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Leicester safeguarding adults board 
 

**Safeguarding Adults Review Referral Form**

Referrals to be considered for Review by the Leicester Safeguarding Adults Board Review Sub Group or Leicestershire & Rutland Safeguarding Adults Board Case Review Group (CRG).

**Criteria**

The criteria for when a SAB should conduct a Safeguarding Adults Review (SAR) are detailed in Section 44(1), Safeguarding Adults Reviews, of the Care Act 2014 and are outlined in Section 1 of the form.

Under Section 44(4) of the Care Act 2014, 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).

Each agency/organisation should ensure that serious incidents which may meet the criteria for a SAR are brought to the attention of the Board Review Sub Group / Case Review Group using this form.

Please ensure that a robust assessment of the criteria is included to enable a decision to be made.

All cases that are being considered should be notified to your agency/organisation Safeguarding Lead as soon as possible and they will ensure that the information known to the agency/organisation is made available and shared appropriately with the Board Review Sub Group / Case Review Group.

**Please send the completed form to the Adult Safeguarding Lead in your agency/organisation.**

After considering the referral, the Safeguarding Lead will forward any cases for consideration to:

For Leicester City: [LSAB@leicester.gov.uk](mailto:LSAB@leicester.gov.uk)

For Leicestershire and Rutland: [lrspbo@leics.gov.uk](mailto:lrspbo@leics.gov.uk)

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| **Details of person making referral** | |  |
| Name |  | |
| Position |  | |
| Agency/organisation |  | |
| Address |  | |
| Phone Number |  | |
| E-mail |  | |
| Date of Referral to Safeguarding Lead Within Own Agency/Organisation |  | |

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| **Safeguarding Lead’s Details** | |  |
| Name |  | |
| Position |  | |
| Agency/organisation |  | |
| Address |  | |
| Phone Number |  | |
| E-mail |  | |
| Date of Referral to Safeguarding Board Office / Partnerships Business Office |  | |

NB: as the Safeguarding Lead for your agency/organisation, you will be required to present the referral at the monthly Board Review Sub Group / Case Review Group.

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| **SAR Criteria**  *The criteria for SARs are set out in Section 44, Safeguarding Adults Reviews, of the Care Act 2014.*   1. *An 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—* 2. *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* 3. *condition 1 or 2 is met.* 4. *Condition 1 is met if—* 5. *the adult has died, and* 6. *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).* 7. *Condition 2 is met if—* 8. *the adult is still alive, and* 9. *the SAB knows or suspects that the adult has experienced serious abuse or neglect.* |

**SECTION 1**

**1.1 BRIEF INFORMATION OF FACTS AND FAMILY/RELATIONSHIP COMPOSITION**

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| --- | --- |
| Name of Adult |  |
| Date of Birth |  |
| Date of Death or Serious Incident |  |
| Home address |  |
| Ethnic Origin |  |
| Faith/Religion |  |
| Disability |  |
| Details of Care and Support Needs / Significant Medical information |  |
| Is the adult subject to a safety/safeguarding plan (or equivalent), or have they been previously?  (If so, when, for what and for how long?) |  |
| Address of location of incident(s) |  |
| Did the adult have a carer at the time of the incident? Please provide details. |  |
| Is this case known to be the subject of a criminal investigation? (If so, who is the lead investigator?) |  |
| Is this case part of an investigation (by any agency/organisation) involving multiple victims? Yes or No.  If yes, please confirm how many victims and how many of the victims have needs for care and support.  Please confirm whether a SAR referral for each victim with needs for care and support will be submitted. | Yes  No |
| Is this case known to be the subject of a Coroner’s Inquiry? (If so, who is the key contact?) |  |
| Are there any child safeguarding concerns and have these been shared with the local authority Children’s Social Care? (If so, who is the key contact?) |  |
| Are there any safeguarding concerns relating to other adults and have these been shared with the local authority Adult Social Care team? (If so, who is the key contact?) |  |

**1.2 FAMILY DETAILS**

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| --- | --- | --- | --- | --- |
| Name | Relationship to Adult | Date of Birth | Legal Status | Ethnic Origin |
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**1.3 KNOWN INVOLVEMENT FROM OTHER AGENCIES OR ORGANISATIONS**

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| Agency/organisation | Contact Details – Address, Telephone and E-mail | Reason for involvement |
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**1.4 THE INCIDENT**

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| **Please provide a brief outline of the incident(s) that triggered this referral** |
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**1.5 ANALYSIS OF QUALIFYING CRITERIA**

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| **Does the adult have needs for care and support (whether or not the local authority has been meeting any of those needs)?**  **Yes**  **Unsure** |
| Please provide rationale |
| **Is there reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult?**  **Yes**  **Unsure** |
| Please provide rationale |

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| **Has the Adult died?**  **Yes**  **No** |
| **Is it known or suspected that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died)?**  **Yes**  **No** |
| Please provide rationale |

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| **Where the adult is alive, is it known or suspected that the adult has experienced serious abuse or neglect?**  Yes  No |
| Please provide rationale |

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| **Is further information required before a decision can be made on recommended SAR eligibility?**  Yes  No |
| Please provide details of the additional information required. |

**SECTION 2**

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| **2. Review Method**  ***The SABs must determine locally the process for undertaking SARs. No one model is prescribed. If a decision is made to proceed with a SAR in this case, which review method(s) do you think would be most appropriate? Please select using the check boxes provided.*** |
| **Traditional Case Review model (with IMRs)** This model uses IMRs and a panel-based approach. It is traditionally used where there are demonstrably serious concerns about the conduct of several agencies or inter-agency working and the case is likely to highlight national lessons about safeguarding practice.  **Action Learning approach** This option is characterised by reflective/action learning approaches, which does not seek to apportion blame, but identify both areas of good practice and those for improvement. There is integral flexibility within this approach which can be adapted, dependent upon the individual circumstances and case complexity.  **Peer Review approach** A peer review approach encompasses a review by one or more people who know the area of business. Peer review methods are used to maintain standards of quality, improve performance, and provide credibility. They provide an opportunity for an objective overview of practice, with potential for alternative approaches and/or recommendations for improved practice.  **Thematic Review** A thematic review can be undertaken when themes are identified from previous SARs, referrals that did not meet the criteria for SARs or other types of review or investigation. A thematic review considers an individual case as a starting point, but looks at issues raised generally, rather than the details specific to the case.  **Other** please state …………………………………………………………………  **No strong opinion** at the time of referral |

**SECTION 3 *–*** *TO BE COMPLETED BY THE BOARD REVIEW SUB GROUP / CASE REVIEW GROUP*

**After reviewing the information from all agencies/organisations it has been agreed that this case (select option):**

**Meets the threshold for a Safeguarding Adults Review under S44(1)**

**Meets the threshold for a Safeguarding Adults Review under S44(4)**

**Does not meet the Threshold for a Safeguarding Adults Review**

**It is recommended/not recommended that this case is subject to a Safeguarding Adults Review for the following reasons:**

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**The following Board Review Sub Group / Case Review Group members took part in this decision:**

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**SECTION 4 *–*** *TO BE COMPLETED BY THE INDEPENDENT CHAIR OF THE SAB*

**My decision is that a Safeguarding Adults Review should/should not take place for the following reasons:**

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