Worcestershire Safeguarding Adults Board

County Hall

Spetchley Road

Worcester

WR5 2NP

Address

Date

Dear Addressee,

**RE: Safeguarding Adults Review**

Name

d.o.b. XX – d.o.d. XX

Address

I am writing to inform you that the Worcestershire Safeguarding Adults Board has decided that it is necessary to undertake a Safeguarding Adults Review (SAR) the SAR will - review the involvement of agencies in the care received by XX prior to *her/his death*. I enclose the Terms of Reference for the Safeguarding Adults Review.

The Safeguarding Adults Review Panel will be chaired by an independent person (yet to be confirmed) and will require a representative from each agency who had involvement with XX. I would be grateful if you could identify a senior staff member with experience of safeguarding could sit on the Safeguarding Adults Review Panel. A separate and suitably trained officer should be identified to undertake the Internal Management Review (IMR) into this case required under the Safeguarding Adults Review Protocol. The IMR author must have sufficient knowledge and skills based around report writing, data gathering and the analysis of information gathered. Where any internal investigations within your agency into this case have already commenced, the Safeguarding Adults Review Panel would be pleased to receive and review the information arising from these investigations, and would not necessarily commission a separate Independent Management Review.

In accordance with the Safeguarding Adults Review Protocol, please can you ensure that your agency files are immediately secured to guard against loss or interference and to enable the review process to commence. The time frame for the completion of the Safeguarding Adults Review will be contingent on any criminal/civil proceedings and the Safeguarding Adults Review Panel will provide an Overview Report for the Worcestershire Safeguarding Adults Board.

I look forward to hearing from you shortly with your nominated representative. Please could you contact Sharon Jones at SafeguardingAdultsBo@worcestershire.gov.ukby *(ten working days from date of letter)* to enable the Panel to be set up promptly.

Yours sincerely

Chair of the Case Review Subgroup