

Adult Social Care & Health

Safeguarding Adults Review (SAR) Internal Process

Document Governance

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Version	Status	Date	Issued by/ Amended	Review Date	Changes
V.1	Final	2019	Strategic Safeguarding Unit	2023	
V.2	Final	2023	Strategic Safeguarding Unit	2025	V2 updated in line with new Locality Operating Model and new SAR Policy, Procedures and Guidance document by Kent and Medway Safeguarding Adults Board

Safeguarding Adults Review (SAR) Internal Process

The Kent and Medway Safeguarding Adults Board (KMSAB) has a duty to carry out a Safeguarding Adults Review (SAR) when an adult at risk in Kent or Medway dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult. The adult who is the subject of the SAR need not have been in receipt of care and support services for the SAB to arrange a review in relation to them.

The KMSAB must also arrange a SAR if the same circumstances apply where an adult is still alive, but the KMSAB knows or suspects that the adult has experienced serious abuse or neglect.

Safeguarding Adults Boards are also able to arrange for a SAR in other situations where they believe that there will be value in doing so. This may be where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults and can include exploring examples of good practice.

A copy of the KMSAB SAR Policy, Procedures and Practitioner Guidance for Safeguarding Adults Reviews can be found [here](#)

The multi-agency SAR procedure states that any agency representative or professional must refer a person who is believed to meet the threshold of the SAR criteria.

This document focuses on the internal SAR referral process for KCC ASC .

To note: It is essential that KCC's internal process does not discourage, hinder or delay the statutory SAR processes.

Internal KCC process for raising a Safeguarding Adults Review (SAR)

Does this referral meet the threshold of the SAR criteria? Please refer to the

[KMSAB Policies, Procedures, Guidance for SARs](#)



Discuss potential SAR referral with line manager/Assistant Director. (At this point clarify if any other ASCH teams are involved and ensure they are informed of any decision to proceed).



Inform Assistant Director - Strategic Safeguarding, Policy, Practice & Quality Assurance and/or Principal Social Worker of the review and seek approval to continue to complete the referral process.



If agreed that SAR criteria has been met, complete SAR Referral form
(Email KMSAB@kent.gov.uk to request a copy of the SAR referral form)



SAR Referral form to be quality assured by Assistant Director - Strategic Safeguarding, Policy, Practice & Quality Assurance



Send completed SAR referral form to:

KMSAB@kent.gov.uk

Internal KCC process once a SAR Referral has been submitted to the KMSAB

KMSAB will email SSU via the SSR shared mailbox to ask if P is known to KCC ASCH (both LAs and Mosaic systems to be checked)



SSU are to respond to the KMSAB letting them know if the person is known to KCC ASCH or not. If they are known the Board will send a Summary of Involvement (SOI) form to be completed



SSU to notify the relevant Community Team Manager and Assistant Director of the referral and ask that a note is put on mosaic requesting that no further entries are made



Once all partner agencies have submitted their SOI forms to the KMSAB, a SAR Working Group meeting is held to discuss if the referral meets the criteria for a SAR. If it does the methodology for the SAR will be agreed at this meeting.



The KMSAB will organise a Terms of Reference meeting, it is at this meeting it will be decided if ASCH will be required to submit an Independent Management Report (IMR)



If an IMR needs to be completed, SSU will allocate the report to a team member or operational staff member who will meet with the independent SAR Report Author where dates of completion are agreed



SSU to provide quality checks on IMR submission



IMR sign-off agreement between Adult Strategic Safeguarding Manager/
Assistant Director - Strategic Safeguarding, Policy, Practice & Quality
Assurance and Corporate Director. Final report to be sent back to KMSAB



When the SAR Report is finalised SSU will identify ASCH operational colleagues
who have worked with P in order to offer duty of care via their current line
manager



SSU to contact the relevant managers of operational colleagues and circulate
the embargoed version of the final report prior to publication



Once the report has been published SSU will circulate the report to all
Operational Teams and add to the Safeguarding KNet and Kent Academy
pages as well as the staff bulletin