to seek assurance that local safeguarding arrangements and partners act to help and protect adults who meet the criteria set out in Section 43 (Part 1). The responsibility for Safeguarding arrangements rests with the Statutory Safeguarding Partners and for Darlington (at the time of this policy revision), they are:

- Darlington Borough Council
- Tees Valley Clinical Commissioning Group
- Durham Constabulary

- 1.2 The Statutory Safeguarding Partners have oversight of adult safeguarding across the locality and have a range of statutory duties, which contribute to the prevention of abuse and neglect. This includes the duty to conduct any Safeguarding Adult Reviews (SARs) in accordance with Section 44 of the Care Act 2014. SARs are reviews that examine the way agencies and individuals who have been involved with an adult at risk have acted. The purpose of the SAR is to identify learning to bring about improvements, so the likelihood of harm to adults at risk is minimised.

- 1.3 This procedure specifies the statutory requirements and the working arrangements of the Statutory Safeguarding Partners in respect of SARs and alternative learning from case reviews.

2. STATUTORY DUTY UNDER SECTION 44 CARE ACT 2014

- 2.1 There are 3 broad circumstances under which the [Care Act 2014](#) (Section 44) considers a SAR may take place. The guidance makes a distinction between those circumstances where the Statutory Safeguarding Partners are required to arrange or consider a SAR.

- 2.2 The Statutory Safeguarding Partners must arrange for a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if it meets any of the following criteria:

1. there is reasonable cause for concern about how the Safeguarding Partners, members of the Darlington Safeguarding Partnership (DSP) or other persons with relevant functions worked together to safeguard the adult AND:

2. EITHER;

- a) the adult has died, and the Statutory Safeguarding Partners know or suspect the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died). OR;**
- b) the adult is still alive, and the Statutory Safeguarding Partners know or suspect the adult has experienced serious abuse or neglect.**

- 2.3 The Statutory Safeguarding Partners may also arrange for a review of any other case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs). SARs may also be used to explore examples of good practice, where this is likely to identify lessons which can be applied to future cases.
- 2.4 Each member of the Darlington Safeguarding Partnership must co-operate in and contribute to, the carrying out of a review under this section with a view to:
- a) identifying the lessons to be learnt from the adult's case, and;
 - b) applying those lessons to future cases.

3. SAFEGUARDING ADULT REVIEW CRITERIA

- 3.1 The **first criterion** for determining whether a SAR should be conducted is in establishing whether the adult was in need of care and support services (whether or not the local authority was meeting any of those needs).
- 3.2 In considering whether an adult has needs for care and support, local authorities must consider whether:
- the adult's needs arise from or are related to a physical or mental impairment or illness;
 - as a result of the adult's needs, the adult is unable to achieve two or more of the specified outcomes (which are described in the Care Act 2014 guidance sections 6.105 to 6.112);
 - as a consequence of being unable to achieve these outcomes there is, or there is likely to be, a significant impact on the adult's wellbeing.
- 3.3 Significant impact is not defined and should be understood to have its everyday meaning.
- 3.4 The **second criterion** to be met is establishing a cause for concern about how the Darlington Safeguarding Partnership, its member organisations, or other persons with relevant functions, worked together to safeguard the adult. A particular emphasis is the extent they could have worked more effectively to protect the adult from the resultant outcome and therefore the potential for learning.
- 3.5 The **third criterion** involves an examination of the link between the death (or other outcome) and suspected abuse or neglect.
- 3.6 In the context of SARs, something can be considered serious abuse or neglect where, for example, the individual would have been likely to have died but for an intervention, or has suffered permanent harm, or has reduced capacity or quality of life as a result of the abuse or neglect.

4. THE RELATIONSHIP BETWEEN SECTION 42 ENQUIRIES AND SECTION 44 SAFEGUARDING ADULTS REVIEWS

- 4.1 There will be occasions where a safeguarding enquiry may be required when an individual has died, however the purpose and title of these meetings will need to be considered carefully.
- 4.2 Section 42 of the Care Act 2014 places a duty on the local authority to make enquiries when it has reasonable cause to suspect an adult in its area has care and support needs, is being abused or neglected (or is at risk of being), and is unable to protect themselves because of their care and support needs. The

purpose of Section 42 enquiries is to enable the authority to decide what action needs to be taken to protect the person. It therefore does not apply to the situation where someone has died and may have been abused or neglected before that. Section 44 of the Act provides for Safeguarding Adult Reviews to be carried out after someone has died, if the Statutory Safeguarding Partners know or suspect the death resulted from abuse or neglect, and there is reasonable cause for concern about how agencies or other persons with relevant functions worked together to safeguard the adult.

- 4.3 Section 42 enquiries are those which are undertaken when an adult, with care and support needs, has been identified as suffering or being at risk of abuse and neglect. **As a matter of law, an enquiry under Section 42 cannot be undertaken in relation to a person who is deceased.** Where someone's death is suspected to be the result of abuse or neglect, a referral should be made to the Darlington Safeguarding Partnership, the Statutory Safeguarding Partners will then consider whether the criteria for a SAR are met under Section 44.
- 4.4 If the circumstances of the death suggest there are reasons to be concerned about risk to other adults, Section 42 enquiries may need to be made to decide whether action needs to be taken to protect them.

5. PURPOSE AND PRINCIPLES OF A SAFEGUARDING ADULT REVIEW

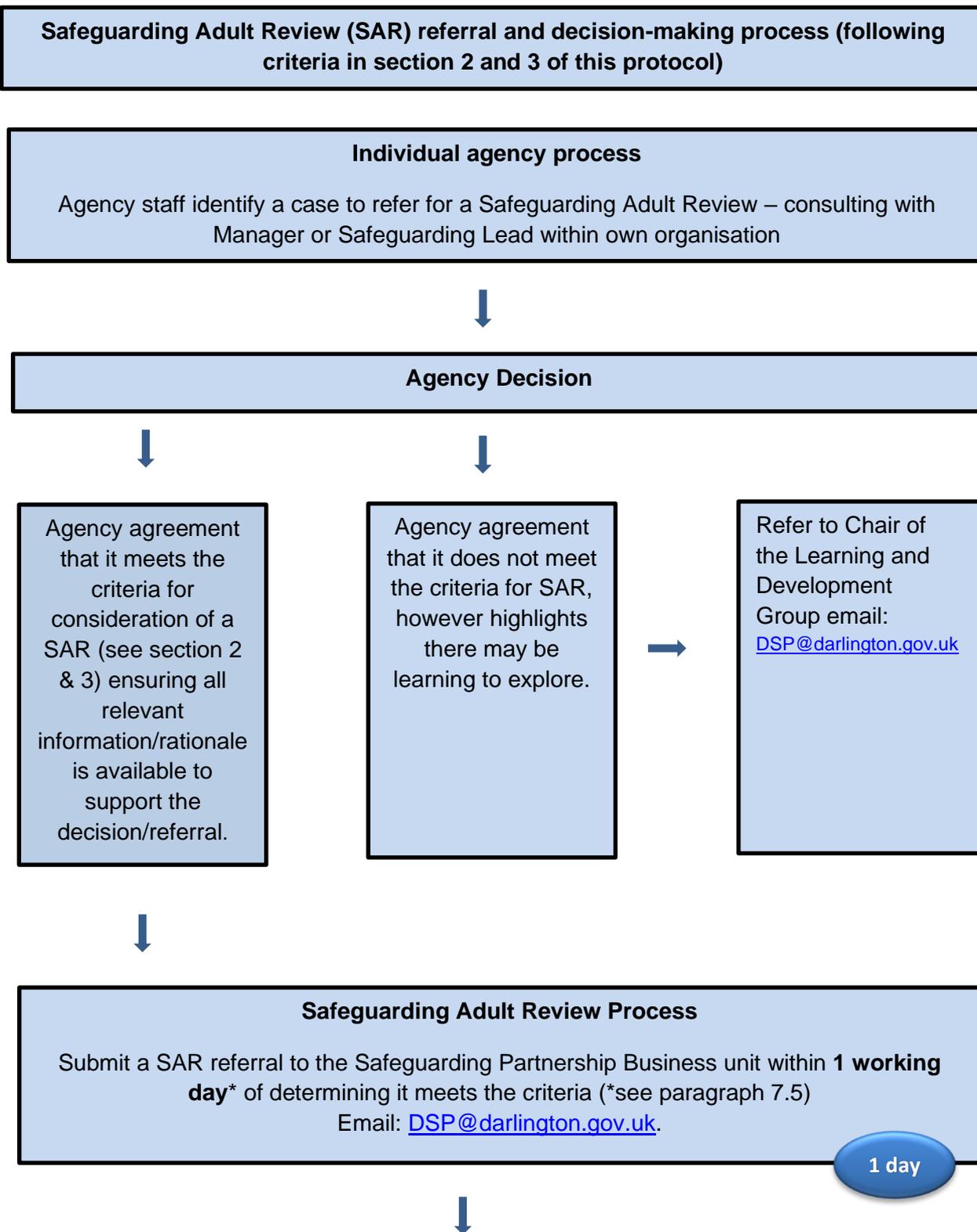
- 5.1 The purpose of a SAR is to promote effective learning and improvement action, through identifying what the relevant agencies and individuals involved in the case might have done differently which could have prevented harm or death. It is not an investigation.
- 5.2 The purpose of a SAR is not to hold any individual or organisation to account as other processes exist for that. These include criminal proceedings, disciplinary procedures, employment law and those of relevant service and professional regulatory bodies.
- 5.3 A SAR should:
- understand what happened and why;
 - learn lessons from the way professionals and agencies worked together;
 - identify what the agencies and individuals might have done differently which could have prevented harm or death;
 - prevent similar harm occurring in the future;
 - improve future practice by implementing the learning;
 - review and improve the safeguarding adults' procedures;
 - identify good practice;
 - highlight any lessons which can be learned from the case and make a clear set of recommendations;
 - ensure relevant action is taken in order to help prevent future deaths or serious harm; this helps to improve both single and inter agency working and better safeguard and promote the wellbeing of adults at risk.
- 5.4 SARs will be undertaken in accordance with the 6 safeguarding principles:
- **Empowerment** - every effort must be made to ensure the voice of the adult at risk or their relatives is evident throughout the process. Families should be invited to contribute to the review and their expectations should be managed appropriately and sensitively;

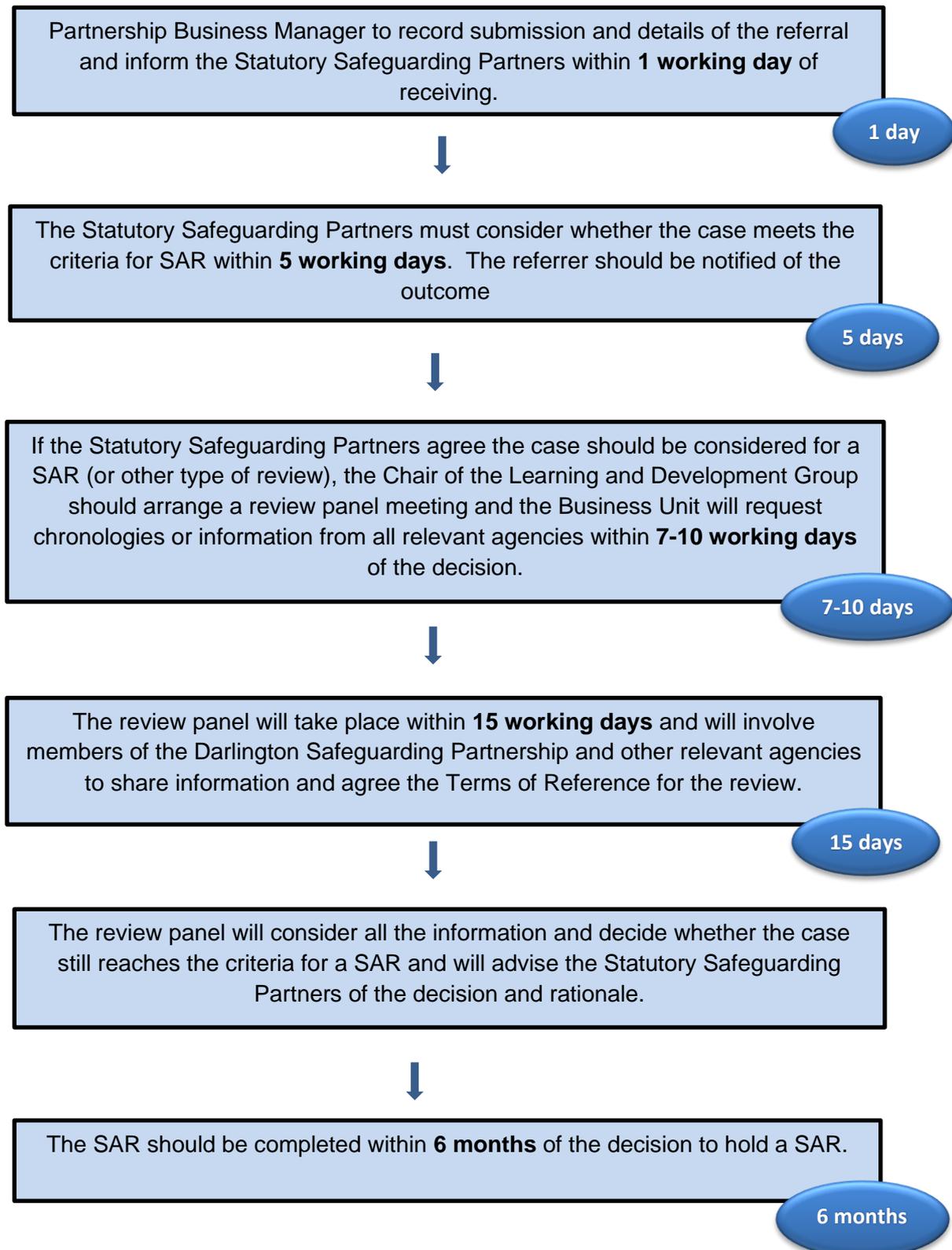
- **Accountability** - SARs should be trusted and safe experiences to encourage honesty, transparency and sharing of information and should be led by individuals who are independent of the case and of the organisations whose actions are being reviewed;
- **Protection** - SARs should seek to determine what the relevant organisations involved in the case might have done differently so lessons can be learned and applied to future cases to prevent similar harm occurring again;
- **Prevention** - there should be a multi-agency culture of continuous learning and improvement to promote the wellbeing and empowerment of adults and identify and promote good practice;
- **Proportionality** - the approach should be proportionate according to the scale and complexity of the issues and the potential for learning;
- **Partnership** - there must be appropriate involvement in the SAR by professionals and organisations which were involved with the adult at risk.

5.5 The Statutory Safeguarding Partners should be primarily concerned with ascertaining which type of review process best enables this to happen. The level of the review will be determined by the Statutory Safeguarding Partners following the SAR Screening Panel's recommendation.

6. FLOWCHART OUTLINING THE PROCESS AND TIMESCALES

- 6.1 The following process map summarises the process and timescales for the Statutory Safeguarding Partners when considering whether a referral reaches the criteria for a Safeguarding Adult Review and the procedure which must be followed:





7. INITIATING A SAR - THE REFERRAL PROCESS

- 7.1 Any agency or individual (including a member of the public) can refer a case for consideration of whether it meets the criteria for a SAR/or other review if there is learning to be explored. Only the Statutory Safeguarding Partners can commission a SAR in Darlington.
- 7.2 Agencies should consider making a SAR referral when there are reasonable concerns that an adult with needs for care and support is known/suspected to have experienced abuse or neglect, and meets the criteria outlined in section 2 and 3 of this procedure.
- 7.3 If an individual within an agency considers that serious abuse or neglect is taking place or has taken place, they should discuss this with their line manager or Safeguarding adult lead in the first instance, before submitting a referral.
- 7.4 Managers and Safeguarding Leads should be aware of the criteria for implementing a SAR. A decision should be made as to whether the case should be referred for a SAR and agencies should ensure there is enough information to support the decision for referral for SAR. You may find it helpful to discuss the concern with your agency representative on the Safeguarding Partnership, or the Safeguarding Partnership's Business Manager (DSP@darlington.gov.uk).
- 7.5 Where any individual or agency believes or suspects there may have been circumstances where the criteria for holding a SAR has been met, the case must be referred to the Safeguarding Partnership's Business Unit. You should ensure your manager is aware of the submission of the referral. The referral should be made within **1 working day** (**NB: it is acknowledged that there may be a requirement to obtain further information to support the referral, such as clarity of information of incident or details of cause of death, and therefore may not possible to meet the 1 working day timescale, however the referral should be submitted immediately the information becomes available*).
- 7.6 A referral is made by submitting SAR referral form (**Appendix 2**) to the Safeguarding Partnership's Business Unit DSP@darlington.gov.uk detailing why you, as the referrer, believe the case meets the criteria for a SAR and providing as much information as possible to support the decision. The SAR referral form should be submitted within **1 working day where possible**. The referral form can also be found on the Safeguarding Partnership website www.Darlington-Safeguarding-Partnership.co.uk
- 7.7 On receipt of the SAR referral, the Business Manager will support the referrer with ensuring all relevant/appropriate information has been provided to ensure the referral meets the criteria. The Business Manager will then record the information and inform the Statutory Safeguarding Partners within **1 working day**. The Statutory Safeguarding Partners/Independent Scrutineer/Chair will meet within **5 working days** of receipt of the notification to consider the case.
- 7.8 If an agency agrees that the case does not meet the criteria for SAR however highlights there may be learning to explore - the same form is completed and the relevant sections on the form should be completed and forwarded to the Safeguarding Partnership's Business Unit DSP@darlington.gov.uk.

8. DECISION MAKING

- 8.1 The Statutory Safeguarding Partners (SSP) and the Independent Scrutineer/Chair are responsible for deciding whether the criteria meet the threshold for a SAR and must consider the referral within **5 working days** of being notified.
- 8.2 If the SSP agree the case fulfils the criteria for a SAR, a review panel will be convened within **15 working days**. The Business Unit will request chronologies/multi-agency information within **7-10 working days** of the decision.
- 8.3 The review panel will take place within **15 working days** of the decision by the SSP to hold a review and the panel should be provided with written reports or chronologies from the key agencies involved (see **Appendix 3** for chronology template). Representatives from other relevant agencies may also be asked to attend the panel, to help clarify the circumstances of the case.
- 8.4 If the SSP determine that a case does not meet the criteria for a SAR, the SSP should consider whether there may be the potential for single or multi-agency learning (which falls below the threshold required for a SAR) or whether practice issues have been highlighted. In these circumstances the SSP should refer the case to the Learning and Development Group Chair. This process will be supported and monitored by the Learning and Development Group.
- 8.6 If the Statutory Safeguarding Partners determine that a case does not meet the criteria for a SAR and that there are no single or multi-agency practice issues to be considered, no further action will be taken.
- 8.7 Whatever the decision of the Statutory Safeguarding Partners, the rationale will be recorded and shared with the Learning and Development Group.

9. THE REVIEW PANEL

- 9.1 The review panel will take place within **15 working days** of receipt of the referral. The aim of the review panel is to gather further facts about the case and discuss whether there is any immediate action needed. They will also decide what steps they should take next and determine the level of review to undertake. The Review Panel Chair will provide a recommendation to the Statutory Safeguarding Partners on the level of review to undertake.
- 9.2 The review panel will be chaired by a representative(s) of the Statutory Safeguarding Partners and will be attended by members of the Safeguarding Partnership and/or Learning and Development Group, supplemented by additional practitioners with the necessary knowledge or expertise pertinent to the circumstances of the case. The review panel may also wish to have available specialist advisors whose role will be to advise Panel members during the process.
- 9.3 It is expected feedback on the outcome of the referral will be provided to the referrer within **5 working days** of the decision being made, this will be provided by the Business Unit. If the referrer is dissatisfied with this outcome, the matter should be discussed with the Statutory Safeguarding Partners. Additional guidance on decision making is available in the [Professional Challenge Procedure and Guidance](#) [PDF Document].
- 9.4 A SAR should be completed within **6 months** of the decision to commission a SAR.

- 9.5 The Statutory Safeguarding Partners will not normally review cases which are more than 12 months old, unless there is significant information which has more recently emerged, or there are good reasons why the SAR was not appropriate at an earlier stage. This is in order to ensure the optimum effectiveness and learning from the resources deployed.
- 9.6 By virtue of the criteria, in cases where a SAR may be indicated, a safeguarding concern and/or enquiry may already have been submitted/conducted. In this case, a discussion with the relevant Safeguarding Adult Manager within the Local Authority should normally take place prior to making a referral for a SAR and this should be considered as part of the safeguarding enquiry. Consideration of whether a SAR is required should never delay the raising of a safeguarding concern and the adherence to multi-agency safeguarding policy and procedures, which considers any immediate protection required.
- 9.7 However, to note there may be circumstances where safeguarding concerns are not obvious or evident, for example, where the individual may have died as a result of suicide and there are concerns partner agencies could have worked more effectively to protect the adult. In such circumstances, a SAR referral should be submitted.

10. SAR METHODOLOGY

- 10.1 The Care Act 2014 does not prescribe a methodology for a SAR. The methodology chosen should reflect the circumstances and scope of the individual case and enable the best possible learning outcomes. The approach should be proportionate to the scale and complexity of the issues and the potential for learning. For further information about the methodologies which are available see [SCIE – Safeguarding Adult Reviews \(SARs\)](#).

11. COMMISSIONING A SAR

- 11.1 The Care Act 2014 Statutory Guidance states the Statutory Safeguarding Partners should aim for completion of a review within a reasonable period of time and in any event within **6 months** of its initiation (this is from the point the Statutory Safeguarding Partners agree to proceed with a SAR), unless there are good reasons for a longer period being required, for example, because of the potential to prejudice related court proceedings as outlined in S14.144 Care Act 2014.
- 11.2 The Statutory Safeguarding Partners are responsible for commissioning reviewers for local reviews. On receipt of the Statutory Safeguarding Partner's decision to undertake a SAR, the Chair of the Learning and Development Group will liaise with the Business Manager in order to make the necessary arrangements.
- 11.3 If the SSP have agreed to commission an independent author for a SAR, this should be in line with the regionally agreed process for commissioning an Independent Author, through North East Procurement Organisation (NEPO).
- 11.4 Once the decision has been communicated, each agency will be responsible for taking appropriate actions which may be necessary in relation to the security of their records. No member agency should comment publicly upon the case without express agreement of their senior management.

12. QUALITY ASSURANCE AND SAR QUALITY MARKERS

- 12.1 The Statutory Safeguarding Partners have a role in the quality assurance of the SAR process, and the Social Care Institute for Excellence (SCIE) has published SAR quality markers to assist commissioners and reviewers in conducting high quality case reviews. The quality markers assume the principles of Making Safeguarding Personal (MSP) as well as the 6 principles of safeguarding. The SAR quality markers are based on the SCR quality markers developed by the NSPCC for learning from Serious Case Reviews and adapted for adult safeguarding policy and practice. The SAR quality markers can be accessed at [SCIE Safeguarding Adult Review Quality Markers checklist](#).

13. CONSULTING WITH THE ADULT AT RISK AND OTHERS AFFECTED BY THE REVIEW

- 13.1 Reflecting the principles of openness, transparency and candour, the Statutory Safeguarding Partners must ensure there is appropriate involvement in the review process of people affected by the case including, where possible, the victims of abuse and their families/significant others. In accordance with the Care Act 2014, where an adult has “substantial difficulty” in participating, this should involve representation and support from an independent advocate or their family member/friend where appropriate.
- 13.2 The review panel must consider the degree to which the adult, advocate and/or their families will be involved in the review. They should understand how they are going to be involved and their expectations should be managed appropriately and sensitively. Consideration should also be given, if and how, a known abuser might have some input to the review process.
- 13.3 Where a SAR is taking place, individuals will be notified. Involvement may be by formal notification only, or by inviting them to share their views in a way which suits them. Careful consideration should be given as to who will contact the individual or their family and maintain contact throughout the SAR process. This will normally be the professional who knows the individual/family best.
- 13.4 The timing of such notification is crucial, particularly when there are criminal justice processes running parallel and decisions will need to be taken in consultation with relevant others.
- 13.5 If a decision is taken to not involve the adult at risk or their family, the reasons why not should be recorded along with any legal advice provided.
- 13.6 If an adult affected by a notifiable patient safety incident has died, or experienced serious abuse or neglect (see section 3), then a conversation with the family/adult should be considered prior to a referral for a SAR. If a SAR is commissioned subsequently, then the family should be regularly updated on developments from the investigation into the patient safety incident and the SAR.

14. INFORMATION SHARING

- 14.1 The Safeguarding Adults Review Protocol should be viewed with consideration to [Section 45 Care Act 2014](#) which outlines the expectation that organisations share information, and be fully compliant in circumstances where information is required to enable the Darlington Safeguarding Partnership to exercise its functions. Information should be shared in accordance with the [Data Protection Act 2018](#) and General Data Protection Regulations (GDPR) and the [Darlington Safeguarding Partnership Information Sharing Protocol](#) [PDF document]

15. REFERRAL TO THE LEARNING AND DEVELOPMENT GROUP - CASES THAT DO NOT MEET CRITERIA FOR SAFEGUARDING ADULT REVIEW

- 15.1 Details of all Safeguarding Adult Review referrals considered by the Statutory Safeguarding Partners (SSP) should be shared with the Chair of the Learning and Development Group (L&D) in the interest of openness and transparency to enable the Group to discuss and analyse the decisions made. Details of all cases will be referred to the L&D Group on the referral template (Appendix 1).
- 15.2 Details of cases which an agency agrees do not meet the criteria for referral to Statutory Safeguarding Partners for consideration of SAR, however highlights learning to be explored, should also be shared with the Chair of the L&D Group for consideration.
- 15.3 The SSP will have determined whether the case meets the criteria for Safeguarding Adult Review (SAR). If the case meets the criteria, a Review Panel will be convened, and the process outlined in Section 9 above will be followed.
- 15.4 If the case does not meet the criteria for SAR, the SSP will provide the rationale and decision.
- 15.5 Based on the information provided in the notification, the SSP will inform the Chair of the Learning and Development Group that there is no further action to be taken, or they recognise there is the potential for single or multi-agency learning.
- 15.6 The Learning and Development Group will consider all information provided to determine:
1. Whether a multi-agency practice review should be undertaken;
 2. Whether a multi-agency audit should be undertaken on similar cases;
 3. Whether there is learning for a single agency and an internal review is undertaken;
 4. Whether an issue is highlighted that needs to be explored further, through quality assurance processes;
 5. No further action required.
- 15.7 The Learning and Development Group will provide details and rationale and outcome of their decision to the SSP for approval to progress course of action agreed.

16. INTERFACE WITH OTHER REVIEWS AND INVESTIGATIONS

- 16.1 The Care Act 2014 Statutory Guidance (14.176) requires the Statutory Safeguarding Partners must consider how the SAR will interface with other parallel processes or investigations. It is helpful to establish at the outset of the SAR all relevant areas which need to be addressed, to reduce the potential for duplication. Important principles in planning include ensuring adherence to any separate statutory requirements, ensuring appropriate expertise and knowledge, reduction of duplication, maximising effectiveness and learning, and minimising the impact on those affected by the case. It is the responsibility of the Chair of the review panel to ensure contact is made with the Chair of a parallel process. There are a number of types of review and investigation which may interface with a SAR and it is important to consider any other processes which may run parallel with the SAR or which may be being considered. These may include:
- Child Safeguarding Practice Review (CSPR);
 - Domestic Homicide Review (DHR);
 - Safeguarding Enquiry;

- Serious Untoward Incident Investigations (SUI);
- Mental Health Homicide Review;
- Disciplinary Proceedings;
- Judicial Reviews;
- Complaints;
- Criminal Justice Processes;
- Coroner's Inquest.

16.2 Where there are possible grounds for both a SAR and a SCR (or any other type of review), then a decision should be made at the outset by the Chair of the respective decision-making bodies as to how they will coordinate the reviews, engagement and report(s). This may result in some parts being jointly commissioned and overseen, or one Board leading, with the same or different reports being taken to each commissioning body. This will necessitate a discussion between the Independent Scrutineer/Chair and the Chairs of other panels involved in a review to consider how best to proceed.

16.3 **Domestic Homicide Reviews;** Where there are possible grounds for both a Safeguarding Adult Review (SAR) and a Domestic Homicide Review (DHR), a decision should be made by the Chair of the DHR and the Statutory Safeguarding Partners as to how they will coordinate the reviews, engagement and reports. This may result in some parts being jointly commissioned and overseen, or one body with the same or different reports being presented to each body.

Where either the victim or suspect/perpetrator were responsible for the care of a child under the age of 18, the Chair of the Community Safety Partnership should inform the Darlington Safeguarding Partnership's Business Unit of the homicide and the circumstances.

For further information see Home Office Guidance Dec 2016: [Domestic Homicide Reviews: Statutory Guidance](#) [external link]

16.4 **Mental Health Homicide Reviews;** NHS England commissions independent investigations into homicides (sometimes referred to as mental health homicide reviews) which are committed by patients being treated for mental illness. For further information see: www.england.nhs.uk/publications/reviews-and-reports/invest-reports

16.5 All SARs need to take account of a Coroner's Inquiry and any criminal investigation, including disclosure issues, which may impact on timescales. The Coroner must be informed of the decision to hold a SAR and the Chair of the review panel must ensure the necessary contacts are maintained with appropriate people.

17. MEDIA/COMMUNICATION AND PUBLICATION

17.1 The media strategy should be considered by the review panel at the beginning of the process and will be approved by the Statutory Safeguarding Partners. Media and communication issues will be coordinated by Darlington Borough Council's (DBC) Communications team, in collaboration with the Communications teams of other agencies involved to ensure consistency.

17.2 In the interests of transparency, the Statutory Safeguarding Partners should consider publishing the SAR report within legal parameters. The Statutory Safeguarding Partners/Independent Scrutineer will make the final decision on whether the SAR report will be published in full or whether to publish only the learning

outcomes. Advice will be sought from the DBC Communications and Media team in respect of publication and media releases.

- 17.3 At the point of publication, the Statutory Safeguarding Partners will release a press statement via the Communications Team outlining the reason for the review, the key findings and the required actions. The Statutory Safeguarding Partners will retain discretion over the process and timing of publication, taking into account such factors as ongoing criminal investigations or court proceedings.

18. CONCLUSION OF A SAR

- 18.1 Once the review process has been completed, the Independent Reviewer will present the draft report to the Learning and Development Group, who have the governance responsibility for all reviews. The group will review the learning outcomes and suggested recommendations for improvement. Improvement actions must be clearly communicated and achievable in the timescales considered. The final report will be presented to the Statutory Safeguarding Partners and Independent Scrutineer/Chair for final sign off, before findings are shared with the wider multi-agency partnership group.
- 18.2 The Learning and Development Group will be responsible for determining the improvement actions which will then be recorded into an action plan. This plan will be regularly reviewed and monitored by the Learning and Development Group which will ensure learning outcomes are embedded in the respective organisations. The actions will be incorporated into an exception report which will be monitored by the sub-group. The Chair of the Group will seek an explanation from relevant agencies in respect of outstanding actions and, in accordance with the escalation process, will inform the relevant Head of Service in cases where actions are not completed 3 months beyond the specified deadline. The Chair of the Group will request confirmation of what action will be taken to rectify the matter. In cases where actions remain outstanding at 6 months beyond the original deadline, the Chair of the Group will inform the Chief Officer of the agency concerned and will seek information about what steps are being taken to complete the action. An extension to the original deadline should only be agreed in exceptional circumstances and at the request of the Chief Officer. In exceptional circumstances, there may be a requirement for the Chair of the Group to involve the Independent Scrutineer/Chair in the escalation process.

19. NATIONAL LEARNING

- 19.1 The Business Manager should ensure that once the Statutory Safeguarding Partners have agreed a SAR is to be published, the report is shared with the National SAR Library to ensure learning points are shared and inform national policy, practice and procedures.

20. ANNUAL REPORT

- 20.1 The findings from SARs will be included in the Darlington Safeguarding Partnership Annual Report, along with relevant service improvements and actions and the reasons for any decisions not to implement actions.



Safeguarding Adults Review Referral and Learning Request Form

Strictly Confidential

The Purpose of a Safeguarding Adult Review (SAR) is to determine what the relevant agencies and individuals involved in a case might have done differently that could have prevented harm or death and ensure maximum learning can be achieved.

As set out in the Care Act 2014, a SAR will only be considered by the Statutory Safeguarding Partners if Section 1 and either Section 2 or 3 are met.

For any case where you determine does not meet the criteria for SAR i.e. section 1 or 2 & 3 are not met yet, you believe there is learning to be explored such as the potential for a single or multi-agency review or audit or a practice issue has been highlighted then click 4 below.

In your opinion, please select all that apply.

1.	There is reasonable cause for concern about how the Safeguarding Partners, members of the Darlington Safeguarding Partnership (DSP) or other persons with relevant functions worked together to safeguard the adult	<input type="checkbox"/>
2.	The adult has died and you know or suspect the death resulted from abuse or neglect (whether or not you knew about or suspected the abuse or neglect before the adult died)	<input type="checkbox"/>
3.	The adult is still alive, and you know or suspect the adult has experienced serious abuse or neglect	<input type="checkbox"/>
4.	Does not meet criteria for SAR but there is learning to be explored (to be referred to the Learning and Development Group)	<input type="checkbox"/>

The information on this form is confidential and will only be shared in accordance with the [DSP Information Sharing Protocol](#) and in the best interests of the adult/adult's family.

Darlington Safeguarding Partnership needs as much information as possible to enable members to make a proportionate decision as to how to respond to a SAR referral, therefore it is essential that you complete as much information on this form as possible. Please refer to the [SAR Protocol](#) for further guidance.

If you have any questions or wish to discuss the referral, please do not hesitate to contact the DSP Business Unit via email: DSP@darlington.gov.uk

SECTION 1: ABOUT THE PERSON COMPLETING THE FORM (REFERRING AGENCY)			
FULL NAME			
JOB TITLE			
ORGANISATION			
EMAIL		TELEPHONE NUMBER	
DATE SUBMITTED			
AUTHORISING OFFICER WITHIN AGENCY		JOB TITLE	
ORGANISATION AGREEMENT:			

YOU DETERMINE THE CASE MEETS THE CRITERIA FOR A SAFEGUARDING ADULT REVIEW (to be referred to Statutory Safeguarding Partners)	YES	NO	YOU DETERMINE THE CASE DOES NOT MEET THE CRITERIA FOR A SAFEGUARDING ADULT REVIEW, HOWEVER THERE IS LEARNING TO BE EXPLORED (to be referred to the Learning and Development Group – see section 15 SAR Protocol for further guidance)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ONCE COMPLETED PLEASE SEND SECURELY TO			DSP@darlington.gov.uk		

SECTION 2: ABOUT THE ADULT					
FULL NAME					
DATE OF BIRTH		GENDER	Choose an item.	ETHNICITY (if known)	
ADDRESS				POSTCODE	
DATE OF SERIOUS INCIDENT			DATE OF DEATH (if applicable)		
CAUSE OF DEATH (if applicable)					
IS A CORONER INVOLVED?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>	
IF YES, RECORD DETAILS OF THE CORONER AND LOCAL AUTHORITY AREA					
DOES ADULT HAVE CARE AND SUPPORT NEEDS?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
MENTAL CAPACITY – Does/did adult have capacity to make their own decisions?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	

SECTION 6: WHY YOU BELIEVE IT MEETS THE CRITERIA FOR SAFEGUARDING ADULT REVIEW?

Please outline why you feel this case meets the criteria for a Safeguarding Adult Review.
A brief overview/narrative and professional judgement is required (if not relevant, i.e. it is a learning request - insert not applicable and complete section 7 below).

SECTION 7: WHY YOU BELIEVE CASE DOES NOT MEET THE CRITERIA FOR SAFEGUARDING ADULT REVIEW HOWEVER THERE IS LEARNING TO BE EXPLORED?

Please outline why you feel this case meets the criteria for a Learning Request and referral into the Learning and Development Group (if not relevant, i.e. it is a SAR referral – insert not applicable and complete section 6 above). See section 15 SAR Protocol for further guidance

SECTION 8: AGENCY AUTHORISING OFFICER COMMENT & RECOMMENDATION

SECTION 9: ANY OTHER REVIEW PENDING OR COMPLETE?

e.g. Internal Agency Review, Disciplinary Processes, Professional Body Process, Criminal Investigation, MAPPA, MARAC, Domestic Homicide, Child Safeguarding Practice Review, LeDeR Review, Regulatory Bodies or Other (please provide details).

Please provide details of any early learning or changes to practice that you may have implemented to improve or safeguard individuals going forward with your knowledge from this case.

Please indicate if you are unaware of any other reviews ongoing (do not leave blank).

SECTION 10: COMMUNICATION

Communication with the Adult/family will be considered by the Business Manager and SAR Sub-Group Chair upon receipt of this Notification

Is the Adult aware of this Notification?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the Adult's Representative aware of this Notification?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 11: BUSINESS UNIT USE ONLY			
DATE REFERRAL RECEIVED BY BUSINESS UNIT		DATE ACKNOWLEDGED	
IF SAR REFERRAL - DATE STATUTORY SAFEGUARDING PARTNERS NOTIFIED		IF LEARNING REQUEST - DATE REFERRED TO LEARNING AND DEVELOPMENT GROUP	
STATUTORY SAFEGUARDING PARTNERS DECISION AS TO WHETHER MEETS CRITERIA FOR SAR			
DOES MEET CRITERIA	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DATE AGREED			
SUMMARY OF STATUTORY SAFEGUARDING PARTNERS DECISION			
IF IT DOES NOT MEET CRITERIA FOR SAR – DO STATUTORY SAFEGUARDING PARTNERS RECOGNISE THERE MAY BE LEARNING FROM THE CASE?			
<p><i>If yes, refer to chair or Learning and Development Group for consideration of next steps.</i> <i>If no, there should be no further action taken and the decision to be shared with the Chair of the Learning and Development Group for information.</i></p>			
REFERRAL TO LEARNING AND DEVELOPMENT GROUP	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
FEEDBACK AND OUTCOME OF REFERRAL TO REPORTING AGENCY			
DATE		WHO NOTIFIED	



CHRONOLOGY TEMPLATE FOR Safeguarding Adult Review

Multi-Agency Chronology Template

Name of Adult	
Date of Birth	
Address	
Liquid Logic Number	
NHS Number	
Agency	
Author	

Date dd/mm/yy	Time 00:00 (24hr)	Significant Event	Agency	Whose Professional/ Agency Records (Source)?	Who was involved?	Decisions/Outcome including any actions taken	Author Comments



DARLINGTON SAFEGUARDING PARTNERSHIP

Review Panel Meeting

Date of Review Panel:	
Present:	
Apologies:	
Date of notification to Statutory Safeguarding Partners:	
Welcome/Reason for meeting:	
Factors about the case; as far as they can readily be established at the time of this meeting:	
Details of agency involvement with the adult and family/advocate i.e. Adult Social Care, Durham Constabulary, etc.	

<p>Is there any immediate action needed to ensure the safety of the adult?</p>	
<p>Has the panel identified improvements necessary to safeguard the adult?</p>	
<p>Outline the panel's recommendations regards:</p> <p>Decision:</p> <p>Rationale:</p> <p>Next Steps:</p> <p>Including decision as to whether to agree to undertake a Safeguarding Adult Review. If not, agree what action should be taken, i.e.:</p> <ul style="list-style-type: none">• Multi-Agency Learning lesson review• Single Agency and internal review• Multi-Agency Audit undertaken• Issue to be explored through quality assurance processes• No learning or further action required <p>Date decision sent to the Statutory Safeguarding Partners:</p>	