**LETTER – Notification to Family Member or Representative (delete before sending)**



 Date:

 RE: XXXXXXX SAFEGUARDING ADULTS BOARD: SAFEGUARDING ADULTS REVIEW

(In the case of a death) Firstly, I would like to offer my sincere condolences on the death of (adult’s name).

The purpose of this letter is to inform you that because of (insert circumstances) \*\*\*\*\*\*\*\*\*\*\*\*\* and the circumstances surrounding this. XXXXXX Safeguarding Adults Board (XSAB) will carry out something called a Safeguarding Adults Review.

Safeguarding Adults Boards have a duty to carry out a Safeguarding Adults Review (SAR) when an adult dies as a result of abuse or neglect. This is whether abuse or neglect is known or suspected, and there is information to suggest that partner agencies could learn lessons and improve the way they work together to support adults at risk in the future. A SAR may also take place when an adult has not died but it is known or suspected that they have suffered serious abuse, harm or neglect. The full criteria of a SAR are set out in the Care Act 2014. The purpose of a SAR is not to apportion blame. It is to identify recommendations to promote effective learning and improvement. This is in order to minimise the risk of future deaths or serious harm occurring again.

I would like to reassure you that this Safeguarding Adults Review will not influence any ongoing police investigations, or any work that may be happening at the moment between your family and professionals such as a social worker. This is a separate process, involving senior managers from all Health and Social Care Services, including the police that make up the NYSAB.

Please do not hesitate to contact xxxxxxxxxxxxxxxxxx if you want to make some comments or observations to the Safeguarding Adults Review or if you would like any further information.

You may want to take independent legal advice before making any decisions about all of this. If your solicitor has any queries, he or she is also welcome to contact the above mentioned person.

Yours sincerely

Copy To:

Independent Author