



FACTSHEET RAPID REVIEW AUTHORS

I have been asked to complete a rapid review (request for information) template – what does this mean?

This means that a serious incident has happened involving a South Gloucestershire adult and a referral has been made to the SAR sub group.

In South Gloucestershire we use a parallel process to the Children’s Partnership and undertake a rapid review to identify quickly what has happened and whether the criteria for a Safeguarding Adult Review (SAR) has been met.

This means all organisations who have been working with the adult need to complete the rapid review paperwork on behalf of their organisation. **If at all possible the template should be completed by someone who has not worked with the adult and is not the line manager of any practitioners working with the adult.**

You will have a short deadline to complete the template – usually two weeks - and then will need to return the template to the Business Manager, Sarah Taylor.

What should I include in my Rapid Review?

You should complete the whole template and complete all the boxes as fully as you can. Include your details, and how you can be contacted in case of questions.

Include the names and contact details of anyone else you know is working with the adult. This information is used to cross check the list of organisations held by the Business Manager for the adult, so the correct contact details are vital. It is not helpful to just write the name of the organisation and leave the other boxes blank, for example there are frequently submissions that say ‘GP’ or ‘the council’ and without details it is difficult to follow this up in the time allowed.

Include a chronology from your organisation for the time period specified on the template. Try not to use acronyms.

Include details of anything that happened outside of the time frame that might be relevant. For example the maximum time frame for a rapid review is usually 6 months, but if you know that two years earlier a relevant incident happened please include this. You could be the only organisation that knows about this and it could help make a decision about whether the criteria for a SAR has been met.

Include relevant information about the family you think would be helpful for the rapid review to know.

Include an overview of your organisation's involvement.

Include any immediate learning you have identified for your organisation. Sometimes you will identify learning for another organisation while checking your records. Include this too. The learning you identify will be followed up by the SAR sub group later for assurance about implementation of learning.

Make sure you answer the last three boxes on the template about the criteria for a SAR.

Return your template within the timescales.

Should I tell the family I am completing a rapid review?

No. It is important this part of the process is completely confidential. If a SAR is initiated the family will be contacted by the Business Manager of the Safeguarding Adults Board and invited to take part. This must happen in the right way so that all the correct information is provided to the family and they can be supported effectively to take part and understand this process. The rapid review process is confidential and you should not discuss this with anyone else.

What Happens after I have submitted my template?

All of the templates will all be circulated to members of the SAR sub group to read. There will be a SAR sub group Meeting a few days after the deadline for submission. The members of the SAR sub group will attend and will review all of the submissions. This meeting will be chaired by Samuel Williams, Chair of the SAR sub group.

The Rapid Review Meeting

At this meeting the aim is to:

- Review the information provided by all the organisations who have been working with the adult and their family
- Identify immediate learning

- Make a recommendation to the Independent Chair of the Safeguarding Adults Board about whether the criteria for a SAR is met.

What Happens after the Rapid Review Meeting?

The chair of the SAR sub group will write to the Independent Chair to ask them to agree the recommendation of the sub group.

If the decision is made to commence a SAR that will begin and should be completed within 6 months.

Where can I get more information or help with the Rapid Review Process?

The Safeguarding Adults Board Business Manager manages the process for rapid reviews and SARs in South Gloucestershire. You can contact the Business Manager [here](#)

The Safeguarding Adults Board has a SAR sub group who hold responsibility for oversight of the process in South Gloucestershire – you can contact the chair [here](#)

For local information in South Gloucestershire you can read our process flow chart [here](#)

The Safeguarding Adults Board Website has a page about SARs and this page also is the place that SARs are published. You can find the page [here](#)