



Staffordshire and Stoke-on-Trent
Adult Safeguarding Partnership Board
Abuse must stop

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CONFIDENTIAL – PLEASE FILE SECURELY

DATE

Dear All,

SAR 3a: Notification of Safeguarding Adult Review (SAR) Referral– Action required

Name of adult:

DOB:

Last known address:

I am writing to inform you that the SSASPB has received a Safeguarding Adults Review referral relating to the above named adult.

Summary of the Safeguarding Adults Review referral (as provided in the referral):

This case will be considered at the next SSASPB Safeguarding Adults Review (SAR) Sub-Group meeting on **DATE**. SAR members will discuss initial concerns to determine whether the referral includes sufficient information and Board member returns indicate multi-agency involvement in order to convene a Scoping Panel Meeting. If convened, the aim of a Scoping Panel is to collectively share information and decide whether the threshold for a Safeguarding Adult Review is met and propose the methodology to be undertaken to ensure that lessons are learnt from this adult's experiences.

Action to be undertaken by all Board members:

1. Please use the details provided in the attached SAR 3b Information Request Form to check your agency's information systems (electronic and paper records) to confirm whether this adult, members of their household or other significant people are/were known to your agency. Please return the form in a confidential manner to ssaspb.admin@staffordshire.gov.uk as soon as possible and before **DATE**.

NB. If you are aware of any additional information not identified on this sheet, e.g. NHS number, previous addresses, other family members or agencies involved, please provide as much detail as possible and return to ssaspb.admin@staffordshire.gov.uk immediately so that this can be updated to support the Board in identifying all relevant agencies.

2. If individuals are known and you have not already secured your agency records, please do so immediately, as this will guard against loss or interference. It is good practice at this stage to advise the practitioners and managers who have been involved in working with this adult of the reason for securing the records.

3. Please identify an appropriate agency representative to attend the Scoping Panel should one be convened.

Further information and guidance is available in the SSASPB Safeguarding Adults Review Protocol and supporting appendices which can be found at <https://www.ssaspb.org.uk/Guidance/Safeguarding-Adult-Reviews-SARs.aspx>

If I can be of any further assistance, please do not hesitate to contact me at ssaspb.admin@staffordshire.gov.uk

Kindest regards,

Helen Jones

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board Manager