

Referral Form: Safeguarding Adults Review

Any individual, agency or professional can request a SAR. This should be made in writing to the Chair of the Safeguarding Adults Board using this form via the SAB Business Unit.

A Safeguarding Adults Review in Enfield aims to support learning from cases and enable the Safeguarding Adults Board (SAB) to put in place necessary steps to prevent and respond to the abuse of adults at risk.

Safeguarding Adults Reviews (SARs)

- SABs must arrange a SAR when an adult in its area, with care and support needs, dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.
- SABs must also arrange a SAR if an adult in its area, with care and support needs, has not died, but the SAB knows or suspects that the adult has experienced serious abuse or neglect.

In the context of SARs, something can be considered serious abuse or neglect where, for example the individual would have been likely to have died but for an intervention or has suffered permanent harm or has reduced capacity or quality of life (whether because of physical or psychological effects) as a result of the abuse or neglect. SABs are free to arrange for a SAR in any other situations involving an adult in its area with needs for care and support.

The views and experiences of the adult at risk (or their representative) should be central to the safeguarding adults review process. Communication should be established at the earliest opportunity and advocacy provided to support the adult at risk. Information about how the SAR will be conducted and how the adult at risk can be involved should be key to such communications. In the sad event that the adult at risk has died, the carer/friend/relative should be treated with the same respect as the adult at risk and communication managed in the same way.

All SARs should be conducted within a framework of openness and transparency. The duty of candour should be a guiding principle, and information sharing protocols should reference the statutory duty of individuals and organisations to provide information to the SAB for the purpose of safeguarding.

The object of a SAR is to identify learning to benefit adults within Enfield – therefore cases should be referred to the Safeguarding Adults Review process as promptly as possible. Please refer within a month of the events that you are referring for review or give a reason for the delay.

SARs should include reflection on any protected characteristics that apply to the adult or adults involved and how this may have affected the outcomes they experienced. This includes if the adult was care experienced as well as other characteristics around age, gender, sexual orientation or identity, race or ethnicity, religious belief, maternity or pregnancy and/ or marital or civil partnership status.

SARs may also be used to explore examples of good practice where this is likely to identify lessons that can be applied to future cases.

NB: There are 6 sections to this referral. Please complete them all to the best of your ability – pale blue boxes will expand when typing.

1. Your details:

Name:	
Surname:	
Job Title:	
Organisation:	
Address:	
E-mail:	
Phone:	

2. Details of adult at risk

Name:	
Client ID:	
NHS Number:	
Hospital No:	
Address:	
Current location if different:	
Placing authority:	
Dob:	
Age:	
Gender:	
Ethnicity:	
GP Details:	

If deceased has the death been referred to the Coroner. And what was the outcome:

Any protected characteristics that apply – including if the adult was/ is Care Experienced.

3. Please highlight the reason for raising this request from the following list of reasons: (tick where appropriate)

An adult at risk with care and support needs dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death

An adult has sustained a potentially life threatening injury through abuse, neglect, serious sexual abuse or sustained serious and permanent impairment of health or development through abuse or neglect

Where procedures may have failed and the case gives rise to serious concerns about the way in which local professionals and/or services work together to safeguard adults at risk

Serious or apparently systematic abuse that takes place in an institution or when multiple abusers are involved. Such reviews are likely to be more complex , on a larger scale and may require more time

Where circumstances give rise to serious public concern or adverse media interest in relation to the safeguarding of an adult (s) at risk who has care and support needs

Other (please provide more details on the following page)

4. Circumstances leading to request:

Please detail the circumstances leading to this Safeguarding Adults Review Request; giving as much factual information as possible to enable a decision for further enquiry to be made

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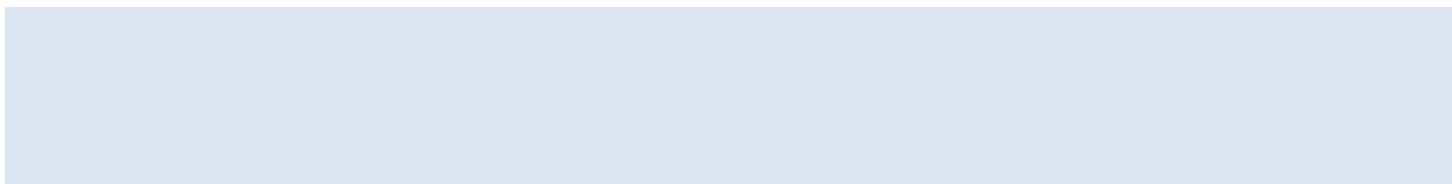
Have you discussed this with your line manager?

If no; please give reasons as to why:

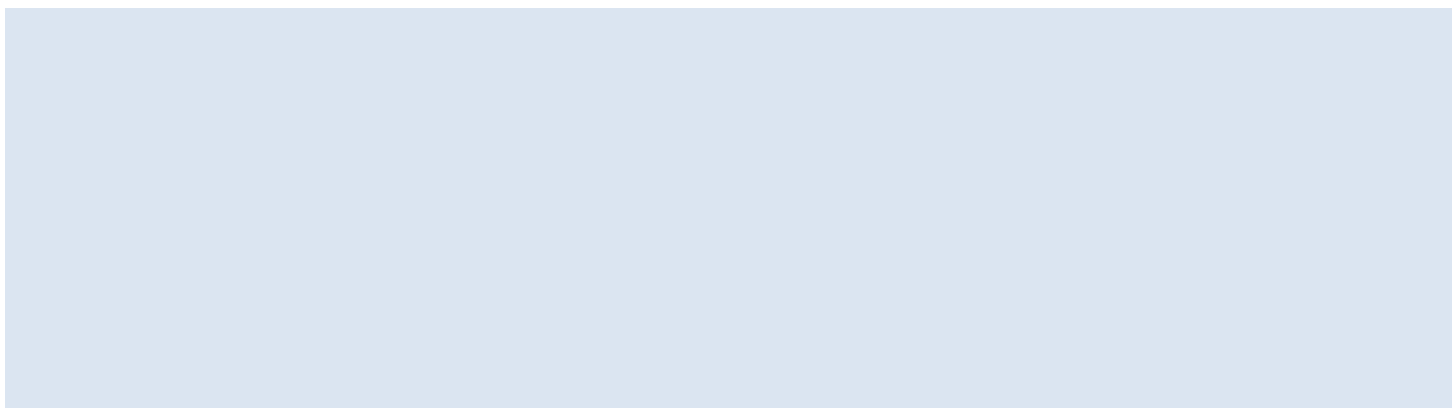
Have there been any discussions with the adult or their representative about the potential for review at this stage? If so, please give a reflection of the discussion and their views below:

Please give contact details for the adult's representative if different from details above. The SAB will not contact them at the stage of SAR consideration but this information will be key in early stages if a SAR is agreed.

Please ensure that you note any specific communication needs or sensitivities.



Has there been any delay in referring this case for a SAR (i.e. referral has taken place longer than a month after the key event)? If so, please give a reason for this delay?



5. Other professionals who should be included in this review:

All Board members will be invited to discuss this case at the SAR referral panel and, if agreed, to complete full chronologies. However, please do use this space to identify any specific professionals that you know have been involved and you feel should be included (please include email contact details):

6. Your Manager Details:

Name:	<input type="text"/>
Surname:	<input type="text"/>
Job Title:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
E-mail:	<input type="text"/>
Phone:	<input type="text"/>

Date Form Completed:	<input type="text"/>
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6. Where to send this form:

Email: EnfieldSAR@enfield.gov.uk

cc. lisa.tait@enfield.gov.uk

With thanks to Haringey Safeguarding Adults Board for their SAR Referral form template – updated March 2025.

