

**Worcestershire Safeguarding Adults Board**

**Safeguarding Adult Review of NAME**

**MACFA TERMS OF REFERENCE**

1. **Introduction:**

1.1 Information circumstances about referral

1.2. Information about individual

1. **Supporting Framework:**

2.1. The Care Act 2014, which came into force in April 2015, places a statutory duty on Safeguarding Adults Boards (SAB) to undertake case reviews in certain circumstances as set out below.

2.2. Section 44, Safeguarding Adult Reviews**:**

(i) A SAB must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if:

1. there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, and

(b) condition 1 or 2 is met.

(ii) Condition 1 is met if:

1. the adult has died, and

(b) the SAB knows or suspects that the death resulted from abuse or

neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).

(iii) Condition 2 is met if the adult has not died but the SAB knows or suspects that the adult has experienced serious abuse or neglect.

2.3. This Safeguarding Adult Review is being held in accordance with the Worcestershire Safeguarding Adults Board Safeguarding Adults Review Protocol criteria **1**. This states that "*the Worcestershire Safeguarding Adults Board must arrange for there to be a Review if the statutory criteria prescribed in section 44 of the Care Act 2014 are met. Statutory Guidance on these criteria is provided in Chapter 14 of the Care and Support Statutory Guidance, at paragraphs 14.133 and 14.134. Therefore, the Board* ***must*** *undertake a Safeguarding Adults Review under the following circumstances;*

*when an adult in its area with needs for care and support (whether or not the Local Authority has been meeting any of those needs) dies and the Worcestershire Safeguarding Adults Board knows or suspects that the death resulted from abuse or neglect (whether or not it know about or suspected the abuse or neglect before the adult died)."*

1. **Methodology:**

3.1. This Safeguarding Adults Review will primarily use an investigative, systems focused and Multi Agency Case File Audit (MACFA) approach. This will ensure a full analysis by the MAFCA author to show comprehensive overview and alignment of actions.

1. **Scope of Safeguarding Adult Review:**

4.1. Adult: **NAME :** Date of Birth: XXX

Date of Death: XXX

4.2. Timeframe

The scope of the SAR will be from DATE to DATE

4.3. In addition agencies are asked to provide a brief background of any significant events and safeguarding issues in respect of this adult and include information around wider practice at the time of the incident as well as the practice in the case

1. **Agency Reports:**

5.1**.** Agency Reports will be commissioned from:

* Name of agency
* Name of agency
* Name of agency
* Name of agency
* Name of agency

5.2. Agencies will be expected to complete a MACFA report. Template and guidance attached.

5.3 Any references to the adult, their family or individual members of staff must be in a non-identifiable format.

5.4 Any reasons for none cooperation must be reported and explained.

5.5 All Agency Reports must be quality assured and signed off by a senior manager within the agency prior to submission

5.6 It is requested that any additional information requested from agencies by the SAR Independent Author is submitted on an updated version of the original IMR in red text and dated.

5.7 It is requested that timescales are strictly adhered to and it should be noted that failure to do so may have a direct impact on the content of the SAR.

5.8 Agencies will be asked to update WSAB on any actions identified in section 5 of the MACFA prior to the completion of the SAR which will be fed into the final report. Updates will then be requested until all actions are completed.

1. **Areas for consideration:**
2. How the agency held Making Safeguarding Personal at the centre of the services provided to XX
3. How and when MCA and DoLS were applied and how this was documented
4. Specific issues to be addressed in IMR
5. Specific issues to be addressed in IMR
6. Specific issues to be addressed in IMR
7. Specific issues to be addressed in IMR

**7. Engagement with the individual/family**

7.1. While the primary purpose of the Safeguarding Adult Review is to set out how professionals and agencies worked together, including how learning and accountability can be reinforced both in and across agencies and services, it is imperative that the views of the individual/family and details of their involvement with the Sar are included in this.

7.2. Firstly this is in recognition of the impact of XXX experience/death. In doing so it ensures that this enshrines the principles and practice of Making Safeguarding Personal, a core value signed up to by all agencies working as part of the Worcestershire Safeguarding Adults Board.

7.3. Worcestershire Safeguarding Adults Board are responsible for informing the family that an Independent Reviewer has been appointed.

7.4 All MACFAs are to include details of any family engagement that has taken place or that is planned. The Independent Reviewer will be the single point of contact with the family in relation to the SAR.

**8. Media Reporting**

8.1 In the event of media interest all agencies are to use a statement approved and provided by WSAB.

**9. Publishing**

9.1 It should be noted by all agencies that the SAR report will be published once complete unless it would adversely impact on the adult or the family.

9.2 The media strategy around publishing will be managed by the Community Awareness and Prevention subgroup of the WSAB and communicated to all relevant parties as appropriate

9.3 Consideration should be given by all agencies involved in regards to the potential impact publishing may have on their staff and ensure that suitable support is offered and that staff are aware in advance of the intended publishing date

9.4 Whenever appropriate an 'Easy Read' version of the report will be published.

**10. Administration**

10.1 It is essential that all correspondence with identifiable information is sent via secure methods only. This would be via a secure e-mail account or the WCC Cisco system. Failure to do so will result in data breach.

10.2 The Board Co-ordinator will act as a conduit for all information moving between the Chair, MACFA authors, Panel members and the Case Review sub group

**11. Timetable for Safeguarding Adult Review**

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| Scoping Meeting to agree on terms of reference, methodology etc. Letter to MACFA agencies to identify authors and secure documents | DATE |
| First introduction and discussion with the family | DATE |
| Authors' briefing | DATE |
| Completion date for MACFAs | DATE |
| 2nd Panel (scrutiny of MACFAs) | DATE |
| First draft of Report circulated to MACFA Authors | DATE |
| Update on Single Agency Action Plans feedback to SAR Author by MACFA Authors for inclusion in final report | DATE |
| Final draft of report completed and 2nd meeting with family to consider final draft and suggest amendments. Any amendments made to final draft following meeting with family | DATE |
| Safeguarding Adults Review Sub Group meets to consider final draft report and multi-agency action plan circulated to Worcestershire Safeguarding Adults Board members. | DATE |
| Final draft report and multi-agency action plan circulated to Worcestershire Safeguarding Adults Board members. | DATE |
| Worcestershire Safeguarding Adults Board meets to consider final report. | DATE |
| WSAB Sub Group Chairs meet with SAR Author to determine multi-agency action plan from the SAR recommendations | DATE |