



# **Bristol Safeguarding Adults Board**

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## **Safeguarding Adult Review Process Guidance: APPENDICES**

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### **Appendices**

1. SAR process checklist
2. Indication of involvement
3. Example Contract for SAR reviewer
4. SCIE scoping template
5. Template BSAB action plan



## Example SAR checklist

Date completed	Action	Timescale
✓	Referral for SAR is received	Start of process
	JSBU Business Manage checks the quality of the referral, ensuring there is sufficient evidence provided to make a decision	
	BSAB Chair is informed that a referral has been received	Within 1 week
	Extra-ordinary SARSG is arranged	Within 1 month
	Recommendation made to proceed with SAR. Consideration also given to: <ul style="list-style-type: none"> <li>- Appropriate methodology</li> <li>- Other reviews (SCR, DHR, single agency review)</li> <li>- Impact of criminal trial</li> <li>- Other Local Authorities / LSABs</li> </ul>	
	BSAB Chair is given recommendations of the SARSG	
	Enquiries for lead reviewers made, either independently or through SCIE	Within 6 weeks
	Formal agreement received from BSAB Chair to proceed with review	<b>SAR initiated</b>
	BSAB are notified that a SAR will take place, with requests to inform where there has been involvement with the case	Within 1 week of initiation
	SIO of any criminal case to be notified	
	If an inquest has not already been undertaken, the Coroner to be notified	
	Contact to be made with the family of the subject to inform of the agreement to undertake SAR, and commit to future engagement.	
	BSAB communications leads are informed that a SAR will take place	
	SARSG agree on appointment of reviewers	
	Scoping meeting held with reviewers with legal advisor present.	Within 6 weeks
	Requests for chronologies / review team members made to involved agencies	
	Contact made with SIO of criminal case	
	Contact made with next of kin / carers	
	Review team members confirmed	
	Chronologies received prior to review team meeting. Master chronology assembled.	
	First review team meeting held: <ul style="list-style-type: none"> <li>- Review team is briefed</li> <li>- Research questions finalised</li> <li>- Actions given to identify case group</li> <li>- Ensure that support is in place for review team / case group</li> </ul>	2 months
	Case group meeting / conversations held	
	Meeting with family held	
	Review team meet to analyse data from conversations	3-4 months
	Consideration of further meetings (must be flexible). May include: <ul style="list-style-type: none"> <li>- Further conversations</li> <li>- Exploration of KPEs</li> <li>- Further analysis</li> </ul>	



	Meeting to consider first draft – legal advisor to be present	4-5 months
	Meetings to consider further drafts arranged as applicable	
	Feedback provided to case group	
	Review team sign off draft SAR	
	Extra-ordinary SARSG arranged for quality assurance	5 months
	Time allowed for amendments	
	SARSG approve draft	
	Extra-ordinary BSAB meeting held	6 months
	SAR is approved	<b>SAR complete</b>
	Contact made with communication leads for relevant agencies	Within 1 week
	Publication planning meeting held	Within 1 month
	Media strategy produced by BSAB communications leads	
	Visits arranged for family members / involved practitioners to read the SAR before publication	
	Board response drafted	Within 2 months
	SAR is published alongside Board response	SAR published
	Action plan based on findings produced and agreed by BSAB	As soon as possible
	Actions monitored by SARSG	
	SAR and progress against actions reported in Annual Report	Next business year

## Indication of involvement with subject of Serious Case Review / Safeguarding Adult Review

**REVIEW SUBJECT NAME:**

### Completed by

**Name of Agency / Department:**

**Submitted by:**

**Role:**

### Level of involvement

Has your agency had any direct involvement with the subject(s) of the SCR/SAR?

If yes, how would you categorise this involvement:

- Minimal.** Frontline professionals have had few contacts, with no involvement in the decision making around the subject(s) care.
- Moderate.** Frontline professionals have had multiple contacts, or were involved in some decision making.
- Significant.** Frontline professionals have had frequent contacts, or were directly involved in key episodes.

If you have indicated any involvement, we will be requesting a chronology of contacts once the scope and timescale of the Review is known. Please indicate below who within your agency this request should be directed to:

Name	Role	Email address

### Other agencies

Please list all the other agencies, departments or services that your records show also had contact with the subject(s) of the review. This information is vital for us to be confident that we have a clear picture of multi-agency working.

Agency / Dept / Service	Contact for enquiries (Name)	Email address

Please return this form to [Bronwen.falconer@bristol.gcsx.gov.uk](mailto:Bronwen.falconer@bristol.gcsx.gov.uk) by **tbc**

# Safeguarding Adult Review Lead Reviewer Contract



## Contract for the Safeguarding Adult Review of **SUBJECT NAME**

BETWEEN **Bristol City Council on behalf of BSAB** (hereinafter called “**the Authority**”) of the first part and:

### **REVIEWER NAME**

**Tel:**  
**Mob:**  
**Email:**

(Hereinafter called “**the Service Provider**”)

The Authority and the Service Provider agree as follows:

- i) The Service Provider shall provide the Service in accordance with the provisions of this Agreement.
- ii) The Authority agrees to meet its obligations under this Agreement and pay the Service Provider in respect of the Services, subject to the conditions outlined in this agreement.
- iii) This Agreement shall be the only valid Agreement made between the Service Provider and the Authority and it supersedes all other agreements except those where both parties agree otherwise.

This Agreement is signed by the Duly Authorised Signatories:

Becky Lewis Board Business Manager Safeguarding (Parkview) P.O. Box 3176 BRISTOL BS3 9FS	<b>[Service Provider]</b>
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On behalf of the Authority:

**On behalf of the Service Provider:**

Signed by: .....

Signed by: .....

Name: .....

Name: .....

Date: .....

Date: .....

**The Service**

## Safeguarding Adult Review Lead Reviewer Contract

The Service Provider shall analyse critically the contributions from the involved agencies via meetings and conversations with the case group and review group in order to provide a complete Safeguarding Adult Review Overview Report and executive summary.

### Terms and Conditions of the Service

#### The Service Provider agrees to:

- ensure that relevant members of the family are informed that a review (SAR) is taking place, and are offered the opportunity and appropriate support to take part in the review process;
- identify with support from Joint Safeguarding Business Unit Manager and Project Support Officer appropriate members of the Review Group;
- facilitate all meetings of the Safeguarding Adult Review (SAR), Review and Case Groups, ensuring that any minutes they may require are taken;
- ensure that each review team member identifies members of the case group, from their organisation and ensures that the review team member is clear about their responsibility to support the case group member in engaging effectively with the SAR;
- check, amend and accept the 'minutes' from each meeting of the SAR Review/Case Group;
- collate necessary documentation;
- undertake one-to-one conversations with the case group and family members alongside members of the review group as required;
- produce a narrative of Multi-agency perspectives;
- identify and record Key Practice Episodes and their contributory factors;
- liaise with the Service Manager Safeguarding and Quality Assurance / Safeguarding Business Unit Manager/ Policy & Projects Officer Safeguarding as necessary to ensure that the SAR process is supported.
- write to the BSAB Chair if, during the course of the review, it becomes clear that timescales (6 months) cannot be met;
- ensure 'sign off' from the review team on the draft report
- submit the draft SAR report to the SAR Sub Group for quality assurance;
- present the final draft of the report to a full BSAB meeting for approval and acceptance
- ensure that the family is informed of the report and its findings;
- participate in any press conference or other media activity following the publication of the SAR report where necessary;
- lead a multi-agency debrief session open to all staff involved (Case Group) with the family during the period covered by the SAR;

## Safeguarding Adult Review Lead Reviewer Contract

- ensure the final report is presented in the agreed BSAB format;
- ensure the report is of publishable quality in terms of language, spelling and grammar;
- seek legal advice where necessary.

### The Authority agrees to:

- ensure that all agencies engage with the SAR and where appropriate identify members of the review group and case group;
- ensure secure communication channels are available
- provide the service provider with the necessary support and access to agency records;
- ensure that agreed meetings take place (provide venues), and where there are cancellations agree revised timescales with the Service Provider;
- provide any additional information as required if the Authority feels it is relevant e.g. details of family contacts
- manage any media attention that occurs as a result of this process as agreed with the SAR Review Team

### Varia:

In the event of an accusation/ allegation being made against the Service Provider, the Authority may deem it necessary to suspend the Service to facilitate a full investigation. The Authority is not obliged to provide payment to the Provider during the periods of suspension.

It is a condition of engagement that all relevant safeguarding checks are undertaken to ensure the suitability of the Service Provider to the sensitivity of the post.

The Authority shall maintain adequate Public liability insurance cover in relation to the Service. The Service Provider is responsible for Professional Indemnity Insurance of £1 million and shall provide, upon request, written evidence that this cover is in place.

### Fees and Payment

**The Service fees (at commencement of this agreement on DATE) are £TBC per day for an estimated TBC days planned work making a planned total of £TBC**

Where possible the Service Provider shall travel by public transport and reclaim those transport costs from the Authority. If the Service Provider travels by car, mileage will be paid separately at 45p per mile and parking expenses to be reimbursed by the Authority on submission of invoice and receipts.

Where meetings commence before 9.30 and travel time from the Service Provider's base is excess of 1.5 hours then the Service Provider's reasonable accommodation costs may be charged, such costs to be agreed in advance with the Authority.

No other payments will be made.

## Safeguarding Adult Review Lead Reviewer Contract

The agreement is for 15 days work, unless it is necessary to extend the timescales, extension will be made subject to agreement between the Service Provider and the Authority. Additional days will need to be agreed with the Authority as necessary.

Payment of the fees will be made on submission of an invoice in arrears at pre-determined junctures of the review. These agreed junctures are suggested as:

- On completion of evidence gathering (ie. practitioner group or conversations)
- On receipt of first draft
- On approval by the Board

In the event that the Service Provider does not fulfil these obligations under the agreement, the Authority will be under no obligation to provide payment for work. In the event that concerns are raised over the quality of the work produced there is an expectation that the Service Provider will make the necessary corrections without charge. The Authority will not agree to payment for additional days spent in corrections beyond a reasonable redrafting and quality assurance process.

Payment will be made by the Authority within 30 days of the receipt of the invoice.

Invoices should be sent to:

Bronwen Falconer  
Project Support Officer, JSBU  
Safeguarding (Parkview)  
P.O. Box 3176  
BRISTOL BS3 9FS

0117 9037786

[bronwen.falconer@bristol.gov.uk](mailto:bronwen.falconer@bristol.gov.uk)





## Scoping a Learning Together case review

<b>Safeguarding Board:</b>	
<b>Board contact:</b>	
<b>Request &amp; date of:</b>	
<b>Preferred start date:</b>	
<b>Case type:</b>	
<b>SCIE Contact</b>	
<b>Allocated Lead Reviewer(s)</b>	
<b>When scoping discussion to be held and with whom*</b>	

**\* Variables for the scoping meeting include:**

- Who takes part (SCR sub-committee members and/or agency representatives or just Board representative)
- When it takes place (as a separate meeting, or at the end of the introductory day)

# Scoping template

In order to do this scoping, and be able to plan the review we will need information about the case and the staff to be involved. We will need to reference the chronology you have been asked to prepare.

		Notes
1.	<p><b>Clarifying rationale for commissioning and/or case selection</b></p> <p>a)What is your priority:</p> <ul style="list-style-type: none"> <li>• Particular case?</li> <li>• Practice theme?</li> <li>• Agency or interagency issues?</li> </ul> <p>b)Other agendas:</p> <ul style="list-style-type: none"> <li>• Trying out a new method of learning</li> <li>• Building internal capacity in the mentoring option</li> <li>• Extent of organisational sign up – is this something the Board supports? What about others? What about independent providers?</li> </ul>	
2.	<p><b>What is your research question (s)?</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>
3.	<p><b>Context of the case</b></p> <ul style="list-style-type: none"> <li>• Any disciplinary proceedings ongoing for staff?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Any parallel proceedings?</li> <li>• Any known conflict between agencies/staff related to this case?</li> <li>• Any vulnerabilities or concerns?</li> </ul>	
4.	<b>What budget is available for the process?</b>	
5.	<b>Clarifying scope (time span, focus)</b> <ul style="list-style-type: none"> <li>• What time period will be reviewed?</li> <li>• Any particular focus within that time period?</li> <li>• Therefore what agencies will be involved?</li> <li>• Which senior managers to represent those agencies (nb. This needs to be clear regardless of whether they will form a review team or not?)</li> </ul>	
6.	<b>Clarifying who should be involved</b> <ul style="list-style-type: none"> <li>• Are individual conversations with staff required?</li> <li>• Which are the priority to speak to?</li> <li>• Any additional support needs?</li> </ul>	
7.	<b>Informing and involving family members</b>	

	<ul style="list-style-type: none"> <li>• How will the family be informed about the review?</li> <li>• Do you want to involve family members in the review?</li> <li>• If so, who?</li> <li>• Any additional support needs for family members?</li> <li>• How will they be involved?</li> </ul>	
8.	<b>Accessing and reading documentation</b> <ul style="list-style-type: none"> <li>• Is anything already obvious</li> <li>• Who and how to access?</li> </ul>	
9.	<b>Clarifying extent of participant involvement</b> How will senior managers and frontline staff be involved in the review: <ul style="list-style-type: none"> <li>• How much data collection and analysis do the review team want to be involved in?</li> <li>• How will practitioners be involved?</li> </ul>	
10.	<b>Setting numbers of meetings (including deciding on how introductions given)</b> <ol style="list-style-type: none"> <li>a) Review team</li> <li>b) Case group</li> <li>c) SCR Subcommittee?</li> <li>d) LSCB/SAB/CPC</li> </ol>	

11	<p><b>Report writing</b> Depending on sequence agreed above, clarity will be needed as to what reports will need to be prepared</p>	
12	<p><b>Supervision</b> Setting number of supervision/QA sessions with SCIE (minimum 2 for SCRs incl Findings Clinic) for <b>all</b> sizes of Review  Agreeing possible dates</p>	
13	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• How to keep SCR Sub-committee and Board sufficiently informed?</li> <li>• Ownership of analysis and findings</li> <li>• Opportunities to make suggestions beyond RT?</li> <li>• Opportunities to add comments/responses beyond RT?</li> <li>• Ownership of final report and any working-out documentation – any policy around data retention?</li> </ul>	
14	<p><b>Resources and capacity?</b></p> <ul style="list-style-type: none"> <li>• Who will be the main contact/Champion?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Who will provide admin support?</li> <li>• Which senior managers will be the main contacts?</li> <li>• Who will the lead reviewer be – two external lead reviewers or option of having an internal person if they've worked with SCIE before</li> </ul>	
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**FOR SCIE/LEAD REVIEWER USE ONLY**

	<p><b>Taking into account all the above, what are the implications for:</b></p> <ul style="list-style-type: none"> <li>a) Review size</li> <li>b) Reviewer (s) time</li> <li>c) Cost</li> </ul>	
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