

Appendix 10 – Letter to the Family

Salford
Safeguarding
Adults Board

SSAB address

DATE: XXXXX

Dear XXXXXXXX,

Firstly may I offer my condolences on the sad death of XXXXXXXX. I am writing to let you know that XXXXXXXX Safeguarding Adult Board has decided to undertake a Safeguarding adults review (SAR).

The Safeguarding Adult Board (SAB) has a duty to conduct a SAR in certain circumstances when an adult at risk dies or is seriously injured. The purpose of a SAR is to consider whether there are lessons to be learnt about the ways that agencies, and individual professionals worked together.

XXXXXXX has been appointed as the Independent Reviewer; he/she has no connection with any of the agencies involved other than for the purpose of undertaking reviews.

XXXXXXX has organised the 1st panel meeting which will take place on XXXXX, the purpose of the meeting is to scope the review and set a future date for a practitioners learning event.

I appreciate that this is a very difficult time for you. As part of this process we would like to have your involvement, and XXXXX will make contact with you in due course.

In the meantime, the review will continue, and I would be grateful if you could have a look at the enclosed leaflet as it gives more detail about reviews of this nature and how information will be gathered and shared to learn and improve services where necessary.

If you have any questions or concerns about any aspect of the review process please contact XXXXXXXX, SAB Board Manager, and Tel no: XXXXXXXX

Yours sincerely,

XXXXXXX Safeguarding Adults Board Business Manager

Email: XXXXX

Tel No: XXXX