**Rotherham Safeguarding Adults Board**

Riverside House

Main Street

Rotherham

S60 1AE

E-mail: RSAB[@rotherham.gov.uk](mailto:@%20amanda.stansfield@rotherham.gov.uk)

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|  | **Please Contact**: |
|  | [Rsab@rotherham.gov.uk](mailto:Rsab@rotherham.gov.uk) |

Insert Date

Insert Organisation

Insert Email Address

Dear Name

The Rotherham Safeguarding Adults Board have agreed to commission a Safeguarding Adults Review (SAR) in respect of [Name] [Date of Birth].The report will be completed by [Name] who has been commissioned as an independent author by the Board.

Your organisation has been identified as an interested party and will be required to complete an Individual Management Review (IMR) as part of the review process.

The review is not only an opportunity to look at the case in detail from a factual perspective but also to identify any systemic issues that may have arisen. Where practice is good and working well, the review will highlight salient best practice.

The Safeguarding Adult Review is being conducted in line with The Care Act (2014) and is a learning and improvement process and is not about blame or disciplinary processes.

We will work closely with your IMR author, and there will be an ask to support and release staff for learning and reflection events throughout this process.

Please confirm to [RSAB@rotherham.gov.uk](mailto:RSAB@rotherham.gov.uk) who will be your IMR author and who will attend the learning and reflection event from your organisation.

Send all responses via email to [RSAB@rotherham.gov.uk](mailto:RSAB@rotherham.gov.uk) before [insert deadline].

Kind regards

**Jackie Scantlebury**Rotherham Safeguarding Adults Board Manager