

# Safeguarding Adult Review

## Virtual Process

<b>Day 1</b>	<ul style="list-style-type: none"> <li>• SAR Notification received - Business Unit to confirm receipt</li> <li>• Business Manager/Project Officer to screen notification to determine if sufficient information has been provided</li> <li>• Business Manager/Project Officer to contact referrer for a more in depth conversation if required</li> <li>• Telephone conversation between Business Manager and Admin and Information Officer to confirm scoping period and who to request chronologies from</li> <li>• Business Unit to notify Independent Chair and SAR Sub-Group Chair that a SAR Notification has been received</li> </ul>
<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Business Unit to circulate Initial Chronology templates for completion (2 week deadline)</li> </ul>
<b>Day 15</b>	<ul style="list-style-type: none"> <li>• Chronologies submitted</li> </ul>
<b>Day 16</b>	<ul style="list-style-type: none"> <li>• Chronologies collated and circulated to Sub-Group members (members will have 1 week to review the information)</li> </ul>
<b>Day 23</b>	<ul style="list-style-type: none"> <li>• Virtual Sub-Group Meeting via Microsoft Teams</li> </ul>
<b>Day 24</b>	<ul style="list-style-type: none"> <li>• Comments from meeting to be collated on Recommendation Summary - send to SAR Sub-Group Chair for approval</li> </ul>
<b>Day 26</b>	<ul style="list-style-type: none"> <li>• Recommendation Summary to be sent to Independent Chair for approval</li> </ul>
<b>Day 27</b>	<ul style="list-style-type: none"> <li>• Recommendation Summary circulated to members for information and action</li> </ul>

\*if the case is a Hartlepool Case Business Manager/Project Officer will speak directly with the TSAB Independent Chair

If the Business Manager is not available, for example, on leave the Project Officer will progress the notification to ensure decision making is not delayed.