

**SAFEGUARDING
ADULTS
BRADFORD**

SAFEGUARDING ADULT REVIEWS

Framework Executive Summary

January 2022

Bradford Safeguarding Partnership Business Unit

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1. Introduction

Section 44 of the Care Act 2014 and associated statutory guidance require Safeguarding Adults Boards (SAB) to conduct Safeguarding Adults Reviews (SARs) or other learning reviews in certain circumstances. The Act requires SAB member agencies to cooperate with and contribute to the carrying out of a review.

The Bradford Safeguarding Adults Board Safeguarding Adults Review subgroup (SAR sub group) is responsible for recommending the commissioning of SARs and overseeing the process. The SAR Framework has been developed to set out:

- The purpose of a Safeguarding Adults Review (SAR)
- Criteria for conducting a Safeguarding Adults Review (SAR)
- Roles and Responsibilities
- The referral process for requesting a SAR
- The process for commissioning the SAR
- Several options for conducting those reviews
- How adults, families and staff will be supported and involved in SARs
- How learning from SARs will be acted upon

The associated guidance and templates are designed to ensure governance of the process and to provide a process for achieving a complex and challenging task most effectively.

The toolkit is aligned with the SCIE [Safeguarding Adult Review Quality Markers](#) checklist which assume the principles of Making Safeguarding Personal, as well as the Six Principles of Safeguarding that underpin all adult safeguarding work (Empowerment; Prevention; Proportionate; Protection; Partnership; Accountability), supporting variety, innovation and proportionality in approaches to case reviews.

2. The Purpose of a Safeguarding Adults Review (SAR)

SARs provide an opportunity to improve inter-agency working, for onward dissemination of lessons learnt to partner agencies, the sharing of best practice and ultimately better safeguarding of adults at risk of abuse or neglect. SARs are not enquiries into how an adult at risk died or who is culpable but to learn from complex cases that agencies find challenging, which, on initial analysis, demonstrate areas of practice that could have been delivered more effectively and additionally and where there are clear concerns that agencies have not worked as well together as they might.

A SAR is a multi-agency process that considers whether or not serious harm experienced by an adult or group of adults at risk of abuse or neglect, could have been predicted or prevented and uses that consideration to develop learning that enables agencies in Bradford to improve their services to prevent abuse and neglect in the future.

3. Care Act 2014 Criteria for Conducting a Safeguarding Adults Review

The Care Act 2014 states that:

(1) A SAB must arrange for there to be 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: -

- (a) there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, and
- (b) condition 1 or 2 is met.

(2) Condition 1 is met if: -

- (a) the adult has died, and
- (b) the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).

(3) Condition 2 is met if: -

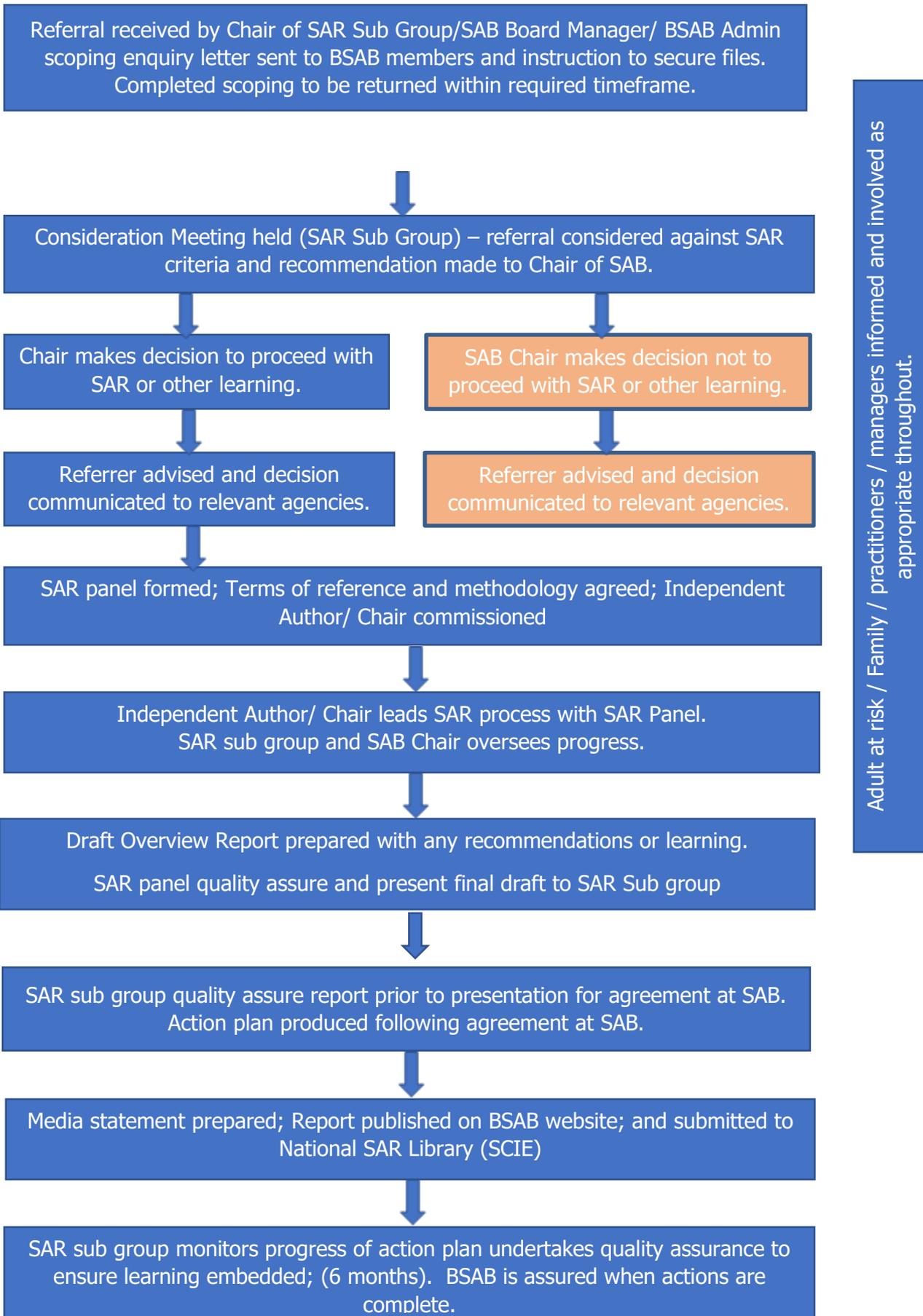
- (a) the adult is still alive, and
- (b) the SAB knows or suspects that the adult has experienced serious abuse or neglect.

(4) A SAB may arrange for there to be 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).

(5) Each member of the SAB 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.

4. Overview of SAR Process



5. Referral

Any organisation can make a SAR referral to the Safeguarding Adult Board.

The referral for consideration of a SAR should be made on the appropriate form. Once completed, the form should be submitted to the Chair of the SAR Sub Group (via BSAB Business Support Unit). All such referrals should be sent securely in line with the referrer's organisational policy.

On receipt of the referral, a scoping enquiry notice will be sent out to all BSAB members by the BSAB Manager/ secretariat to determine whether the agency had contact with the adult at risk or any named significant others and obtain further information along with an instruction to secure files. Where access to records is required for ongoing case work, a copy should be made and secured. Information should be returned to the BSAB secretariat for collation within 5 working days.

6. Consideration Meeting

The members of the SAR sub group will take part in the consideration meeting. Professionals who were involved in the person's life could also be invited to attend this meeting to provide any additional information. The outcome of the meeting is to decide whether or not the SAR criteria are met or whether any other learning should take place. The SAR Sub Group Chair will make a recommendation to the BSAB Chair outlining the rationale and decision of the SAR referral consideration. The BSAB Chair will respond to this communication with a final decision to accept or reject the recommendation and the referrer will then be advised accordingly. Any disagreement about the decision and/or recommendation by this group will also be brought to the attention of the BSAB Chair who will take it into account when making a final decision.

Once a decision to proceed with a SAR or other form of review is established, the BSAB Manager will send written confirmation to all agencies. If there is a challenge from the subject or family about whether a SAR is undertaken, the family should approach the Local Government Ombudsman. www.lgo.org.uk

7. Establishing a SAR panel

A SAR Panel will consist of at least one senior representative from the most appropriate Health organisation, Police and Local Authority representatives and any agencies that had key roles in the case. The Secretariat of the Bradford SAB will write to the relevant BSAB Board member or senior manager of the organisations involved for nominations to the Review Panel.

8. Selecting a Chair/Independent Author

The appointment of an Independent Author is required in SARs regardless of the methodology used; however, this can be by an arrangement with a senior member of a local organisation who has had no involvement with the case under discussion. The appointment will be made by the BSAB. The Independent Author will work with members of the SAR panel to address each of the Terms of Reference of the Review and produce an Overview Report. This person should have no previous involvement or knowledge of the case or any individuals involved and should be independent from the agencies represented in Bradford.

9. Terms of Reference

The BSAB SAR panel will draft a Terms of Reference for each SAR.

The Terms of Reference should be a working document and can be revised, as necessary, with full agreement of the panel for the review to focus on the areas with the potential for the most significant learning.

SARs must be completed in a timely manner. Once the decision to commission a SAR has been made, it should be completed, reviewed by the SAR Group and presented to the Bradford SAB within 6 months, unless agreed by the Chair of the Board.

10. Involvement of the Individual & Family Members/ Significant Others

Wherever possible, the family, significant others and the adult themselves (when consent/ best interests are established) should be involved in the review process

Each case will be unique, and it is therefore important that careful consideration is given to the best way of notifying and involving the adult, family and friends. The involvement should be clearly documented in the Terms of Reference for the SAR.

It will be a sensitive time for everyone, and consideration should be given at an early stage to the following:

- How notification will be done
- The ongoing identified support to those involved (how and who will provide it)
- Informing the adult or family/friends about how the process works and what role they will have in shaping this?
- How they will want to be involved
- The purpose, process and parameters of the SAR being communicated in the most appropriate setting or method to ensure that these can be understood and convey respect to those involved.

Note: If concurrent criminal proceedings are taking place it will be necessary to seek advice from the Police or other relevant organisations prior to advising the Adult at Risk and/or Family members of the decision to proceed to a SAR.

11. Overview Report

An overview report will be written and presented to the BSAB to present key findings and learning. Whilst the style of the overview report may vary depending on the method used the content should include: -

- a. Introduction
- b. Circumstances leading to a safeguarding adult review being undertaken.
- c. Terms of reference
- d. Methodology of the safeguarding adult review
- e. Facts of the individual case
- f. Analysis of individual case
- g. Findings/Recommendations/Learning

The report should be written in plain English and in a way that can be easily understood by professionals and the public alike; and be suitable for publication without needing to be amended or redacted.

12. Action Plans

The SAR Sub Group will formulate the SAR Action plan based upon the multi-agency recommendations identified by the Independent Chair/ Overview Report author.

In addition to the main multi-agency action individual agencies may produce their own action plans that cover smaller scale actions. The BSAB may wish to seek assurance that these action plans have been addressed.

All action plans explicitly set out how agencies will evidence completion of an action and how the learning from the SAR will be embedded within the organisation. Any failure to complete actions will be escalated to the Chair of the Board with the knowledge of the relevant Bradford SAB Board member. Where this relates to an organisation that is commissioned service, this will also be raised with the commissioner and regulator where appropriate.

When an action plan has been completed, this will be reported to the Bradford SAB prior to closure of the SAR. The Review can only be closed when the Bradford SAB is satisfied and has agreed that all actions have been completed.

13. Embedding Learning

The purpose of a SAR is to learn and improve practice and services. It is essential therefore that the learning from SARs is widely disseminated. Learning from SARs will be disseminated in the following ways:

- Specific SAR bulletins
- Regular and specific Learning from Practice Events
- The Multi-Agency Safeguarding Training Programme
- Direct presentation to the BSAB
- Review learning dissemination workshops
- Publication on the Bradford Safeguarding Adults Board Website (Safer Bradford)
- Safeguarding Adults Annual report, which highlights learning themes in both local and national reviews.
- Individual agencies taking responsibility to share learning internally.
- Any other appropriate method

The SAR sub-Group will report thematic learning as appropriate to the BSAB and this may inform priorities for the BSAB.

14. Publishing the Report

A communication plan will be produced as part of the SAR process and be overseen by the SAR Sub Group.

When compiling and preparing to publish reports the Bradford SAB will consider carefully how best to manage the impact of publication on the Adult(s) at Risk, family members and others affected by

the case whilst complying with the Data Protection Act 2018 and any other restrictions on publication of information, such as court orders.

When considering the date of publication of the SAR report, the BSAB will be sensitive to the family needs by for example considering significant dates for the family such as anniversaries or birthdays. Full anonymised versions of the final report will be published unless there are exceptional circumstances not to do so. The Adult at Risk and/or Family members will be advised of the decision to publish and given advance notice of the date of publication.

The report will, in normal circumstances, be published on the Safeguarding Adult's Board website and all statutory agencies on the Safeguarding Adults Board will be informed of this. It is also expected that the review will be published on the national [SAR library](#).

Prior to publication the Board Chair will prepare a press statement alongside the key agencies involved with the case outlining learning for Bradford.

Note - A delay in publication should not prevent implementation of learning.

For further information regarding Safeguarding Adult Reviews and to access published reviews please visit

<https://saferbradford.co.uk/learning-resources/learning-reviews/>

If you would like a full copy of the SAR Framework please email BSAB@bradford.gov.uk