

SAR Overview Report Layout

This document sets out an example of how an overview report may be structured. An overview report can be produced by the SAR panel or the LRS following the collation of IMRs and review authors as a guide.

Content of report:

1. Introduction
3. Terms of reference
4. Methodology
5. Case summary
6. Analysis
7. Conclusions & recommendations

Introduction

This overview report is intended to provide an overview of the deliberations and recommendations of the Safeguarding Adult Review Panel/Learning and Review Subgroup drawing overall conclusions from the information and analysis contained in the individual management reviews and reports commissioned from any relevant parties.

- Describe individual circumstances and reasons for the review being undertaken.
- List contributors to the review and the nature of their contributions including from family.
- The circumstances that led to a Safeguarding Adult Review being undertaken in this case
- Provide an overview of the specific individual circumstances and outline the concerns to be addressed. Give the specific facts of the safeguarding adult review.
- State when the review commenced, the commissioning arrangements details of the Independent Chairperson/Independent Overview Report Author.

Terms of Reference

Detail the agreed terms of reference

Methodology

- Describe the process of the review that was undertaken by the Safeguarding Adult Review Panel.
- The panel consisted of representatives from (list appropriate agencies).
- List agencies that provided Individual Management Reports.
- State whether family and/or others were included or involved in the process and if not provide an explanation for example criminal proceedings.

Case summary

Compile an integrated chronology of involvement with the adult and family on the part of all relevant agencies, professionals and others who have contributed to the review process.

Important to include:

- Relevant information relating to the adult.
- Critical and life incidents.
- Features of professional activity over time which should include key events, for example a referral or services provided.
- Give an overview which summarises what relevant information was known to the agencies and professionals involved.
- Provide an explanation and exploration of protected characteristics for the individual in relation to services offered and received and decisions taken.

Analysis

This part of the overview report should look at how and why events occurred, decisions were made and actions taken or not.

Identify the key features of the case:

- The adult's needs/characteristics/behaviour
- Wider family and environment
- Professional involvement

Analysis of interacting risk and protective factors to include:

- A summary and synthesis of the knowledge brought together by the assessment
- A description of the problem/concern
- A description of protective factors and support
- A plan of the proposed decisions and/or interventions

This is the part of the overview report which can consider whether different decisions or actions may have led to an alternative course of events.

Communication between and within agencies:

- Was there a shared safeguarding agenda between or within agencies?
- Was there evidence that the adult's needs were paramount?

Reference should be made to the quality of the Individual Management Reviews and how this assisted in analysing how and why events occurred and why some decisions were or were not taken.

The overview report should challenge agency practice and comment on whether different decisions or actions may have led to an alternative course of events.

The analysis section is also where any examples of good practice should be highlighted.

This part of the overview report should take account of recent and well publicised major enquiries and government guidance pertinent to the case.

Conclusions and recommendations

- This part of the overview report should summarise the lessons to be drawn and how those lessons should be translated into recommendations for action.
- The overview report should make reference to the single agency recommendations identified through the Individual Management Reviews and identify any further single agency recommendations.
- Recommendations should be few in number, focused and specific (SMART) and capable of being implemented. View on how these could be achieved should be included. Consideration should be given to the resources required to implement the recommendations such as cost. If there are lessons for national, as well as local, policy and practice these should also be highlighted.