

**DEVON & CORNWALL
MULTI AGENCY RISK ASSESSMENT CONFERENCE
(MARAC)
OPERATIONAL WORKING PRACTICES DOCUMENT**

**Version 1.4
09/07/12**

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VERSION CONTROL

| Ref | Amendment | Date |
|-----|---|----------|
| 1 | ACPO DASH risk assessment document added to Appendix E | 02/10/11 |
| 2 | Section 14.1 amended to recognise potential change in working practices within Police. | 10/10/11 |
| 3 | Minor grammatical corrections. Section 8.4 – exclude ‘other in-house risk assessments’ Section 8.6 – rewrite paragraph to reflect CAADA definition of repeat Section 10.5 – expand ability of MARAC chair to prioritise agenda Sections 20.1 & 22.1 – amend co-ordinator for Administrator Section 23.1 – correct Domestic abuse delivery group for marac operational delivery group | 05/12/11 |
| 4 | Addition of section 10.10 in respect of considering and recording safeguarding concerns for children living in the household. | 09/07/12 |
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1. INTRODUCTION

- 1.1. The purpose of this working practices document is to establish accountability, responsibility and reporting structures for the Multi Agency Risk Assessment Conference (MARAC) within Devon & Cornwall and to outline the MARAC process.
- 1.2. The guiding principles and working practices for all MARACs within Devon and Cornwall will be the same and based on the advice and guidance of CAADA (see 4.0) and experience gleaned by local professionals through operation of MARACs now for a number of years.
- 1.3. Whilst this document is designed to serve all MARACs in Devon & Cornwall it is recognised that the membership of individual MARACs will be dependent on services available within any given locality. It is intended that these differences are reflected in the appropriate appendices where partner memberships are detailed.
- 1.4. Multi Agency working is key to tackling the complex issues associated with domestic abuse, and in particular, cases that are perceived as “high risk” (please see the definition of high risk later in the document) and the aim of the MARAC is a victim centred method of providing a proportionate response to those victims considered to be at high risk by focussing on safety of victims and the children of victims.
- 1.5. MARAC meetings will combine up-to-date risk assessment information, together with a comprehensive assessment of the victim’s/survivor’s needs, and would link this information directly to the provision of appropriate support services for all those directly involved in an abusive domestic related situation i.e. victim/survivor, children and other immediate family members, and the perpetrator.
- 1.6. The sharing of information gained through the Domestic Abuse MARAC meetings can only be used for official MARAC purposes, and cannot be used for any other purposes without prior and authorised approval from the MARAC Chair, and the appropriate Lead Agency providing the specific information.
- 1.7. The sharing of personal information will be managed under the guidelines of the Crime and Disorder Act, the Children Act, the Data Protection Act and the Human Rights Act, currently in place. These processes are enshrined within a separate *Information Sharing Agreement* which serves all MARAC agencies across Devon & Cornwall and is available from the Information Manager, Devon & Cornwall Police.
- 1.8. The principals of these working practices will be applied fairly, regardless of gender, disability, nationality, race or ethnic origin, age, religion and sexual orientation.

2. PURPOSE

- 2.1. The purpose of the MARAC is to provide a confidential forum where agencies are able to share information which will increase the safety, health and well being of victims and children related to the case. This is achieved through increased awareness of agencies through flagging and tagging their files and also through development of multi-agency plans which identify appropriate interventions or other actions which will safeguard victims and their children.
- 2.2. The MARAC will through the agreed actions of the partner agencies reduce the threat of further harm and repeated domestic abuse to the victim/survivor and their immediate family members.
- 2.3. The MARAC has no authority or responsibility in statute and is intended to enhance existing arrangements rather than replace them. As the MARAC is not an official body it does not own the risk associated with any particular case but by discussing cases at a MARAC all the constituent agencies assume some responsibility for that ongoing risk.

- 2.4. The MARAC will utilise advocacy and support services within Devon & Cornwall to support the victim/survivor, to attempt to reduce the level of risk to the victim/survivor, so that their risk factors are reduced and their safety is maximised.
- 2.5. The MARAC will identify where possible whether the perpetrator poses a continuing significant threat, the risk of further harm to particular individuals and to the community, making referrals where appropriate, for example to the MAPPA (Multi Agency Public Protection Arrangements) or Local Policing teams.
- 2.6. Neither the victim/survivor nor the perpetrator will attend MARAC meetings, but the agreed lead agency representative will inform the victim/survivor regarding the MARAC meeting recommendations. (see also Section 13)
- 2.7. The MARAC will attempt to identify any child contact concerns between children and perpetrators of domestic abuse within the family environment.
- 2.8. The MARAC will keep the victim/survivor informed, where possible, of all decisions made by the MARAC via the appropriate agencies, at the earliest opportunity.

3. DOMESTIC ABUSE DEFINITION

- 3.1. The Home Office definition of Domestic Abuse is – “Any incident of a threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.”
- 3.2. ACPO Definition of Domestic Abuse is – “any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between Partners (16 years and over) who are or have been in an intimate relationship or between family members (18 years and over) regardless of gender and sexuality.
- 3.3. Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws, common-law or step-family.
 - 3.3.1. Child on Child under 18 within the family - Not a domestic abuse incident
 - 3.3.2. Adult on child under 18 within the family - Child Abuse Investigation Unit
 - 3.3.3. Adult on Adult over 18 within the family - Domestic Abuse Incident
 - 3.3.4. Partner on Partner both aged 16 years and over - Domestic Abuse Incident

4. CAADA

- 4.1. HM Government Home Office lead agency for the MARAC is Coordinated Action Against Domestic Abuse (CAADA).
- 4.2. CAADA have produced the MARAC implementation guidance document along with other documentation which can be located on their website www.caada.org.uk, or at 6th Floor Maxet House, 28 Baldwin Street, Bristol BS1 1NG. Telephone - 0117 317 8750

5. PARTNER AGENCIES

- 5.1. Appendix A details all the agencies who are partners to the MARAC process and consequently signatories to the declaration specified in Appendix B.
- 5.2. The list in Appendix A is not exhaustive. Consideration will also be given to requesting additional professional support from other specialist Agencies, as appropriate to MARAC needs i.e. – Devon & Somerset Fire & Rescue Service (where there is a risk/threat of arson, fire or chemicals), YOT,

Adult Social Care, Benefits & Pensions, BME specialist Agencies, Disabilities Agencies, and any Advisory and Voluntary Service which will benefit the effectiveness of the MARAC.

- 5.3. Each Partner Agency will identify a strategic lead for domestic abuse their agency.
- 5.4. Partner agencies will have clearly defined roles and responsibilities and will be accountable to the MARAC Governance Body for ensuring that these agreed responsibilities and actions are carried out.
- 5.5. Partner agencies will support the principals and purpose of the MARAC, which is to promote the safeguarding of the victim/survivor of domestic abuse, and their immediate family members.
- 5.6. Partner agencies are responsible for providing relevant and up-to-date information regarding victims/survivors when referring into the MARAC and ensuring that agreed actions are completed in a timely manner, with the status of agreed actions being forwarded to the MARAC administrator at the earliest opportunity.
- 5.7. Partner agencies in agreeing to these working practices will be cognisant that '*Domestic Homicide Reviews*' were established on a statutory basis under Section 9 of the '*Domestic Violence, Crime & Victims Act 2004*'. This creates an expectation for local areas to undertake a multi-agency review following a domestic violence homicide. It is anticipated that adherence to these multi-agency working practices will be subject to scrutiny under these provisions which came into force on 13th April 2011.

6. GOVERNANCE AND PERFORMANCE MANAGEMENT

- 6.1. The MARAC is a multi-agency meeting which has the safety of high risk victims of domestic abuse as its focus. It involves the active participation of all of the key statutory and voluntary agencies who might be involved in supporting a victim of domestic abuse.
- 6.2. Each MARAC will report to a 'MARAC Operational Delivery Group'. There will be one operational group for each of Devon, Torbay, Plymouth and Cornwall. The MARAC Operational Delivery Group will:
 - 6.2.1. Meet Quarterly
 - 6.2.2. Ensure its membership includes senior representatives from each of the key agencies
Appendix C
 - 6.2.3. Address the practical and resource implications of the MARAC
 - 6.2.4. Monitor and review data and performance of the MARAC, including the attendance and participation of partner agencies.
 - 6.2.5. Seek to ensure that the conference operates in line with the 10 principles of an effective MARAC
Appendix D
 - 6.2.6. Address any operational issues.
 - 6.2.7. Report to the MARAC Governance Body.
- 6.3. The MARAC Governance Body will set the strategic targets for the MARAC, via the MODG.

7. IDENTIFICATION OF MARAC CASES

- 7.1. It is expected that all agencies participating in the MARAC will routinely screen for domestic abuse and will have a process/written guidance for doing so or will be actively working towards this.
- 7.2. The first formal risk assessment should be carried out by the lead agency that identifies or recognises a potential victim of domestic abuse.

- 7.3. In most cases this would be the Police, given that they attend many domestic abuse incidents. However it is known that many victims access other services without reporting to the police, particularly health services including health visitors, A&E hospital staff and Mental Health Services. Thus staff within these settings should ensure that they are aware of the signs and symptoms of domestic abuse and have access to risk assessment and domestic abuse advice and information.
- 7.4. In order for the MARAC to work effectively all MARAC participants need to have a common understanding of risk levels which can be achieved by use of the Domestic Abuse, Stalking & Harassment (DASH) risk assessment tool.
- 7.5. The completed ACPO/DASH (Appendix E) used by police officers or CAADA/DASH (Appendix F), used by other agencies, risk indicator form will identify the level of risk to the victim/survivor, and highlight specific levels which causes the victim/survivor significant concern.
- 7.6. The cases which should be referred to the MARAC are those which have been identified as **HIGH RISK**. The definition of High Risk is '*that there are very clear and identifiable indicators of further risk of serious harm. The potential event could happen at any time, and the impact would be serious*'.
- 7.7. The definition of **SERIOUS HARM** is a risk which is life threatening and/or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible.
- 7.8. Further information on the risk assessment process is detailed within Appendix G.

8. THE REFERRAL PROCESS

- 8.1. MARAC referrals are based on a comprehensive assessment of the perceived risk of further harm to a victim/survivor of domestic abuse and professional judgement (refer to Appendix G). Each partner agency has the authority to refer cases to the MARAC based on the appropriate actuarial assessment, on professional judgement or as a result of an escalation of incidents.
- 8.2. Devon & Cornwall Constabulary and Plymouth Domestic Abuse Services use the ACPO/DASH Risk Identification Checklist (Appendix E).
- 8.3. Other specialist domestic abuse services use the CAADA/DASH Risk Identification Checklist (Appendix F).
- 8.4. All other partner agencies are encouraged to use the 'CAADA/DASH Risk Identification Checklist' and/or their professional judgement to refer those considered to be at high risk to the conference.
- 8.5. The threshold for referral to a MARAC will be set by the MARAC Governance Body and will be consistent across Devon & Cornwall. The current threshold for the actuarial assessment is 14+ positive responses to the CAADA/DASH Risk Assessment Checklist.
- 8.6. Referral of repeat cases into the MARAC is essential and all agencies must develop processes whereby they can identify repeat victims. CAADA define a repeat incident as one where any of the following types of behaviour has taken place within 12 months of the first referral to MARAC: Violence or threats of violence to the victim, or where there is a pattern of stalking or harassment or where rape or sexual abuse are disclosed. Any of these categories would in fact be defined normally as criminal behaviour if they became known to the police. Where an agency becomes aware of such behaviour then they should refer the case back to MARAC for review.
- 8.7. The standard referral form (Appendix H) will be used by all agencies referring into the conference.
- 8.8. Agencies will make a referral to the MARAC using the standard referral form to the relevant MARAC administrator (see attached list at Appendix I) via secure e-mail.

9. IMMEDIATE INFORMATION SHARING PROCESS

- 9.1. Each referral received will be quality assured by the MARAC chair (or other authorised person) to ensure that the HIGH RISK threshold is met and sufficient detail of parties involved is provided. Where the threshold does not appear to be met the MARAC Chair will refer back to the referrer to eliminate any misunderstandings.
- 9.2. Following the Q.A. check the referral will be immediately circulated electronically by the MARAC Administrator to the identified MARAC representatives within partner agencies. This will enable all partner agencies to be aware of the potential for serious harm at the earliest opportunity and will allow agencies to appropriately flag their records. These referral papers will be only be sent to those agencies who are signatories to the information sharing agreement.
- 9.3. The relevant agency representative will then research their agencies records and within 3 working days feedback, electronically, a summary of information held by their agency to the MARAC Administrator. This information will then be shared with the case IDVA.
- 9.4. Feedback to the MARAC Administrator shall be on the agreed research form as detailed in Appendix J
- 9.5. All information will be marked and handled in accordance with the Government Protective Marking Scheme. This is likely to be either as RESTRICTED or CONFIDENTIAL material.

10. MARAC PROCESS AND MEETING

- 10.1. Meetings will be held at least on a monthly basis, seeking to achieve no more than a 6 week delay between the report of an incident or disclosure and the conference. Some areas will need to hold meetings more regularly and this will be decided by the MODG. A schedule of meeting dates will be provided in January of each year.
- 10.2. At least 5 working days prior to the meeting date the MARAC administrator will confirm the cases to be discussed at the next meeting and request partner agencies recheck their systems to see if there are any relevant updates. These agenda papers will be issued. Only those agencies who are signatories to the information sharing agreement may receive an agenda. The agenda will be marked as "Confidential".
- 10.3. Any cases 'referred' to agencies for research, as detailed in section 9, after issue of the agenda will be discussed at the following meeting, ie. a month later. The exception would be emergency MARACs which are described later.
- 10.4. A confidentiality statement will be read out at the beginning of each MARAC and where appropriate, attendees may be required to sign a confidentiality statement.
- 10.5. The agenda will be ordered efficiently so that agency attendance time is minimised. Additionally to ensure that the most pressing cases receive adequate attention the Chair in liaison with the relevant IDVA may list some cases as 'for mention only' unless any agency has exceptional information which requires further discussion. Such cases may include those where the risk assessment has significantly changed since being originally highlighted.
- 10.6. Partner agencies will endeavour to achieve consistency in representation at the MARAC and where a substitute is necessary, will ensure the representative is fully briefed and is at a level able to make commitments on behalf of the agency.
- 10.7. The MARAC Chair will be consistent and should usually be the Public Protection Unit Detective Inspector. The Chairperson will be supported by the MARAC administrator, for all administrative needs during the meeting.

- 10.8. The Chair's role will be to structure the MARAC and ensure agency representatives understand their agreed responsibilities for undertaking actions. In addition, the Chair will ensure that agency representatives new to the process receive a satisfactory induction to the process and responsibilities.
- 10.9. Attendees at the meeting will be responsible for offering actions which will assist in securing greater safety for the victim and children of the victim.
- 10.10. The chair must make sure that safeguarding concerns regarding any child or young person living in the household are considered and appropriate actions are recorded including any specific referrals to Childrens Services or police CAIT teams.
- 10.11. The Chair will be responsible that all actions offered by the MARAC attendees are recorded, specific, measurable, achievable, realistic and have a completion date.

11. EMERGENCY MARAC MEETINGS.

- 11.1. An emergency MARAC meeting is an exceptional event, and is only called when a victim/survivor is assessed as being at a "High Risk" level, and the risk of harm is so imminent that statutory agencies have a duty of care to act at once, rather than wait for the next MARAC meeting.
- 11.2. An emergency MARAC will be called when it is felt that the risk presented by the perpetrator is so great that issues of public or individual safety far outweigh those rights of confidentiality. Referrals are agreed between the referring agency and all relevant agencies, in consultation with the MARAC Chair. Immediate safeguarding action should not be delayed.
- 11.3. It is expected that the referral agency will have in place an interim safety plan agreed with the victim prior to the emergency MARAC meeting, to ensure that immediate safety issues have been addressed.
- 11.4. All Administrative updates can be completed afterwards, and forwarded to the MARAC administrator for recording purposes at the earliest opportunity.
- 11.5. The process for calling an emergency MARAC Meeting is as follows –
 - 11.5.1. An initial phone call referral by any Agency to the lead Agency.
 - 11.5.2. The lead Agency is to contact other relevant statutory agencies and make them fully aware of the current situation, and to arrange the emergency meeting as soon as possible and this could be via conference call.
 - 11.5.3. The referral agency must attend the meeting, to confirm (and update where appropriate) the accuracy of information being provided.
 - 11.5.4. Urgent actions should be agreed and executed immediately to safeguard the victim/survivor.
 - 11.5.5. As in every case, basic target hardening, appropriate home security measures, and an occurrence address marker should be carried out as soon as possible to ensure the continued safety of the victim/survivor.
 - 11.5.6. The case details and agreed actions of the emergency MARAC meeting should be recorded, so that it can be further reviewed at the next MARAC meeting, and brought to the attention of all other agencies.

12. ACTIONS BEFORE THE MARAC

- 12.1. The Police and other agencies will review their records in respect of the case/s which are the subject of the conference in preparation for the sharing of information.
- 12.2. The Police will consider any target hardening actions that may be appropriate and action accordingly.

- 12.3. All agencies will seek to systematically flag and tag files where cases are considered at a MARAC, facilitating the identification of repeat incidents/escalation and referral to the conference.
- 12.4. The IDVA service will be advised of all referrals into the MARAC in accordance with the agreed procedure between the Police and the IDVA service and in any case within 2 working days of referral to MARAC.
- 12.5. Where children or vulnerable adults are identified within referrals, Children and Adult Social Care will take action in accordance with their policies/protocols.
- 12.6. All agencies which initially identify a MARAC case are responsible for taking appropriate immediate actions to safeguard any person at risk from serious harm and should not wait until the MARAC to put such procedures in place.

13. VICTIM CONTACT BEFORE AND AFTER THE MARAC MEETING

- 13.1. Generally the MARAC IDVA will have responsibility to bring the views of the victim to the meeting and notify the victim of the conference and feedback relevant actions. In some cases, however, this role may be undertaken by another agency.
- 13.2. Where ever possible the victim should be informed that their case is being discussed at MARAC, however in exceptional cases where the views of the victim are not available or the victim is unaware of the conference, then the referring agency will provide information as to why this is the case which must be recorded in the MARAC meeting minutes.
- 13.3. Any contact with the victim should be done via the agreed safe contact details and no letter or other communication should be made unless it is safe to do so.

14. MINUTES AND ADMINISTRATION

- 14.1. The MARAC will be supported by an administrator who will circulate the MARAC actions within 24 hours of the meeting. Minutes, if prepared, will be circulated within 10 working days of the meeting. Alternatively meetings will be audio recorded and recordings stored by Police in accordance with their 'Records Management Police' – policy & procedure reference D32.
- 14.2. The administrator will maintain data in respect of the cases heard at the MARAC and ensure repeat incidents within a 12 month period are noted as such. The administrator will provide data in the nationally approved format to the MODG.
- 14.3. The MARAC Administrator will provide, at each meeting, a list of MARAC cases which have not had any repeat in the 12 months following discussion such that agencies can 'de-flag' their agency records.

15. INFORMATION SHARING AT THE CONFERENCE

- 15.1. Proportionate information sharing is essential for a successful MARAC, facilitating effective safety planning while protecting the rights of the individual. Devon and Cornwall Constabulary have the lead role in the review of the Information Sharing Agreement and related signatory control.
- 15.2. All key agencies will be signatories of the Information sharing agreement which will be reviewed annually. Information that is shared must be relevant to the case and in neither too much nor too little detail. Information should be up to date and accurate.
- 15.3. The Government (Home Office) legislation that guides these agreements are -
- 15.4. Crime & Disorder Act.
- 15.5. Data Protection Act.

15.6. Human Rights Act.

15.7. MARAC members will attend meetings to discuss only relevant and current matters relating to high risk victims/survivors of domestic abuse. The shared information gained through these MARAC meetings can only be used for official MARAC purposes, and cannot be used for any other purpose without prior and authorised approval from the appropriate Agency providing the specific information.

15.8. The purpose of shared information is to increase the safety of the victim/survivor and their immediate family members. Sufficient and appropriate personal information will enable all agencies to safely work together, within current legal guidelines, to further support the victim/survivor. Personal information will be sensitive and confidential.

15.8.1. Data Protection Guidelines require that personal information should be –

15.8.2. Processed lawfully and fairly.

15.8.3. Obtained for a lawful purpose only.

15.8.4. Relevant and appropriate, in relation to the purposes for which it is being processed.

15.8.5. Accurate, and kept up to date.

15.8.6. Retained no longer than is necessary for the required purpose.

15.8.7. Processed in accordance with the rights of data subjects.

15.8.8. Stored securely to prevent unauthorised access.

15.9. The Human Rights Act requires public agencies to act within their powers only, and to respect the individual's right to privacy. Any disclosure of appropriate information must be seen as being both legal and fair.

16. ACTION PLANNING

16.1. A tailored action plan will be developed at the MARAC to increase the safety of the victim, children, other vulnerable parties and any staff. There will be clarity of agency responsibility in respect of each action and its time frame for completion.

16.2. Each agency with responsibility for an action will advise the MARAC administrator when completed or provide reasons why it could not be completed. These updates should be within the specified timescale agreed at the meeting.

16.3. The Administrator will maintain a record of actions planned and completed.

16.4. In the event of failure to notify of a completed action, the administrator will contact the agency concerned and ensure completion as appropriate. Continued failure to update a specified action will be raised with the MARAC Chair who if unable to resolve will refer it to the next MODG meeting.

16.5. Where a victim moves out of a relevant MARAC area, the MARAC Administrator will refer the case to the appropriate MARAC in accordance with the principles defined by CAADA.

17. OWNERSHIP OF RISK

17.1. A MARAC is not a corporate body and does not own risk associated with any case, that remains with individual agencies in accordance with the scope of their service. The MARAC does not make a victim safer, it is the actions and efforts of the individuals and agencies involved.

17.2. MARACs will not hold a caseload under review or undertake monitoring of specific cases. The principle of a MARAC is that cases are discussed & action plans developed to promote the safety of victims and children. The 'repeat referral' process is the safety net which ensures that victims at continuing risk are returned to the MARAC.

- 17.3. If the victim/survivor is not engaging with any agency or services, despite repeated and vigorous efforts to initiate/maintain contact then the Chairperson should ensure that written explanation of this decision is recorded within the minutes.

18. EQUALITY

- 18.1. The MARACs will recognise the need to adequately address the needs of all victims of domestic abuse including those from minority communities and where English is not their first language. Conferences will seek to include information on the ethnicity, age, religion or belief, sexual orientation, disability or gender of victims referred to the conference. Specialist organisations and interpreters will be engaged as appropriate by the conference to ensure an effective response to victims can be offered.

19. EVALUATION

- 19.1. Data from the MARAC will be collated and maintained by the MARAC Administrator for onward provision to the MODG and the MARAC Governance Body.

20. COMPLAINTS & DISCLOSURE

- 20.1. Where a complaint arises against another signatory agency this will first be brought to the attention of the MARAC Administrator and then raised formally with the agency concerned. In the event that the complaint is not satisfactorily resolved, the matter will be referred to the MODG.
- 20.2. Where a complaint is received from a member of the public, including victims and offenders, regarding the MARAC process or these working processes then the complaint will be initially forwarded to the MARAC Governance Body to allocate an appropriate Investigating Officer.
- 20.3. Where any request for disclosure of information discussed at a MARAC is received by a signatory to these working practices then it should in the first place be forwarded to the MARAC chair of the relevant area.

21. BREACHES OF THE WORKING PRACTICES

- 21.1. It is recognised that breaches of these Working Practices may increase the risk to a victim and all partner agencies will seek to work within the principles outlined.

22. WITHDRAWAL

- 22.1. Should any partner agency decide to withdraw from this 'Working Practices Agreement' they will advise the MARAC Administrator in writing, giving their reasons.

23. REVIEW

- 23.1. This Working Practices document will be reviewed after 6 months of operation and annually thereafter through the MARAC Operational Delivery Group.

APPENDIX A

LIST OF AGENCIES WHO SUPPORT MARAC AND ARE SIGNATORY TO THIS WORKING PRACTICE

DEVON & CORNWALL

| Organisation | Post | Address | Tel/Fax |
|--|---|--|--|
| Devon & Cornwall Constabulary | | | |
| Careers South West Ltd | | | |
| Children and Families Court Advisory Service - CAFCASS | | | |
| Devon & Cornwall Housing Association | <i>Director of Supported Housing Services</i> | Plymouth Foyer, 12-14 Octagon Street Plymouth PL1 1TU | Tel: 01752 276278/25680 Fax 01752 222057 |
| National Probation Service - Devon & Cornwall Area | Probation Manager | Probation Office 3/5 Barnfield Road, Exeter EX1 1RD | Tel: 01392 421122 |
| Sarsen Housing Association | Anti Social Behaviour Officer | Sarsen Court Cannings Hill, Devizes SN10 2AZ | Tel: 01380 720027 Fax: 01380 735400 |
| South Western Housing Association | Housing Manager | 504 Worle Parkway Worle Western Super Mare BS22 6WA | Tel: 0194 529990 |
| Southwestern Housing Society | Contract Manager | 504 Worle Parkway, Worle, Western-super-Mare BS22 6WA | Tel: 01934 529990 Fax:001934 522157 |

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| Organisation | Post | Address | Tel/Fax |
|---|--------------------------------------|--|--|
| Cornerstone Housing Association | Chief Executive | 18 Southenhay East Exeter, EX1 1QD | 01392 |
| Devon County Council – Children’s Services | Anne Whiteley Director | County Hall, Topsham Road, Exeter EX24QD | Tel:01392 382059 <u>Fax:</u> |
| Devon County Council – Adult Services | Jennie Stephens - Director | County Hall, Topsham Road Exeter EX2 4QD | Tel: 01392 384428 <u>Fax:</u> |
| Devon County Council - Education | Director | County Hall, Topsham Road, Exeter EX24QD | Tel:01392 382059 Fax: |
| Devon Partnership NHS Trust | Director of Operations | Wonford House Hospital, Dryden Road Exeter EX1 5AF | Tel:01392 208656 Fax:01392 208708 |
| East Devon District Council – Housing | Housing Needs Manager | The Knowle Station Road Sidmouth, Devon EX10 8HL | Tel: 01395 517566 Fax: |
| Exeter City Council – Housing | Housing Needs Manager | Civic Centre Paris Street Exeter EX1 1JN | Tel: 01392 265722 Fax: 01392 265711 |
| The Guinness Hermitage | Operations Manager | 7 Hillfield House Matford Court, Sigford Road, , Exeter, EX2 8NL | Tel: 01392 822912 |
| Mid Devon District Council – Housing Advice | Housing Options Team Leader | Phoenix House Phoenix Lane, Tiverton, Devon EX16 6PP | Tel: 01884 234934 Fax: 01884 234356 |
| NHS Devon | Information Governance Manager | County Hall, Topsham Road, Exeter EX2 4QD | Tel ;01392 267659 Fax 01392 207372 |
| North Devon District Council – Housing Advice | Director | Housing Advice Centre, 25 Boutport Street Barnstaple EX31 1RP | Tel. 01271 325757 Fax: |
| North Devon Homes Ltd | Housing Manager | Westacott Road | Tel: 01271 312507 |

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| | | Barnstaple EX32 8TA | |
| North Devon Women's Aid | Manager | PO Box 141 Barnstaple EX32 7YN | Tel:01271 321946 Fax: |
| Northern Devon Health Care Trust | Chief Executive | North Devon District Hospital, Raleigh Park Barnstaple | Tel:01271 322577 <u>Fax</u> |
| Royal Devon & Exeter NHS Foundation Trust | Joint Medical Director | Royal Devon & Exeter Hospital (Wonford) Barrack Road, Exeter, EX2 5DW | Tel: 01392 403919 Fax: 01392 403911 |
| Sanctuary Shaftesbury Housing Association | Tenancy Enforcement Officer | Estuary House Peninsula Park, Rydon Lane, Exeter, EX2 7XE | Tel: 0800 0839283. Fax: 01454 777948 |
| Signpost Housing Association & Signpost Care Partnerships | Housing Services Manager | Hawthorn House Emperor Way Exeter Business Park Exeter EX1 3QS | Tel: 01392 361122 Fax: 01392 361124 |
| South Devon Rural Housing Association | Housing Manager | Folder Lane House Dartington Totnes TQ9 6HT | Tel 01803 863550 Fax: 01803 863685 |

| Organisation | Post | Address | Tel/Fax |
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| Stonham Housing Association | Operations Manager | Devon County Area Office, 4 Southernhay West, Exeter EX1 1JG | Tel: 01392 431212 Fax: 01392 426621 |
| Stop Abuse for Everyone - Exeter | Manager | PO Box 121 Exeter EX4 2XN | Tel: 01392 667146 Fax: 01392 456096 |
| Tarka Housing Ltd | Housing Services Manager Head of Customer & Community Services | Gammaton Rd, East of the Water, Bideford, EX39 4FG | Tel 01237 428090 |
| Teign Housing | Head of Housing, | Templar House, Collett Way, Newton Abbot TQ12 4PH | Tel: 01626 322746 Fax: 01626 322800 |
| Tor Homes | Tenancy Enforcement Manager | Tor House, St Peter's Quay, Totnes, TQ9 5SH | Tel: 01803 869663 Fax: 01803 869636 |
| Torrige District Council – Housing | Director | Town Hall Bridge Chambers Bideford EX39 | Tel: 01237 428700 <u>Fax</u> |
| West Devon Borough Council | Corporate Director | Kilworthy Park, Drake Road, Tavistock, PL19 0BZ | Tel: 01822 813600 Fax: 01822 813634 |
| West Devon Homes Ltd | Housing Services Manager Neighbourhoods and Communities Co_ordinator | The Quay, Plymouth Road, Tavistock, PL19 8AB | Tel; 01822 813770 |

TORBAY

| Organisation | Post | Address | Tel/Fax |
|---------------------------------|---|--|--|
| Riviera Housing Trust | Neighbourhood Team Leader Neighbourhood Co-ordinator (5) | Woodview House Torbay Business Park Woodview Road Paignton TQ4 7HP | Tel: 01803 696123 Fax: 01803 696101 |
| South Devon Healthcare Trust | Associate Director of Nursing | Torbay Hospital, Lawes Bridge, Torquay, Devon TQ2 7AA | |
| Torbay Care Trust | Information Governance Manager | Bay House, Nicholson Road, Torquay TQ2 7TD | Tel: 01803 210500 Fax: 01803 210599 |
| Torbay Council – Housing | Housing Services Manager: Julie Sharland | Torbay Council, Pearl Assurance House, Union Street Torquay | |
| Torbay Education Authority | Principle Education Welfare Officer: Ali Matthews | Education Welfare Service, The Rotunda, Oldway Mansion, Paignton | |
| Westcountry Housing Association | Chief Executive | Hatfield House Hatfield Road Torquay TQ1 3HF | Tel: 01803 200300 |

CORNWALL

| Organisation | Post | Address | Tel/Fax |
|------------------------------|--|--|---|
| Carrick Housing | | Carrack House, Pydar Strret Truro TR1 1EB | Tel: |
| Coastline Housing | <i>Head of Housing Services</i> Tenancy Manager | Ferris House Dolcoath Ave, Camborne | Tel: 01209 77429 01209 721103 |
| Cornwall Council – Education | Richard Williams Head of Legal | 4 th Floor New County Hall Truro | Tel: 01872 322000 |

| | | | |
|---|--|---|--|
| | Dept. | TR1 3AY | |
| Cornwall Council – Community Safety | Michelle Davies Domestic Violence Strategic Coordinator | Room 717 Old County Hall Station Road Truro TR1 3AY | Tel: 01872 232776 |
| Cornwall Council – Children & Family Services | Joan Harris (child) / Sue Coyne (Adult) | Cathedral Close Truro TR1 2TE | Tel: 01872 278533 |
| Cornwall & IOS Primary Care Trust | <i>Terry Ansell</i> | Sedgemoor Centre Priory Road, St Austell | Tel: |
| Cornwall Partnership NHS Trust | <i>Ch Executive – Leslie Buswell</i> | | |
| Cornwall Woman’s Refuge Trust | <i>Rene Chorley</i> Manager | PO BOX 80 Truro TR1 1YZ | Tel: 01872 277814 |
| Council for the Isles of Scilly | <i>Supervising Social Worker, Children’s Social Care</i> | Car Thomas Children’s Centre St Mary’s Isles of Scilly TR21 0PT | Tel: 01720 424040 Fax: 01720 423680 |
| Ocean Housing Association | Housing Manager | Stennack House, Stennack Road, Holmbush, | Tel: 01726 874450 |

| | | | |
|---|--|---|---------------------------------------|
| | | St Austell PL25 3SW | |
| Penwith Housing Association | <i>Head of Housing</i> | 67 Morrab Road Penzance TR18 2QL | Tel: 01736 331799 Fax 01736 331647 |
| Penwith Housing Association (cont'd) | <i>Area Business Manager</i> | 1 st Floor 17 Highcross St. St Austell PL25 4AN | Tel: 01726 871918 |
| Royal Cornwall Hospitals NHS Trust | <i>Director of Nursing, Midwifery and AHPs</i> | Bedruthan House, Penventinnie Lane Truro, TR1 3LJ | Tel: 01872 25000 |
| West Cornwall Woman's Aid | <i>General Manager</i> | West Cornwall Womens Aid, PO BOX 94 Penzance TR18 2XP | Tel: 01736 367543 |
| Women's Rape and Sexual Abuse Centre Cornwall – WRSAC | <i>Director</i> | P.O. Box 39, BODMIN, PL31 1XF | Tel; 01208 76466 |

PLYMOUTH

| Organisation | Post | Address | Tel/Fax |
|---------------------|-----------------|--|--------------------------------------|
| Ahimsa | Project Manager | 6, Victoria Place Millbay Road Plymouth PL1 3LP | Tel:01752 213535 Fax:01752 213520 |

| | | | |
|--|--|--|---|
| Affinity Sutton | Head of Housing South West | 8 Shelly Way St Budeaux Plymouth PL5 1QF | Tel: 01752 361049 |
| Harbour Drug & Alcohol Services | Head of Business Services | Hyde Park House, Mutley Plain, PLYMOUTH, PL4 6LF | Tel: 01752 434289 Fax: 01752 314277 Secure e.mail; marac.harbour@harbour.cjsm.net |
| Plymouth City Council – Adult Social Services | | 9A Dean Hill Plymstock Plymouth PL9 9AF | Tel: 01752 Fax: 01752 |
| <i>Plymouth City Council – Social Services - Children's Division</i> | | Ballard House West Hoe Road Plymouth PL1 3AE | Tel: 01752 308600 Fax: 01752. |
| Plymouth City Council – Housing Services | | Midland House Notte Street Plymouth. PL1 2EJ | Tel: 01752 306733 Fax: 01752 |
| Plymouth Community Housing Association | | 10-12 Granby Way, Devonport, PLYMOUTH PL1 4ab | |
| Plymouth Domestic Abuse Service | | 8 Queen Anne's Terrace, North Hill, Plymouth, PL4 8EG | Tel: 01752 Fax: 01752 |
| Plymouth Hospital NHS Trust | Deputy Chief Operating Officer | Ch. Executive's Office Level 7, Derriford Hospital Derriford, Plymouth PL6 8DH | Tel: 01752 437019 Fax: 0845 155 8228 |
| NHS Plymouth | Designated Nurse Safeguarding Children Safeguarding | Mount Gould Hospital River View, Mount Gould Road Mount Gould Plymouth PL4 7QD | Tel: 01752 435064 Secure email; Ply-pctchildprotection@nhs.net Tel 01752 |

| | | | |
|--|----------------------------|--|---|
| | Adults Manager | | 304001 Secure email; Ply-pct.plyminfoconstabulary@nhs.net |
| Sovereign Housing Association Sovereign South+West | Housing Operations Manager | Abbey House, North Road West PLYMOUTH PL1 5DH | Tel: 01752 234468 Fax. 01752 234485 |
| Tamar Housing Society | Housing Director | Belgrave House 73 Mutley Plain Plymouth PL4 6JJ | Tel: 01752 389122 |

APPENDIX B

**CERTIFICATION
Devon & Cornwall
Multi-Agency Risk Assessment Conference
Working Practices**

Declaration of acceptance and participation in MARAC Meetings

stating that all the MARAC protocols have been agreed and accepted by all appointed MARAC participants.

By signing this agreement all partners named in Appendix A declare their commitment to participate in the Devon & Cornwall Multi Agency Risk Assessment Conferences. The signatories agree to maintain the standards specified in these working practices and declare that they are fully aware of the process of information sharing and will comply with all legal aspects relating to this agreement.

The working practices are a living document, which will be reviewed and changed to meet the needs of the MARAC function. All changes are to be agreed and approved by the MARAC Governance Body and individual members informed prior to the changes taking place.

All changes to these working practices are to be recorded in the MARAC Operational Delivery Group minutes.

A new participation declaration will require a new signatory statement every time this document is changed and updated.

By signing below the partners, named in section 5.0 will

Signed on behalf of:-.....

Signature:-.....

(insert role title):-.....

Date:-.....

APPENDIX C

MEMBERSHIP OF 'MARAC OPERATIONAL DELIVERY GROUP'

DEVON

Domestic Abuse Delivery Group Membership

| Organisation | Service Area | Lead Member | Deputy |
|------------------|--------------|-------------|--------|
| Statutory | | | |
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CORNWALL

Domestic Abuse Delivery Group Membership

| Organisation | Service Area | Lead Member | Deputy |
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PLYMOUTH

Domestic Abuse Delivery Group Membership

| Organisation | Service Area | Lead Member | Deputy |
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| Statutory | | | |
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TORBAY

Domestic Abuse Delivery Group Membership

| Organisation | Service Area | Lead Member | Deputy |
|---------------------|---------------------|--------------------|---------------|
| Statutory | | | |
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APPENDIX D

The CAADA Principles for an Effective Multi Area Risk Assessment Conference

1. Identification

All agencies have protocols and systems for identifying and referring high risk cases to MARAC in a timely way.

2. Referral Criteria

The MARAC has clear and transparent referral criteria that include visible high risk, professional judgement and escalation.

3. Representation

The relevant statutory agencies, specialist domestic violence service and voluntary and community organisations are appropriately represented at MARAC

4. The Engagement of the Victim

An effective advocate, mostly commonly the IDVA is identified to represent and support the victim within the MARAC process

5. Research and Information Sharing

All agencies research their files and information systems and bring any relevant, proportionate and up-to-date information which is shared and stored in accordance with legislation by all attendees who hold information on each case discussed.

6. Action Planning

Comprehensive, SMART action plans are developed which address the risks identified at the meeting

7. Volume

The volume of cases referred to the MARAC should be commensurate with your local population

8. Administration

The administration of the MARAC promotes safety, efficiency and accountability

9. Strategy

The MARAC process is embedded in key local partnerships to promote sustainability

10. Equality of Outcome

That the MARAC demonstrates it is a process which is structured to deliver equality of outcome to all.

APPENDIX E

ACPO/DASH RISK ASSESSMENT CHECKLIST



Devon & Cornwall Police
Building safer communities together

Domestic Abuse Risk Assessment

Risk Classification:

- High
- Medium
- Standard

| | |
|---|----------------------|
| Victim details: | |
| Name: | Date of Birth: |
| Officers details: | |
| Name: | Force No.: |
| <input type="checkbox"/> Crime: | Log number: |
| <input type="checkbox"/> Non crime: | Log number: |

What is a domestic?

“Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between partners (16 years and over) who are or have been in an intimate relationship or between family members (18 years and over), regardless of gender and sexuality.”

ACPO Domestic Abuse, Stalking and Harassment and Honour Based Violence (DASH 2009) Risk Model SFA

Risk Identification for Trained Staff (For full guidance please refer to DASH 2009 - Sharepoint)

This form should be completed for all incidents of domestic abuse by first responders. Initial risk identification must be undertaken by asking **ALL** the questions on this checklist, as well as searching intelligence databases. First response staff and their supervisor should **identify** risk factors, **who** is at risk and decide what level of intervention if required.

Details of **children** resident at the address must be provided. Consider the nature of the information and what it means in terms of the investigation (lines of inquiry), as well as public protection (preservation of life, reduction and prevention of harm to victim and others). **Remember a quality investigation can reduce the risk. All injuries must** be photographed as well as the scene, if appropriate.

Please ensure that when you ask these questions the victim is comfortable and understands why you are asking them - it is about **their safety** and **protection**. Particular sensitivity and attention is required when asking whether the victim has been assaulted, physically and / or sexually by the perpetrator. The vulnerability of victims cannot be overstated. This could be further compounded by issues such as traditional gender roles, literacy, language and / or immigration or refugee status. Please take into consideration the victim's perception of risk.

Please ensure you ask the victim about the abuser's behaviour when stalking and honour based violence are present. **Do not just tick the box 'yes'**. You **must** identify **what** is happening. There are specific risk factors that relate to these areas as well. Assessment of risk is complex and **NOT** related to the number of risks appearing alone. Rather, the risk posed to the victim or others in a particular situation will be dependent upon what they are and how they apply in that context. **Refer to the full DASH 2009 Practice Guidance on Risk Identification.**

Record what steps you have taken to ensure the immediate safety of the victim(s) and any children. **Ask yourself "Am I satisfied that I have done all I can?"** Everything you do must be recorded.

The risk identification process must remain dynamic. Events and circumstances may undergo rapid and frequent change. Where this is the case, the assessment must be kept under review. Risk identification is based on structured professional judgement. This model is most effective when undertaken by officers who have been fully trained in its use. High risk cases may well require a multi-agency response and should be referred to the relevant risk management panel i.e. the Multi-Agency Risk Assessment Conference (MARAC) or Multi-Agency Public Protection Panel (MAPPP). MARAC's are for the most serious and high risk cases.

Be aware that you are responsible for owning the risk until you formally hand it over to the oncoming shift or to specialist staff. First response should be looking to REMOVE the risk through arrest. Please justify decisions for non arrest.

What happens after completion of the Risk Identification Checklist?

There should be an effective investigation in every case and an appropriate safety plan aimed at the risk factors identified.

All medium and high cases to be phoned through to CDIB along with the details of the crime/non crime on ex 23503 or 01392 223503 (priority line for domestic incidents)

All standard cases to be issued a Local Area Domestic Abuse Leaflet by the attending officer to the victim. Details of the crime/non crime to be recorded with CDIB along with the risk categorisation. Risk Assessment then to be faxed to CDIB as soon as practicable. Fax no. 22107 or 01392 452107 (at quieter times CDIB may be able to record the Risk Assessment over the phone)

Please complete the searches below as this information will be relevant to risk identification, assessment and management. Please add further details where necessary.

| | | |
|-----------------------------|--|------------|
| Crime / Non Crime Ref. No.: | | |
| Officers name: | | Force No.: |
| Victim(s) name: | | |
| Safe contact details: | | |

| | | |
|--|------------------------------|-----------------------------|
| Form 121(a) completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other dependants or vulnerable adult details (not already sighted in 121(a) or DASH RA): | | |

| | | | |
|--|---|---------------------------------|------------------------------------|
| Suspect(s) name: | | | |
| Nominal number: | | | |
| Date of birth: | | | |
| PNC number (if applicable): | | | |
| Does the suspect have a criminal record? | <input type="checkbox"/> Domestic | <input type="checkbox"/> Sexual | <input type="checkbox"/> Violence |
| | <input type="checkbox"/> Other (specify): | | |
| Is there a history of violence, domestic or other? | <input type="checkbox"/> Domestic | <input type="checkbox"/> Sexual | <input type="checkbox"/> Violence |
| | <input type="checkbox"/> Other (specify): | | |
| Is there a history of violence with other partners or anyone else? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| Is there intelligence on the suspect? | <input type="checkbox"/> Domestic | <input type="checkbox"/> Sexual | <input type="checkbox"/> Violence |
| | <input type="checkbox"/> Other (specify): | | |
| Does the suspect have access to firearms? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |

| | | | |
|--|------------------------------|-----------------------------|------------------------------------|
| Visor check | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| INI check completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| DNA confirmed on database? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| Harassment letter / police information notice? (If Yes, add detail): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| Existing bail conditions? (If Yes, add detail): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |
| Civil orders check i.e. injunctions, non-molestation etc.? (If Yes, add detail): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not known |

RESTRICTED (when complete)

| | | | | |
|---|--|--------------------------|--------------------------|-----------|
| Victim(s) name: | | | | |
| Date: | | Log number: | | |
| Current Situation | | | Yes | No |
| The context and detail of what is happening is very important. The questions highlighted in bold are high risk factors. Tick the relevant box and add comment where necessary to expand. | | | | |
| 1. | Has the current incident resulted in injury? (Please state what and whether this is the first injury.) If yes, please clarify: | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | Are you very frightened? Comment: | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | What are you afraid of? Is it further injury or violence? (Please give an indication of what you think (name of abuser(s)... might do and to whom.) Kill? <input type="checkbox"/> Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify): Further injury and violence? <input type="checkbox"/> Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify): Other (please clarify): <input type="checkbox"/> Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify): | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | Do you feel isolated from family / friends i.e. does (name of abuser(s)...) try to stop you from seeing friends / family / doctor or others? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. | Are you feeling depressed or having suicidal thoughts? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. | Have you separated or tried to separate from (name of abuser(s)...) within the last year? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | Is there conflict over child contact? (Please state what.) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | Does (...) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider enhanced questions for Harassment as featured in the guidance.) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Children / Dependants | | | Yes | No |
| 9. | Are you currently pregnant or have you recently had a baby (in the past 18 months)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. | Are there any children, step-children that aren't (...) in the household? Or are there other dependants in the household i.e. older relative? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. | Has (...) ever hurt the children / dependants? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. | Has (...) ever threatened to hurt or kill the children / dependants? | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|--|-------------|--------------------------|--------------------------|
| Victim(s) name: | | | | |
| Date: | | Log number: | | |
| Domestic Violence History | | | Yes | No |
| 13. Is the abuse happening more often? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is the abuse getting worse? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does (...) try to control everything you do and / or are they excessively jealous? (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider honour based violence and stalking and specify the behaviour.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Has (...) ever used weapons or objects to hurt you? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Has (...) ever threatened to kill you or someone else and you believed them? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Has (...) ever attempted to strangle / choke / suffocate / drown you? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Does (...) do or say things of a sexual nature that makes you feel bad or that physically hurt you or someone else? (Please specify who and what.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Is there any other person that has threatened you or that you are afraid of? (If yes, consider extended family if honour based violence. Please specify who.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you know if (...) has hurt anyone else? (Children / siblings / elderly / stranger, for example. Consider HBV. Please specify who and what.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from a previous relationship <input type="checkbox"/> Other (please specify): | | | | |
| 22. Has (...) ever mistreated an animal or the family pet? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Abuser(s) | | | Yes | No |
| 23. Are there any financial issues? For example, are you dependent on (...) for money / have they recently lost their job / other financial issues? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Has (...) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (Please specify what.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental Health | | | | |

RESTRICTED (when complete)

| | | | | |
|--|--|--|------------------------------|--------------------------------------|
| Victim(s) name: | | | | |
| Date: | | Log number: | | |
| Abuser(s) - continued | | | Yes | No |
| 25. Has (...) ever threatened or attempted suicide? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Has (...) ever breached bail / an injunction and / or any agreement for when they can see you and / or the children? (Please specify what.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Bail Conditions <input type="checkbox"/> Non-Molestation / Occupation Order <input type="checkbox"/> Child Contact Arrangements <input type="checkbox"/> Force Marriage Protection Order <input type="checkbox"/> Other (please specify): | | | | |
| 27. Do you know if (...) has ever been in trouble with the police or has a criminal history? (if yes, please specify.) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Sexual Violence <input type="checkbox"/> Other Violence <input type="checkbox"/> Other (please specify): | | | | |
| Other relevant information (from victim or officer) which may alter risk levels. Describe: (Consider for example victim's vulnerability / disability / mental health / alcohol / substance misuse and / or the abuser(s) occupation / interests - does this give unique access to weapons i.e. ex-military / police / pest control.) | | | | |
| Is there anything else you would like to add to this? | | | | |
| Do you consent to your details being passed to Victim Support or other relevant support services? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Victims signature: | | | | |
| Do you consent to your details being passed to relevant court support services where available? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Victims signature: | | | | |
| Please state preferred method of contact: | | | | |
| | | | | |
| Please state any relevant warnings regarding contact (i.e. any restricted contact times etc.): | | | | |
| | | | | |
| Risk to Victim | | | | |
| <input type="checkbox"/> Standard | | <input type="checkbox"/> Medium | | <input type="checkbox"/> High |
| Investigating officer's signature: | | Force No.: | Date: | |
| Supervisors signature: | | Force No.: | Date: | |

Useful Contacts

Devon & Cornwall Police

Emergency 999

Non-Emergency 08452 777444

Minicom Users 01392 452935

If English is not your first language and you contact us, we have access to interpreters who can speak 150 languages

National Advice Lines

| | | | |
|--|--------------|---|--------------------|
| National Victim Support | 0845 3030900 | National Domestic Violence Helpline | 0808 2000247 |
| Domestic Violence Legal Helpline | 0800 5870209 | Respect Helpline 0845 1228609 | www.respect.uk.net |
| MALE - Men's Advice Helpline | 0808 8010327 | Broken Rainbow | 08452 604460 |
| www.mensadvice.org.uk | | www.broken-rainbow.org.uk | |
| Intercom Trust | 0845 6020818 | SUSIE Project | 01209 202695 |
| NHS Direct | 0845 4647 | Shelterline | 0808 8004444 |
| www.nhsdirect.nhs.uk | | Women's Aid www.womensaid.org.uk | |

Devon

In an Emergency always dial 999

Police Domestic Abuse Investigation Unit
Teignbridge / South Hams / West Devon .. 01626 336552

Women's Support Services:

Exeter, East & Mid Devon 0800 328 3070 || North Devon & Torrington | 01271 370079 |
| South Hams and Teignbridge | 01626 365087 |
| West Devon | 01837 55228 |

Mens' Support Services:

South Hams, Teignbridge & West Devon .. 07917 106364
Office: 01626 366174 | admin@domesticviolenceandabuserservice.or.uk || North Devon & Torrington - Office: | 01271 370079 | midva@ndwomensaid.co.uk |
| Exeter, East & Mid Devon | 07966 967526 | midva@safe-services.org.uk |

Victim Support:

Devon Victim Support 0845 6761020 |

REPAIR

Devon Community Perpetrator Programme:

South Hams, Teignbridge & West Devon .. 07816 549113

Exeter, East & Mid Devon 07870 980272 || North Devon & Torrington | 07773 394278 |

This tear out information sheet should be provided to the victim at the time of completing the form.

Plymouth

In an Emergency always dial 999

Police Domestic Abuse Investigation Unit 08452 777444

Plymouth Domestic Abuse Service 01752 252033 || Plymouth REFUGE | 01752 562286 |

Victim Support:

Devon Office 0845 676 1020 || Domestic Abuse Advocacy Project | 01752 306065 |
| Free legal advice for court injunctions | |
| MALE | 0808 801 0327 |
| AHIMSA | 01752 213535 |
| Childline | 0800 1111 |
| Plymouth City Council Housing Advice .. | 01752 305950 |
| For more information about domestic abuse and other services which are available visit the Plymouth City Council website using the following link: | |
| <http://www.plymouth.gov.uk/homepage/communityandliving/csu/domesticabuse.htm> | |

Devon & Cornwall Police Web Information

For more information and advice on line visit:

www.devonandcornwall.police.uk OR

<http://www.devon-cornwall.police.uk/supportadvice/domesticabuse>

Cornwall

In an Emergency always dial 999

Cornwall Women's Refuge Trust 01872 225629

WRSAC 01208 77099
Offering support, advice for women and teenage girls

Cornwall Rape and Sexual Abuse Centre 01872 262100

West Cornwall Women's Aid
Helpline 01736 367539
Refuge 01736 3322711

St Austell Women's Refuge 01726 871244

ESTEEM - *Support and advice for male victims*
Main 08543 887823
Truro 07825 220232

WAVES 01872 225406
24 hour Helpline 01872 225629
Counselling and therapy support group

CLEAR 01872 540366
Therapy for children aged 3 to 18

Torbay

In an Emergency always dial 999

Torbay Domestic Abuse Unit 01803 841469

Torbay Council Housing Needs Team 01803 208723
www.torbay.gov.uk/housingadvice

Domestic Abuse Support Service 01803 217614
www.westcountryha.org.uk

Torbay Refuge 01803 524594
www.westcountryha.org.uk

Safer Communities Torbay 01803 841274
www.safercommunitiestorbay.org.uk

Torbay Council 01803 201201
www.torbay.gov.uk

Torbay Council Children's Services 01803 208100

What is Domestic Abuse?

Domestic abuse is abusive or violent behaviour between partners, ex-partners or family members. More often the abuser is a man and the abused a woman, though this is not always the case. Domestic abuse is not just about actual physical violence, such as slapping, hitting or punching. Other forms of domestic abuse can include:

- emotional
- psychological
- sexual
- financial
- social (enforced isolation)
- forced marriage and honour based violence.

Who Can Experience Domestic Abuse

People suffer domestic abuse regardless of their social and cultural background, age, disability, sexuality or lifestyle. The abuse can begin at any time - in new relationships or after many years spent together.

- One in four women experience domestic abuse at some time in their lives.
- One in six men will experience domestic abuse in their lifetime.
- In 90% of incidents children are present or in the next room.

Police Domestic Abuse Unit

The police will always respond no matter how many times you call and they have a duty to investigate any complaint you make because your partner is threatening you or your children. Your abuser should be arrested or removed so you can be interviewed separately. The police will arrange medical assistance and help you to leave if you want to. Police Domestic Abuse Officers may contact you after the incident has been reported and will provide you with advice on personal safety and security. They will also keep you informed on what action the police are taking and ensure you get support if the case goes to court.

Risk Management Categorisation

This is based on the OASys (Offender Assessment System developed by the Prison and Probation Services) definitions of what constitutes standard, medium, high risk. Please use your professional judgement to categorise the risk level.

| | |
|-----------------|--|
| Standard | Current evidence does not indicate likelihood of causing serious harm. |
| Medium | There are identifiable indicators of risk of serious harm. The offender has the potential to cause serious harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, drug or alcohol misuse. |
| High | There are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious. Risk of serious harm (Home Office 2002 and OASys 2006): 'A risk which is life threatening and / or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible.' |

Risk Management Frameworks

Use the **RARA** model when compiling safety plans for victims. What are you planning to do?

| | |
|--|--|
| Remove the Risk Response / CID | By arresting the suspect and obtaining a remand in custody. |
| Avoid the Risk Response / CID | By re-housing victim / significant witnesses or placement in refuge / shelter in location unknown to suspect. |
| Reduce the Risk DAO / Response / CID | By joint intervention / victim safety planning, target hardening, enforcing breaches of bail conditions, use of protective legislation and referring high risk cases to Multi-Agency Risk Assessment Conference (MARAC). |
| Accept the Risk DAO / Multi-Agency | By continued reference to the Risk Assessment Model, continual multi-agency intervention planning, support and consent of the victim and offender targeting or Risk Management Panel format (such as Multi-Agency Risk Assessment Conference (MARAC) or Multi-Agency Public Protection Panel (MAPPP)). |

Definition of Serious Harm (HO 2002)

'A risk which is life threatening and / or traumatic, and from which recovery, whether physical or psychological can be expected to be difficult or impossible.'

RESTRICTED (when complete)

IBC

Notes

EXAMPLE ONLY

APPENDIX F

CAADA DASH Risk Identification Checklist

CAADA-DASH Risk Identification Checklist for use by IDVAs and other non-police agencies¹ for MARAC case identification when domestic abuse, 'honour'- based violence and/or stalking are disclosed

| Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned. Tick the box if the factor is present <input checked="" type="checkbox"/> . Please use the comment box at the end of the form to expand on any answer. It is assumed that your main source of information is the victim. If this is <u>not the case</u> please indicate in the right hand column | Yes (tick) | No | Don't Know | State source of info if not the victim e.g. police officer |
|--|--------------------------|--------------------------|--------------------------|--|
| 1. Has the current incident resulted in injury? (Please state what and whether this is the first injury.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are you very frightened? Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. What are you afraid of? Is it further injury or violence? (Please give an indication of what you think (name of abuser(s)...) might do and to whom, including children). Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Do you feel isolated from family/friends i.e. does (name of abuser(s)) try to stop you from seeing friends/family/doctor or others? Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are you feeling depressed or having suicidal thoughts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Have you separated or tried to separate from (name of abuser(s)....) within the past year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Is there conflict over child contact? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Does (.....) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Are you pregnant or have you recently had a baby (within the last 18 months)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Is the abuse happening more often? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Is the abuse getting worse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Does (.....) try to control everything you do and/or are they excessively jealous? (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider 'honour'-based violence and specify behaviour.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

¹ Note: This checklist is consistent with the ACPO endorsed risk assessment model DASH 2009 for the police service.

| Tick box if factor is present. Please use the comment box at the end of the form to expand on any answer. | Yes (tick) | No | Don't Know | State source of info if not the victim |
|--|--------------------------|--------------------------|--------------------------|--|
| 13. Has (.....) ever used weapons or objects to hurt you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Has (.....) ever threatened to kill you or someone else and you believed them? (If yes, tick who.) You <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Has (.....) ever attempted to strangle/choke/suffocate/drown you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Does (.....) do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? (If someone else, specify who.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Is there any other person who has threatened you or who you are afraid of? (If yes, please specify whom and why. Consider extended family if HBV.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Do you know if (.....) has hurt anyone else? (Please specify whom including the children, siblings or elderly relatives. Consider HBV.) Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from a previous relationship <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. Has (.....) ever mistreated an animal or the family pet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. Are there any financial issues? For example, are you dependent on (.....) for money/have they recently lost their job/other financial issues? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. Has (.....) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (If yes, please specify which and give relevant details if known.) Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental Health <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22. Has (.....) ever threatened or attempted suicide? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23. Has (.....) ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? (You may wish to consider this in relation to an ex-partner of the perpetrator if relevant.) Bail conditions <input type="checkbox"/> Non Molestation/Occupation Order <input type="checkbox"/> Child Contact arrangements <input type="checkbox"/> Forced Marriage Protection Order <input type="checkbox"/> Other <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24. Do you know if (.....) has ever been in trouble with the police or has a criminal history? (If yes, please specify.) DV <input type="checkbox"/> Sexual violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Total 'yes' responses | | | | |

| | |
|--|---------------------|
| <p>For consideration by professional: Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural/language barriers, 'honour'- based systems and minimisation. Are they willing to engage with your service? Describe:</p> <p>Consider abuser's occupation/interests - could this give them unique access to weapons? Describe:</p> | |
| <p>What are the victim's greatest priorities to address their safety?</p> | |
| <p>Do you believe that there are reasonable grounds for referring this case to MARAC? Yes / No If yes, have you made a referral? Yes/No</p> | |
| <p>Signed:</p> | <p>Date:</p> |
| <p>Do you believe that there are risks facing the children in the family? Yes / No If yes, please confirm if you have made a referral to safeguard the children: Yes / No Date referral made</p> | |
| <p>Signed:</p> <p>Name:</p> | <p>Date:</p> |

Practitioner's Notes

This document reflects work undertaken by CAADA in partnership with Laura Richards, Consultant Violence Adviser to ACPO. We would like to thank Advance, Blackburn with Darwen Women's Aid and Berkshire East Family Safety Unit and all the partners of the Blackpool MARAC for their contribution in piloting the revised checklist without which we could not have amended the original CAADA risk identification checklist. We are very

grateful to Elizabeth Hall of CAFCASS and Neil Blacklock of Respect for their advice and encouragement and for the expert input we received from Jan Pickles, Dr Amanda Robinson and Jasvinder Sanghera.

APPENDIX G

- **Risk Indicators**

- Risk identifies the likelihood that harm will occur, and risk factors are the variables that will be used to predict violence and abuse in the future.
- Harm refers to the type and amount of abuse being predicted in the case.
 - Risk factors can be divided into 6 main categories:
 - Nature of abuse e.g. emotional, physical, sexual.
 - Historical patterns of behaviour i.e. previous convictions.
 - Obsessive tendencies i.e. controlling, jealousy, isolation.
 - Victim's/survivors perception of risk i.e. fears for themselves and children.
 - Specific associated factors i.e. use of weapons, threat to kill.
 - Aggravating factors i.e. drugs, alcohol, and financial problems.
- The completed ACPO/DASH (Appendix E) used by police officers or CAADA/DASH (appendix F), used by other agencies, risk indicator form will identify the level of risk to the victim/survivor, and highlight specific levels which causes the victim/survivor significant concern.
- The ACPO/DASH risk indicator form enables police officers attending domestic abuse incidents to record detailed information at the scene. The purpose of these indicators is to clearly identify the following:
 - The number of times that police attend call-outs to the same victim/ survivor i.e. 3 calls to the same person/address within a 12 month period.
 - Nature of the abuse i.e. emotional, financial, physical violence or sexual.
 - Historical patterns of behaviour i.e. previous convictions and/or abusive and violent behaviour, the perpetrator acting in a controlling manner.
 - Victim's/survivor's perception of risk i.e. specific fear for themselves, children and immediate family relatives.
 - Factors associated with domestic violence incidents, i.e. "Threats to Kill" the use of a weapon and the increased use of violence used.
 - Aggravating factors i.e. substance misuse (drugs & alcohol related).
- Officers are also advised of the heightened risk factors associated with:
 - Separation/child contact issues - victim/survivor trying to terminate their relationships or participating in child contact processes, face increased danger.
 - Pregnancy/new birth - 30% of domestic abuse begins or intensifies during pregnancy.
 - Escalation - Increases in frequency and severity of abuse indicate a greater risk. The severity of violence tends to escalate after each incident.
 - Cultural awareness/isolation - reduced access to services and social isolation can combine to increase risk.
 - Stalking - Obsessive controlling behaviour, such as watching, following and constant (malicious) calling and texting of partners/ex-partners indicate a heightened risk.
 - Sexual assault - Those who are sexually assaulted are subject to more serious injury, as perpetrators become more confident, and become more dangerous.

- Other Areas of Risk to be considered:
 - Abuse of children and/or pets.
 - Access to weapons.
 - Suicidal tendencies.
 - Substance misuse (use of alcohol and/or drugs).
 - Threats to kill (victim/survivor and/or family members).
 - Mental Health concerns.

- The imminent risk to the victim/survivor through the application of a risk identification checklist is recorded as follows:
 - **Standard Risk** - No significant or current indicators of risk of serious harm.
 - **Medium Risk** - There are identifiable indicators of risk of serious harm. The offender has the potential to cause harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, and drug & alcohol misuse.
 - **High Risk** - There are very clear and identifiable indicators of further risk of serious harm. The potential event could happen at any time, and the impact would be serious.

- The definition of SERIOUS HARM is a risk which is life threatening and/or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible

APPENDIX H

MARAC REFERRAL FORM

MARAC referrals should be sent by *secure email or other secure method* to [insert contact details for MARAC]

| | | | | | |
|---|-----|------------------------|-----------------------------|--|----------------------|
| MARAC CASE REF: (MARAC Co-ordinator only) | | | | | |
| Referring agency | | | | | |
| Contact name(s) | | | | | |
| Telephone / Email | | | | | |
| Referral Date | | | | | |
| Persons Involved | | | | | |
| Victim name | | | | Victim DOB | |
| Address | | | | Diversity Data (if known) B&ME <input type="checkbox"/> Disabled <input type="checkbox"/> LGBT <input type="checkbox"/> Gender M / F | |
| Telephone number | | | | Is this number safe to call? | Y / N |
| Please insert any relevant contact information e.g. times to call | | | | | |
| Perpetrator(s) name | | | | Perpetrator(s) DOB | |
| Perpetrator(s) address | | | | Relationship to victim | |
| Children (please add extra rows if necessary) | DOB | Relationship to victim | Relationship to perpetrator | Address | School (If known) |
| | | | | | |
| | | | | | |

| Referral Information | | | |
|---|--|--|-------|
| Date of most recent incident | <i>[Brief summary of the most recent incident, including the date it was reported and any relevant police history]</i> | | |
| Reason for referral | <i>[Summary of case as presented by the referring agency]</i> | | |
| Victim | <i>[Identify and detail risk factors to the victim, the victim's views and wishes].</i> | | |
| Perpetrator | <i>[Brief summary about the perpetrator - including risk to victim, others and/or agency staff].</i> | | |
| Children | <i>[Information known about the children – including links to other multi-agency arrangements for safeguarding].</i> | | |
| Reason For Referral | | | |
| Professional judgement | Y / N | Visible high risk (14 ticks or more on CAADA - DASH RIC) | Y / N |
| Potential escalation (3 or more incidents reported to the Police in the past 12 months) | Y / N | MARAC repeat (further incident identified within twelve months from the date of the last referral) | Y / N |
| If Yes, please provide the date listed / case number (if known) | | | |
| Victim Safety | | | |
| Is the victim aware of MARAC referral? | Y / N | If no, explain why not in victim referral info? | |
| Has consent been given? | Y / N | If no, explain why not in victim referral info? | |
| Who is the victim afraid of? (to include all potential threats, and not just primary perpetrator) | | | |
| Who does the victim believe it safe to talk to? | | | |
| Who does the victim believe it not safe to talk to? | | | |
| Has the victim been referred to any other MARAC previously? | Y / N | If yes where / when? | |
| Safety Planning Already in Place: | | | |
| SIG Warning | Y / N | Police Watch | Y / N |
| Cocoon Watch | Y / N | Safety Box | Y / N |
| HO Alarm | Y / N | IDVA Referral | Y / N |
| Personal Safety Advice | Y / N | Refuge | Y / N |
| Personal Attach Alarm | Y / N | Crime Prevention Visit | Y / N |
| Sanctuary Scheme | Y / N | Restraining Order | Y / N |
| Non Molestation | Y / N | | |
| Other: | | | |
| | | | |
| | | | |

MARAC MEETING UPDATES AND ACTION RECORD

This section is completed when case discussed at MARAC Meeting.

Information shared at the meeting: *(Information sharing should be relevant and proportionate. The minutes should make a clear distinction between fact and professional opinion)*

| AGENCY | INFORMATION |
|--------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Action planning: *(The action plan should clearly identify and address the risks and needs identified and be SMART; where appropriate they should include joint working and refer to other multi-agency arrangements)*

| Risk identified | Action | Agency / Representative | Completion date |
|-----------------|--------|-------------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

APPENDIX I

List of MARAC Administrators:

To be Completed.

APPENDIX J

MARAC RESEARCH FORM

RESTRICTED WHEN COMPLETED

| | |
|-------------------|--|
| Name & Agency | |
| Telephone / Email | |
| Date | |

| | | | |
|---------------------------------|--|------------|--|
| Victim name | | Victim DOB | |
| Victim name and DOB | | | |
| Victim address | | | |
| MARAC case number (from agenda) | | | |

Please insert any changes / errors / other information (e.g. aliases or nicknames) below

| | | |
|---|-------|--|
| Are the victim details on the MARAC list accurate? | Y / N | |
| Are the children(s) details on the MARAC list accurate? | Y / N | |
| Are the perpetrator details on the MARAC list accurate? | Y / N | |

| | |
|---|--|
| Note records of last sightings, meetings or phone calls. | |
| Note recent attitude, behaviour and demeanor, including changes. | |
| Highlight any relevant information that relates to any of the risk indicators on the checklist (e.g. <i>the pattern of abuse, isolation, escalation, victim's greatest fear etc.</i>). | |
| Other information (e.g. <i>actions already taken by agency to address victim's safety</i>). | |
| What are the victim's greatest priorities to address their safety? | |
| Who is the victim afraid of? <i>To include all potential threats, and not just primary perpetrator.</i> | |
| Who does the victim believe it safe to talk to? | |
| Who does the victim believe it not safe to talk to? | |