



# Adolygiad Diogelu Unedig Sengl Single Unified Safeguarding Review

## SUSR Forms & Reports: Instructions for Safeguarding Boards

These instructions should be read in conjunction with [Single Unified Safeguarding Review: statutory guidance | GOV.WALES](#)

The Single Unified Safeguarding Review (SUSR) Guidance sets out arrangements for multi-agency reviews in circumstances which meet the criteria set out in:

- [the Safeguarding Boards \(Functions and Procedures\) \(Wales\) Regulations 2015;](#)
- [the Domestic Violence, Crime and Victims Act 2004;](#) and
- [section 24 of the Police, Crime, Sentencing and Courts Act 2022 and the Police, Crime, Sentencing and Courts Act 2022 \(Offensive Weapons Homicide Reviews\) Regulations 2022.](#)

Under the Guidance, Safeguarding Boards have a statutory requirement to notify the SUSR Co-ordination Hub of every case that has been considered by the Case Review Group (including those where the lead Board may be in another country) and the SUSR Co-ordination Hub should be informed of the recommendation and its outcome (SUSR, Multi Agency Professional Forum (MAPF), other form of review, or no review). The SUSR Toolkit includes templates developed to assist Chairs of Boards in streamlining communication and reporting during the process of a SUSR.

A key aim of the SUSR is to ensure that there is a similar approach to SUSRs across Wales, that learning arising from Reviews is clear, and appropriate recommendations made. The Co-ordination Hub is the key point for assuring that processes are being followed and recommendations acted upon.

This document outlines:

- the different forms and reports used by Safeguarding Boards to communicate with the Co-ordination Hub (and the Home Office where relevant)
- how and when these forms should be submitted
- the expected response by the Co-ordination Hub

Any correspondence to the Home Office in relation to SUSRs involving a Domestic Abuse Related Death should be directed to [DHRENQUIRIES@homeoffice.gov.uk](mailto:DHRENQUIRIES@homeoffice.gov.uk)

Template 1: the SUSR Notification Form

Template 2: the SUSR Termination Report

Template 3: the SUSR Report

Template 4: the Metadata Form  
Template 5: the SUSR Action Plan  
Template 6: the MAPF Report  
Template 7: the Review Reflection Form  
Template 8: the SUSR Update Report

### Template 1: Notification Form

<b>Purpose</b>	Provides a reporting mechanism for informing the SUSR Co-ordination Hub of any forthcoming SUSRs, MAPFs or the decision not to undertake a review.
<b>When to use</b>	Following agreement by the Chair of the Safeguarding Board with the Case Review Group's decision on whether or not to carry out a SUSR.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the notification form to Objective Connect</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> <li>3) If the review is in relation to a domestic abuse related death, notification by email should also be sent to the Home Office.</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Allocate a URN to any agreed SUSR by renaming the document in Objective Connect</li> <li>2) Send an email within 5 days to the Safeguarding Board Chair acknowledging receipt of the Notification</li> <li>3) Update Tasking and Coordination Group (TCG) Members of receipt of the Notification and add to the next TCG Agenda</li> </ol>

### Template 2: Termination Report

<b>Purpose</b>	Provides a reporting mechanism for informing the SUSR Co-ordination Hub of the decision to terminate a SUSR.
<b>When to use</b>	Following agreement by the Chair of the Safeguarding Board with the decision to terminate the SUSR. If the review involved a domestic abuse related death, the Chair of the CSP will also need to agree with the decision to terminate.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the termination report to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> <li>3) If the review is in relation to a domestic abuse related death, notification of the intention to terminate the review should also be sent to the Home Office via email</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Update Tasking and Coordination Group (TCG) Members of receipt of the Termination Report and add to the next TCG Agenda</li> </ol>

Template 3: The SUSR Report	
<b>Purpose</b>	Contains the findings of the review and recommendations.
<b>When to use</b>	Following agreement and sign off of the report by the Safeguarding Board (at least two weeks prior to any planned publication)
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the SUSR Report to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> <li>3) If the review is in relation to a domestic abuse related death, the report should also be sent to the Home Office and the Domestic Abuse Commissioner <u>once ready for publication</u> (<a href="mailto:DHR@domesticabusecommissioner.independent.gov.uk">DHR@domesticabusecommissioner.independent.gov.uk</a>)</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the Report by email to the Business Manager</li> <li>2) Update Tasking and Coordination Group (TCG) Members of receipt of the Report and add to the next TCG Agenda</li> <li>3) Undertake steps as outlined in the Quality Checker document and feedback any comments to the Business Manager within 2 weeks of receipt.</li> </ol>

Template 4: The Metadata Form	
<b>Purpose</b>	Contains quantitative data from the SUSR Report for inclusion in the Wales Safeguarding Repository
<b>When to use</b>	Ideally at the same time as the SUSR Report but no later than the publication date. This will ensure the report is included in the WSR at the point of publication.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the Metadata Form to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the Metadata Form by email to the Business Manager</li> <li>2) Complete the WSR Submission form and send to the WSR Team for inclusion in the Repository on publication.</li> </ol>

Template 5: The SUSR Action Plan	
<b>Purpose</b>	Contains the learning points, recommendations and associated actions.
<b>When to use</b>	Following agreement and sign off of the action plan by the Safeguarding Board.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the SUSR Action Plan to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> <li>3) If the review is in relation to a domestic abuse related death, the Action Plan should also be sent to the Home Office and the Domestic Abuse Commissioner at the same time as the report (once ready for publication).</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the Action Plan by email to the Business Manager</li> <li>2) Update Tasking and Coordination Group (TCG) Members of receipt of the Action Plan and add to the next TCG Agenda</li> </ol>

Template 6: The MAPF Report	
<b>Purpose</b>	Contains the learning points from a Multi-Agency Professional Forum
<b>When to use</b>	Following agreement and sign off by the Safeguarding Board.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the MAPF Report to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the MAPF Report by email to the Business Manager</li> <li>2) Update Tasking and Coordination Group (TCG) Members of receipt of the MAPF Report and add to the next TCG Agenda</li> </ol>

Template 7: The Review Reflection Form	
<b>Purpose</b>	Contains reflections from the Reviewers/Chair and Family/Community regarding the review process

<b>When to use</b>	The form should be completed and submitted within 2 weeks of the Report being finalised by the Chair of the Safeguarding Board.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the Review Reflection Form to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the Review Reflection Report by email to the Business Manager</li> <li>2) Update Tasking and Coordination Group (TCG) Members of receipt of the Review Reflection Form</li> <li>3) The Review Reflection Forms will be used to produce a quarterly report for presentation at the quarterly thematic TCG meetings.</li> </ol>

<b>Template 8: The Update Report</b>	
<b>Purpose</b>	Summarises the learning achieved and any areas requiring further escalation.
<b>When to use</b>	The report should be completed to share primary and mid-term learning which could be of national relevance, as well as any final learning points of national relevance. Primary learning relates to initial issues arising i.e. through a search of similar cases in the WSR, mid-term learning occurs following review of the merged timeline and learning event and final learning points arise during drafting of the report. Any delays to the review process or barriers to completion of recommendations should also be communicated using this report.
<b>Action required by RSB</b>	<ol style="list-style-type: none"> <li>1) Upload the Update Report to Objective Connect using the URN in the name of the document</li> <li>2) Send an email to <a href="mailto:SUSRWales@gov.wales">SUSRWales@gov.wales</a> advising of the same</li> </ol>
<b>Action in response by Co-Ordination Hub</b>	<ol style="list-style-type: none"> <li>1) Acknowledge receipt of the Update Report by email to the Business Manager</li> <li>2) Update Tasking and Coordination Group (TCG) Members of receipt of the Update Report</li> <li>3) The Update Report will be used to produce a quarterly report for presentation at the quarterly thematic TCG meetings</li> <li>4) Where necessary, information from Update Reports will be presented to the Strategy Group, Victim and Family Reference Group and Ministerial Board</li> </ol>

All of the reports and forms referenced in these instructions are available in the [SUSR Toolkit](#).