



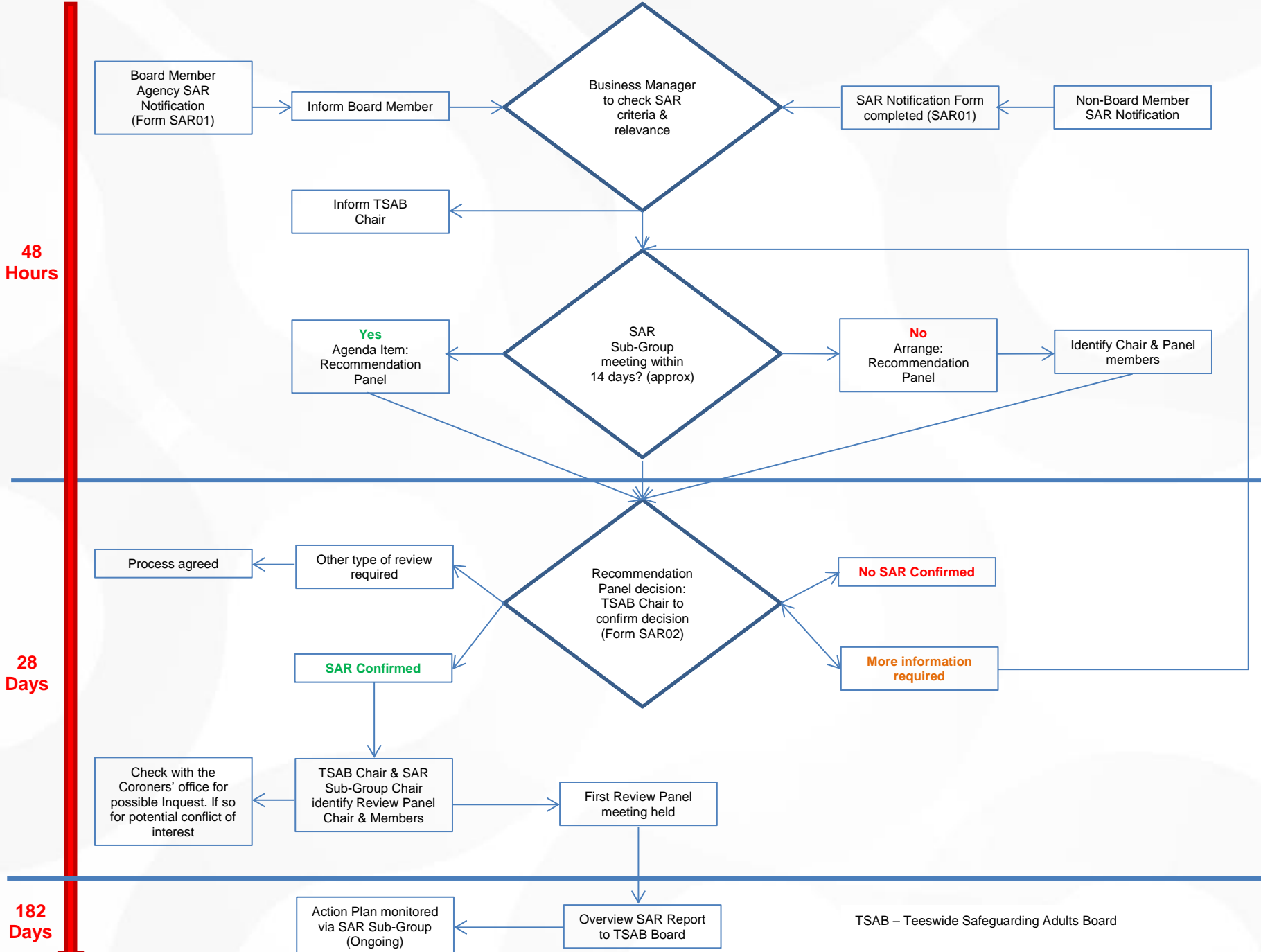
SAFEGUARDING ADULTS REVIEW DECISION PROCEDURE

Ensuring our safeguarding arrangements act to help and protect adults

2015-16

VERSION ONE

Safeguarding Adults Review (SAR) Decision Procedure



TSAB – Teeswide Safeguarding Adults Board

Safeguarding Adults Review Decision Procedure

Summary

Stage of Procedure	Guidance	Responsibility	Timeframe
Notification	1. TSAB member agencies notify the Business Unit about a possible SAR using form SAR01 2. As above this should have been forwarded via the agency's TSAB Board member; if not the Business Unit will contact the Board member	Person making notification Business Unit	Same day as notification is received
	3. If a notification is received via a Non-Board member agency then they should be asked to complete form SAR01 if this hasn't been completed	Business Unit	Same day as notification is received
Criteria & Relevance Check	1. Business Manager to use Care Act guidance and SAR Policy to determine if there is a genuine SAR to consider 2. Inform TSAB Independent Chair that there is a possible SAR to be considered	Business Manager	Same day as notification is received
Preparation for setting up SAR Recommendation Panel	1. Business Unit to assess timescales of the next SAR Sub-Group meeting. If this is within (approx.) 14 days then Recommendation Panel to be included on the agenda of the SAR Sub-Group 2. If there is no SAR Sub-Group in the (approx.)14 day period then arrangements to be made to convene a Recommendation Panel 3. Sift and highlight from the Notification Form potential agencies to be invited to the Recommendation Panel, timescales involved, and potential sources of information required 4. Discuss and agree if the Adult, their family or their representative are to be informed that the Recommendation Panel is to consider the case for a SAR 5. Inform TSAB Independent Chair of the date of the Recommendation Panel	Business Unit Business Manager and SAR Recommendation Panel Chair Business Manager and SAR Recommendation Panel Chair Business Manager	Normally within 48hrs of notification being received * This timescale may have to be 'reasonably' extended

Stage of Procedure	Guidance	Responsibility	Timeframe
Setting up a SAR Recommendation Panel	<ol style="list-style-type: none"> Additional members invited to SAR Recommendation Panel as decided above. Examples: <ul style="list-style-type: none"> Police Relevant CCG <small>Clinical Commissioning Group</small> NEAS <small>North East Ambulance Service</small> TEWV <small>Tees, Esk & Wear Valley NHS Foundation Trust</small> Relevant NHS Foundation Trust Any other service providers or relevant agencies At least three agencies must be represented on the Recommendation Panel <u>and include</u> the notifying agency and the Local Authority where the Adult would normally be resident (if not the notifying agency) In addition the Chair (Local Authority representative) will be 'independent' from where the Adult would normally be resident <small>Minimum total of four members</small> 	<p>Business Unit</p> <p>Business Manager and SAR Recommendation Panel Chair</p> <p>SAR Sub-Group Chair</p>	<p>Normally within 48hrs of notification being received</p> <p>* This timescale may have to be 'reasonably' extended</p>
Recommendation Panel Meeting	<ol style="list-style-type: none"> Recommendation Panel to make one of four recommendations: <ul style="list-style-type: none"> SAR recommended SAR not recommended – no further action More information required – deferred Other type of review recommended, or to continue <p>If there <u>isn't</u> going to be a SAR - Discuss and agree if the Adult, their family or their representative are to be informed about the Recommendation Panel decision</p> 	<p>Recommendation Panel Chair</p>	<p>Within 2-28 days of notification</p> <p>* This timescale may have to be 'reasonably' extended</p>
Independent Chair Decision	<ol style="list-style-type: none"> TSAB Independent Chair to make one of the four decisions outlined above using the SAR Summary Sheet (SAR02): 	<p>TSAB Chair</p>	<p>Within 2-28 days of notification</p> <p>* This timescale may have to be 'reasonably' extended</p>
	<ol style="list-style-type: none"> Letter sent to the notifying agency and or person informing them of the decision (SAR03) If SAR commences: <ul style="list-style-type: none"> Key worker (family liaison) should be appointed Local Authority write to the family (SAR04) and send information leaflet (SAR05) Key worker to make contact with the family TSAB Independent Chair and SAR Sub-Group Chair to decide on Review Panel Chair and members TSAB Independent Chair to set terms of reference, funding and methodology 	<p>TSAB Chair</p> <p>Local Authority Representative</p> <p>Local Authority Representative</p> <p>Key worker</p>	<p>Within 28 days of notification</p> <p>* This timescale may have to be 'reasonably' extended</p>

Stage of Procedure	Guidance	Responsibility	Timeframe
First Review Panel meeting	<ol style="list-style-type: none"> 1. Review Panel Chair to set terms of reference 2. Agree Chronologies template 3. Agree Communications Plan 4. Appoint Review Team members 5. Initial meeting held 	TSAB Chair	Within 28 days of notification * This timescale may have to be 'reasonably' extended
SAR Completion	<ol style="list-style-type: none"> 1. Overview Report submitted to the Board 	Lead Reviewer	Within 182 days (six months) * Unless there are good reasons for a longer period being required; for example, because of potential prejudice to related court proceedings Care Act 14.144
Ongoing	<ol style="list-style-type: none"> 1. SAR Sub-Group monitors ongoing Action Plan 	SAR Sub-Group Chair	As agreed

Version Number	Date Approved by the Board	Links to Other Policies	Review Date:
One		Inter-Agency Safeguarding Adults Policy & Procedure SAR Policy	November 2016