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SAR in Rapid Time

# Template invitation email to workshop

This document is a SCIE tool to support use of the SAR in Rapid Time model.

See [Safeguarding Adult Reviews (SARs) In Rapid Time](https://www.scie.org.uk/safeguarding/adults/reviews/in-rapid-time) (<https://www.scie.org.uk/safeguarding/adults/reviews/in-rapid-time>) for further information.

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Dear colleagues,

Following [the death/injury of xxx/add relevant details for your case], [add your Board name] Safeguarding Adults Board has decided to arrange for the conduct of a Safeguarding Adults Review (SAR). The SAR is going to be conducted using a new process to enable learning to be turned around more quickly than usual. The model is referred to as a SAR in Rapid Time.

My name is [insert name] and together with my colleague [insert name], will be facilitating the SAR on [insert name].

Everyone in this email has been identified as having had a role in working with [insert name] either directly or managing people who did. Details of invitees are shared below:

**Practitioners workshop**

* [Add list]

Your input to the SAR is essential in order that we can really get an up-to-date and accurate appreciation of the challenges and constraints you faced in working with [insert name], as well as the ingenuity and adaptations that you brought to bear. Understanding what helped and what hindered you in your single and multi-agency efforts in [insert name]’s case, will allow us to identify what [insert name]’s case can teach us about potential changes and improvements that could strengthen the system for other people who find themselves in circumstances like [insert name]’s, and professionals, going forward.

So your contribution at the meeting is vital.

It is going to be an interactive, workshop type day albeit conducted virtually, using MS Teams.

If you think anyone key is missing, please let me know.

Separately to this email, later this week we will be sending to you an early analysis report that will help structure discussions when we meet.

Thank you in advance for protecting the time for the meeting on: [insert date/time]

Do get in touch if you have any questions or concerns.

All best wishes

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