



## **SAR REFERRAL PROCESS & FLOWCHAT**

### **Referral and Initial Consideration via Rapid Review Process**

- Any professional or agency can refer a case for a SAR using the SAR Referral Form.
- The referring agency should first discuss the case internally with their Designated Safeguarding Lead.
- The BSAB SAR Subgroup will review the referral via the rapid review process against the Care Act 2014 and WT23 criteria within 15 working days and decide whether a SAR should be initiated.
- If the criteria are not met, alternative review mechanisms (e.g., Learning Reviews) may be considered.

### **Commissioning the SAR (Within 20 Working Days of Decision to Proceed)**

- If a SAR is required, the BSAB will commission an independent reviewer with relevant expertise.
- The SAR Subgroup will establish the Terms of Reference, including:
  - The scope of the review.
  - The methodology to be used.
  - The key agencies involved.
  - The timeframe for completion.
- Agencies will be formally notified of their required involvement.

### **Conducting the Review (3 to 6 Months from Commissioning)**

- The independent reviewer will collect information from relevant agencies via written reports, interviews, and case audits.
- A Multi-Agency Learning Event may be held to gather insights from practitioners and frontline workers.
- The reviewer will analyse findings, identify key lessons, and draft a report with recommendations.

### **Report Completion and Approval (Within 6 Months of Commissioning)**

- A draft SAR report will be shared with agencies for factual accuracy checks.
- The final SAR report will be presented to the BSAB for formal approval.
- The BSAB will develop a Multi-Agency Action Plan to implement recommendations.

### **Implementation and Monitoring (Ongoing, Reviewed Quarterly)**

- The SAR Subgroup will oversee the implementation of recommendations, ensuring changes are embedded into practice.
- Agencies must submit progress updates to the BSAB every 3 months.
- The effectiveness of learning will be assessed through audits, feedback, and follow-up reviews.

#### **Dissemination of Learning (Within 1 Month of Report Approval)**

- Key learning points will be shared via:
- Formal learning events and training sessions.
- Online learning resources and guidance documents.
- Briefing sessions for frontline practitioners.

- Incident – adult with care and support needs dies or is seriously harmed, there are concerns about abuse or neglect, there are concerns that partner agencies could have worked more effectively
- A Buckinghamshire care leaver (aged 18-24) dies, whether known or suspected to be from suicide, abuse, or neglect, in line with the WT23 statutory requirement.
- A Buckinghamshire rough sleeper dies, particularly where safeguarding concerns, self-neglect, or multi-agency failures are identified.



A professional makes a Safeguarding Adult Review Referral to Buckinghamshire Safeguarding Adults Board

[SAR Referral Form](#)



BSAB Team notifies the three Safeguarding Partners (TVP, ICB BOB, and BC) plus the Independent Chair, the Safeguarding Adult Review Sub-Group Chair, and begins the Rapid Review process



BSAB hold a Rapid Review meeting within 15 working days of receiving the referral. The Rapid Review meeting is chaired by the Chair of the SAR subgroup

Key statutory partners (TVP, ICB BOB, and LA) are invited to the Rapid Review, along with other agencies that may be identified in the SAR referral.



The BSAB Team submit the decision to the BSAB Independent Chair for sign off. The BSAB Team inform the original referrer of the Rapid Review decision



Decision is made not to commission a SAR. Any learning from the Rapid Review is disseminated to all agencies in the format of a '7 Minute Briefing' and uploaded to the BSAB website



The decision to commission a SAR is made. Panel members are from the Statutory agencies and other relevant agencies involved with the adult are identified and an Independent Reviewer is commissioned to author the SAR report.

A scoping meeting is convened with Panel members and the Independent Reviewer to determine the timeframe that will be reviewed, and an initial Terms of Reference is drawn up



SAR Panel meets regularly to implement the Review decisions/recommendations, aiming to produce a final Report within six months of a Review being initiated. A copy of the final report is sent to those involved with the Review, the SAR Sub-Group, the Board Members of BSAB and uploaded to the BSAB website, where it will remain for a minimum of 12 months