

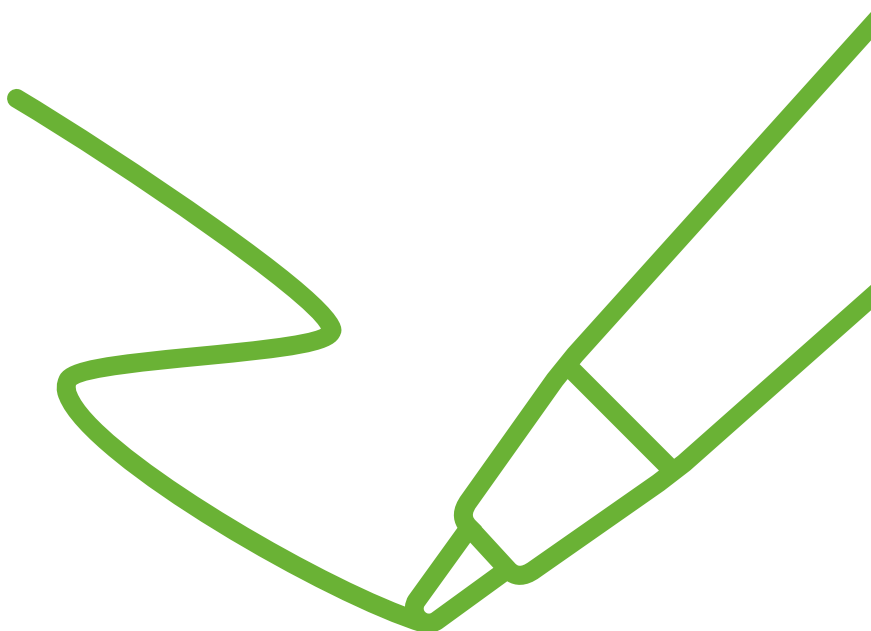


Safeguarding Adults

Review referrals

Guidance for staff who are considering submitting a Safeguarding Adults Review referral

Here's some extra help – if you need it.



Introduction

This guidance has been produced for staff, with the intention of summarising and clarifying the process of submitting a Safeguarding Adults Review (SAR) referral.

This guidance is not exhaustive, and should be read alongside the [Sussex Safeguarding Adults Review Protocol \(Sussex Safeguarding Adults Boards, 2023\)](#). That document contains details around the purpose and criteria for a SAR, the process following a referral, methodologies, and the published report and subsequent action planning.

The purpose of a SAR is to determine what agencies could have done differently that could have prevented harm or death. It is not to investigate how a person died, nor is it to apportion blame. It is to learn from situations, in the hope that we can prevent similar harm occurring again.

Your responsibilities

Any member of the public, professional, or agency can make a referral for a SAR if the following criteria are met:

- An adult has died, or experienced serious abuse or neglect resulting in permanent harm, reduced capacity, or quality of life, or the adult would have been likely to have died but for an intervention, and;
- There is concerns that partner agencies could have worked more effectively to protect the adult.

A SAR referral will be considered by the Safeguarding Adults Review (SAR) subgroup in the local authority area where the adult who has died or come to harm is ordinarily resident.

Before making a referral, you should discuss it first with your senior manager or organisational safeguarding lead. If necessary, you can [contact the Board Support Team](#) for further guidance.

The SAR referral process

1. When you are considering making a SAR referral, consider the following:

- Has there been serious abuse or neglect?
- Did, or does, the person have care and support needs?
- Is there any indication for multi-agency learning?

If the answer to any of the above is 'no', your referral will not meet the criteria for a SAR. If the answer to all of the above is 'yes', consider:

- Has there already been an enquiry or investigation by an agency?
- If so, has this enquiry or investigation concluded?

If there is an ongoing enquiry or investigation, consider whether it would be beneficial to await the outcome before proceeding to a SAR referral.

2. Discuss the appropriateness of a referral with your senior manager or safeguarding lead.

Ensure that you will be able to complete all sections of the referral form, and that it is very likely to meet the criteria. If you remain unsure after speaking with your manager and/or safeguarding lead, contact the Board Support Team for further guidance.

3. If you decide to proceed to a SAR referral, inform the adult and/or their family or carers, unless it would be inappropriate to do so.

Ensure that you explain to the adult, their family or carers, that:

- the SAR process is not another investigation into the incident;
- it is not a complaints process, and;
- you cannot guarantee that the referral will be accepted.

4. Complete the SAR referral form, in full, including as much detail as possible.

Following your referral, the SAR subgroup will consider your referral against the criteria and make a decision about whether a review would be beneficial, and if so, what kind of review. Once the SAR subgroup have fed back to you as the referrer, it will be your responsibility to feedback to the adult and/or their family or carers.