Worcestershire Safeguarding Adults Board

County Hall

Spetchley Road

Worcester

WR5 2NP

Name

Address

Date

Dear Name,

**RE: Safeguarding Adults Review - MACFA**

Name,

Address

Date of Birth - xxx

Date of Death - xxx

I am writing to inform you that the Worcestershire Safeguarding Adults Board has decided that the circumstances of XX death/experience require a Safeguarding Adults Review (SAR) in order to identify learning and improvement action to prevent future deaths or serious harm from occurring again. I enclose the Terms of Reference for the Safeguarding Adults Review.

The Safeguarding Adults Review will be carried out as a Multi-Agency Case File Audit (MACFA) with XXX as the independent author. A suitably trained officer from your organisation will need to be identified to compile the MACFA report for this case. Where any internal investigations within your agency into this case have already commenced, the Safeguarding Adults Review Author would be pleased to receive and review the information arising from these investigations as part of this Safeguarding Adults 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 Author 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 (10 working days from date)to enable the authors to be contacted and informed of the process.

Yours sincerely

Chair of the Case Review Subgroup