**Rotherham Safeguarding Adults Board**

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Main Street

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|  | **Please Contact**: |
|  | Rotherham Safeguarding Adults Board  [RSAB@rotherham.gov.uk](mailto:RSAB@rotherham.gov.uk) |

Insert Date

Insert Organisation

Insert Email Address

Insert Subject

Dear Colleague,

A Safeguarding Adult Review is to be commissioned regarding [Name and Date of Birth].

The Rotherham Safeguarding Adults Board has, or is in the process of, appointing an author for the IMR and that author will be in touch with you in order that you can assist in compiling their report.

We intend to make this Safeguarding Adult Review a collaborative process using your first-hand experience of working with [Name] and other agencies in order to gain any learning and thematic insights.

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

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

In order to look at the learning in more depth, we ask that you attend the Learning and Reflection event on:

**[**INSERT WORKSHOP LOCATION]

[INSERT WORKSHOP TIMINGS**]**

Please confirm your attendance to [RSAB@rotherham.gov.uk](mailto:RSAB@rotherham.gov.uk).

Prior to the event, all the reports that will be discussed will be sent to you in advance to support interagency learning and improvement.

The event will be attended by practitioners who were directly involved with [Name], their first line manager, Safeguarding leads, and representatives from the Rotherham Safeguarding Adults Board.

Following the learning event, the first draft of the report will be discussed at a review (half day) event on:

**[**INSERT WORKSHOP LOCATION]

[INSERT WORKSHOP TIMINGS**]**

A final report that will be presented to the Rotherham Safeguarding Adults Board after the events have concluded.

If you have any concerns either prior to or after the events or you feel you need to discuss in confidence any issues raised by this review, please contact me directly.

I look forward to meeting and working with you.

Kind regards

**Jackie Scantlebury**

Rotherham Safeguarding Adults Board Manager