

City of London Multi-Agency Risk Assessment Conference (MARAC) Operating Protocol

Date: May 2021

Review date: May 2022



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1. Introduction

The Multi Agency Risk Assessment Conference (MARAC) is a meeting where information is shared between professionals about complex and high-risk domestic abuse cases in the City of London.

After sharing information about risk, a coordinated action plan, with a lead agency identified, is put in place. The aim of this plan is to increase the safety of the person experiencing domestic abuse and their children (if applicable).

The MARAC will also ensure safeguarding of children and can make links to manage the behaviour of the perpetrator. The person experiencing domestic abuse does not attend however is represented by an advocate who can speak on their behalf.

Domestic Abuse is '*any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality*'.

2. Purpose

This protocol establishes the aims, membership and processes of the City of London MARAC, in addition to matters relating to governance and performance management. This protocol aims to establish accountability, responsibility, reporting structures and to outline the processes of the MARAC.

It is designed to enhance existing arrangements such as safeguarding (both vulnerable adults, children and young people) and Multi Agency Public Protection Arrangements (MAPPA) rather than replace them.

The objective of this Protocol is to act as a 'terms of reference' and guidance for MARAC members during the course of agreed information sharing between partner agencies at MARAC meetings.

Multi-agency working is crucial to addressing the complex issues associated with domestic violence, and in particular, cases that are assessed as 'high risk'.

3. MARAC Aims and Membership

The aims of the MARAC are to:

- safeguard victims
- address the behaviour of the perpetrator



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- make links with other public protection arrangements in relation to children, perpetrators and adults at risk
- safeguard agency staff

MARAC will do this by:

- Sharing information to increase the safety, health and well-being of victim-survivors, including adults and their children (see separate information sharing procedure for more detail)
- Determining the level of risk that the perpetrator poses to the victim-survivor and associated children, and whether there is any risk to the general public
- Constructing and implementing a risk management plan that provides professional support to all those at risk and that aims to reduce the future risk of harm
- Reducing on-going victimisation
- Improving agency accountability
- Improving support for staff involved in high risk domestic violence cases
- Contributing to the development of best practice
- Identifying policy issues arising from cases discussed at the MARAC and raise these through the appropriate channels.
- Identifying where possible, whether the perpetrator poses a real and significant threat and risk of further harm to particular individuals, and to the community.
- Identifying any child contact concerns between children and perpetrators of domestic violence within the family environment.
- Ensuring continuous risk assessment of “high risk” cases, and will keep the victim-survivor informed, where possible, of all decisions made by the MARAC via the appropriate agencies, at the earliest opportunity.

The MARAC is not a public forum and attendance shall be limited to those agencies that are able to provide a contribution towards cases considered. The MARAC will have a core membership, with other agencies invited to attend when this directly impacts on specific cases being discussed.

Each agency is responsible for identifying a lead member, who will have responsibility for the allocation of local resources and will be able to make decisions on behalf of their respective organisations.

Each agency is responsible for identifying a secondary member (deputy) who will be able to attend the MARAC in the absence of the lead member. The secondary member will have responsibility for the allocation of local resources and will be able to make decisions on behalf of their respective organisations.



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All members will be expected to have an understanding of the dynamics of domestic abuse, the Domestic Abuse Stalking and Harassment (DASH) risk assessment and be clear about the MARAC Operating Protocol.

Core members will be:

- City of London Police – Public Protection Unit
- CoLC Community Safety Team
- CoLC Adults Services
- CoLC Children’s Services
- CoLC Housing/housing options (depending on the case)
- Probation
- Health Services – including GPs, mental health services and hospitals
- Victim Support/Relevant Independent Domestic Violence Advocate (IDVA) service and Vulnerable Victims Advocate (VVA)

Additional members may include CAFCASS, drug and alcohol agencies, City outreach, education and mental health agencies for example.

4. Role of Members

All MARAC members are responsible for:

- Attending each meeting
- Being the point of contact for their agency in relation to all domestic abuse queries
- Making their staff aware of the referral process and referring high-risk or complex cases to the MARAC
- Presenting any case to MARAC that has been referred by their agency.
- Bringing any information, involvement, actions or case work carried out with a person experiencing domestic abuse to the meeting
- If there is an allocated professional working directly with any persons referred to the MARAC, then it is the responsibility of the representative agency to obtain necessary relevant information and bring it to the meeting.
- Identify actions that can be taken by their agency which will assist in keeping the victim safe and providing appropriate timescales for these actions.
- Adhere to and complete set actions for the relevant agencies and feedback to the MARAC coordinator prior to the next MARAC
- Encouraging staff in their agencies to make referrals to the MARAC
- Appointing a deputy (middle management) to attend if lead is absent.
- If unable to attend, the lead member is responsible for informing the MARAC Coordinator in advance who will be deputising for them.

- Signing a confidentiality agreement prior to the meeting, not to share, copy, distribute, and to develop procedures within their agency to ensure that the minutes are retained in a confidential and appropriately restricted manner.

5. Wellbeing/welfare of members

Due to the nature and purpose of the MARAC, the cases being heard can be distressing and alarming. Whilst it is the responsibility of individual agencies to provide appropriate support for their staff, members should be aware of the impact these cases can have and if required, raise any concerns either within their own agencies or through the MARAC Chair.

The MARAC Chair should consider the welfare of members throughout case discussions, take appropriate breaks if needed, 'check in' with members and signpost staff to support where required. Wellbeing will be standing item on the MARAC agenda.

6. Person experiencing domestic abuse and their attendance at MARAC

The person experiencing domestic abuse being discussed at MARAC do not attend the meetings.

It is the role of the lead referring officer to act on behalf of the victim-survivor and be their voice. Once the meeting has taken place, any outcomes will be relayed back to their client.

7. New members

New members will be inducted into their role by the MARAC Coordinator and the MARAC Chair (DI of the Public Protection Unit).

All new representatives to MARAC will receive an Information Pack and the opportunity to observe a MARAC meeting.

8. Governance and performance management

The Violence Against Women and Girls Forum (VAWG) and Safer City Partnership Strategy Group sets direction for the domestic abuse agenda for the City of London. Both groups oversee various workstreams and programmes including the City of London MARAC.



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The objective of the MARAC is to provide support and intervention to high risk victims of domestic abuse and to reduce repeat incidents of domestic violence. Cases referred to MARAC are those that are assessed as high risk; member agencies share information and agree action plans for each individual case that is discussed at meetings.

The City of London MARAC meets monthly and meetings are chaired by a trained Senior Public Protection Officer (Detective Inspector level) of the City of London Police. The MARAC Coordinator supports the meetings by monitoring cases to ensure that the actions agreed by members are completed within deadlines.

- The MARAC Chair

All MARACs are chaired by trained Senior City Police Public Protection Officer (Detective Inspector level). The Safe Lives Chair's Guidance will support the training and development of MARAC Chairs. The Deputy Chair is the City Police Officer acting as Inspector.

The role of the MARAC Chair is to:

- read out the Confidentiality Statement at the start of each meeting and to ensure that it is signed by everybody in attendance
- review any actions that may be outstanding from the previous meeting and to ensure that they are clearly noted in the minutes
- structure the MARAC meetings and prioritise cases in such a way that all those attending are able to use the time available as efficiently as possible
- ensure that the meeting runs in accordance with this protocol
- provide a platform to ensure all agencies share proportionate and relevant information;
- facilitate the development of a multi-agency support plan;
- ensure that all agency representatives understand their agreed actions.

- The MARAC Coordinator

The role of the MARAC Coordinators is to:

- Develop, maintain and review the MARAC Operating Policies and Protocols including the establishment of an agreed referral threshold to ensure that appropriate cases are being discussed at MARAC.
- Deliver MARAC training across partner agencies to ensure that all relevant members of staff are familiar with the process, and their role and responsibilities within it and receive appropriate training, as necessary.
- Deliver information re. MARAC as part of individual organisation's induction processes.

- Develop and maintain the necessary documentation to ensure the smooth running of the meetings, including referral forms, template research forms and minutes.
- Develop information packs which will support the delivery of training and in addition, information packs that where appropriate, can be available to victims re. the MARAC process.
- Liaise with the full range of potential referral agencies, in particular those working with minority or hard to reach groups to ensure that the needs of all victims are met

The MARAC Coordinator works closely with the Chair to ensure that the protocol is adhered to. Outstanding issues regarding the performance of the MARAC are addressed by the MARAC Chair.

The MARAC Coordinator collates the data for the MARAC in order to analyse the performance. Data is collected to analyse repeat victimisation, and the number of cases discussed.

9. Domestic Abuse Stalking and Harrassment (DASH) Risk Assessment and Management

There are three categories of risk: standard, medium and high. There is no category of low risk and professionals need to be aware of the following:

- The DASH risk assessment is not infallible or predictive. All it is able to do is to assist professionals in exercising professional judgement and should NOT be used in a purely tick box fashion.
- Even if a case does not elicit the fourteen ticks at which there is an automatic referral to the City of London MARAC, you may consider that in your professional judgement a case below the threshold should be referred any way (for example, if you feel that the person experiencing domestic abuse, may not be aware of exercising full disclosure)
- The DASH assessment measures risk at a particular point in time and risk is a dynamic. In other words, what may be assessed as standard risk this morning may become very high risk by the afternoon because (for example) the perpetrator has discovered the victim's plans to leave.
- The DASH only assesses the risk of homicide or very serious assault. It does NOT measure the likelihood of further assaults in general.

- For people experiencing domestic abuse with a male perpetrator, separation *increases risk* (up to 75% of victims are murdered after they ended the relationship).
- Coercive control is the strongest predictive factor.

This can be defined as:

‘An act or a pattern of acts of assault, sexual coercion, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Control includes a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour’

- Approximately half of all domestic homicides have no obvious high risk factors. As such, the DASH should not be used to limit access to resources.

Standard risk: While risk indicators may be present, it is deemed neither imminent, nor serious. Explain that nobody needs to live with domestic violence and abuse and that there is support out there. It is important to remember that risk is dynamic and should be monitored. It is also important to stress that the police can and should be contacted in an emergency.

Medium risk: There are identifiable features of risk or serious harm. This level of risk should be referred to local specialist domestic abuse services. See appendix 1 for sharing with/without consent.

High risk: There is imminent risk of serious harm. The potential event is more likely than not to happen imminently, and the impact could be serious. There may be need for immediate intervention. After discussion with your line manager/colleague, it may be necessary to notify the Police and / or Children and Young People’s Services immediately.

See appendix 1 for a sharing without consent form.

10. Complaints procedure



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Complaints with regards to the MARAC should be addressed, in the first instance, to the MARAC Chair and sent via the MARAC Coordinator at the address below:

Community Safety, 3rd Floor North Wing, Guildhall, PO Box 270 EC2P 2EJ.

11. Breaches

Agencies must be aware that a breach of the protocol may increase the risk to a high-risk victim; it is the responsibility of the signatory agencies to adhere to the MARAC Operating Procedures and the Information Sharing Protocol.

12. MARAC processes

Identification of, and criteria, for referring to MARAC

When agencies come into contact with people experiencing domestic abuse, they should complete a DASH risk assessment. This is an initial assessment to determine the risk level and an information-sharing without consent form (see Appendix 1).

Where the threshold is met (i.e. 14 ticks), consent should be sought for a MARAC referral. Where consent is not given, every effort should be made to ensure that the referrals are made with the knowledge of the person experiencing domestic abuse so as to avoid unwittingly increasing risk through dangerous information sharing.

The risk assessment is a guideline in establishing the risk posed to the person experiencing domestic abuse and represents only one of four qualifying criteria to make a MARAC referral, the other three being **repeat incidents** (3 domestic incidents in 12 months), **professional judgement** and **potential escalation**.

Potential escalation is where there have been a number of incidents or police callouts and there is not a positive identification of factors on the risk assessment, but the abuse appears to be escalating.

Professional judgement should also inform the process and a referral may also be made where there is a strong possibility of serious harm based on all factors present.

There will be occasions where the particular context of a case gives rise to serious concerns even if the person has been unable to disclose the information that might highlight their risk more clearly.

This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of so-called honour-based violence.

This judgement would be based on the professional's experience and/or the victims' perception of their risk even if they do not meet the risk assessment threshold.

If a referral is to be made, this should be done via a completed MARAC Referral Form (See appendix 2) and sent to the MARAC Coordinator at the Community Safety Team following the process outlined in the next section (13).

13. Referral Process

All frontline workers from the statutory and voluntary agencies who have contact with high risk victims, perpetrators and their families can make a referral to the MARAC.

a. Referral forms

The lead representative for each agency can obtain a copy from the MARAC Coordinator in the Community Safety Team. The referral form is also available through E-CINs partnership system, agencies are encouraged to make referrals directly through the system.

b. What needs to happen before making a referral?

A referral form needs to be completed (see appendix 2) along with any information sharing without consent form (see appendix 1).

c. Making a referral

When the referral form is completed, it can be sent via secure email or password protected to the MARAC coordinator in the CoLC Community Safety Team via CSTreferrals [@cityoflondon.gov.uk](mailto:CSTreferrals@cityoflondon.gov.uk)

Or the referral form can be filled and send automatically through E-CINs. All members of MARAC can seek access by the MARAC coordinator.

d. What happens next?

- All referrals received by the Community Safety Team will be circulated to the core group and other appropriate agencies/ officers. Dates for the monthly meetings are set on an annual basis at the start of the year. These can be obtained by the MARAC Coordinator.

- Information will be shared at the MARAC under the terms set out in the Safer City Partnership MARAC Specific Information Sharing Protocol and in line with any relevant agency policies.
- A confidentiality declaration shall also be read out and signed at each meeting. In particular, partner agencies should ensure that personal data and MARAC minutes are clearly marked and kept securely within a pass-warded computer system or otherwise physically secure with appropriate levels of staff access. The MARAC Coordinator will upload the minutes and actions to ECINs where partners can view the case and log actions or information.
- Partners are asked not to attach confidential information or minutes to any case notes or circulate to other professionals unless authorised by the MARAC Chair.
- If a case meets the threshold and is being shared without consent, agencies must complete an 'Information Sharing without Consent Form' (see appendix 1).

The MARAC Coordinator **will not** screen cases referred to the MARAC. However, when it becomes clear cases that do not meet the threshold are being referred, additional training will be offered to the agency involved.

14. Actions before the MARAC (where safe to do so)

The MARAC does not take away responsibility for immediate actions in relation to the safety of high-risk victims, particularly with regards to statutory agencies such as police, children's services etc and the investigation and safeguarding should continue prior to the MARAC being held.

The MARAC Coordinator will circulate cases to be heard 6-8 days in advance of the meeting. All agencies must complete appropriate research on the case prior to the meeting.

15. Specific risk management responsibilities

All agencies

- Consideration given for referral to 'Sanctuary' scheme.
- Target hardening advice to be given
- Check if other referrals need to be made (see 'other local protocols' below)

Police actions



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- Consideration given to flagging the victims address.
- Consideration to additional steps being taken, e.g. Panic Alarm, target hardening and/or liaison with the Sector Policing team
- Consideration to be given to undertaking a Police Welfare Check or drive-by.

16. Other local protocols

The MARAC is designed to enhance existing arrangements (including those for Safeguarding Children and Adults, as well as those for public protection) rather than replace them and has a particular focus on a victims' safety.

a. Safeguarding Children

Where children are involved, the appropriate precautionary measures should be taken ahead of the meeting by the referring agency or any agency to which the family is known where there is a risk of significant harm. Partner agencies should be aware of their responsibilities towards children.

b. Safeguarding Adults

Where vulnerable adults are involved, the appropriate precautionary measures should be taken ahead of the meeting by the referring agency or any agency to which the adult is known where there is risk of significant harm.

c. Public Protection

The primary link to MAPPA (Multi-Agency Public Protection Arrangements) will be the representative from Probation.

17. Contacting victims before the meeting (where safe to do so)

- Prior to the MARAC, contact will be made with victims to ensure they are receiving appropriate support and advice to reduce risk and increase their safety. This will usually be done by the referring officer or IDVA unless a specific named individual has been tasked to do so.
- All cases referred to the MARAC will be referred to Victim Support's IDVA service whose role is to represent the voice of the person experiencing

domestic abuse at the MARAC and to enhance safety and that of any children. This includes bringing information about the person's situation and what might influence their safety.

- Where it is not possible to make pre-MARAC contact, the Police Public Protection Unit (PPU) will be informed. Where appropriate the PPU will arrange for a Welfare Check to make contact, seek contact details and provide information on domestic abuse services.

18. Minutes, action planning and administration

An action plan will be developed at the meeting to increase the safety of the victim-survivor, children and other vulnerable parties. The Chair will ensure that all attendees understand what actions are being agreed and how they relate to their agencies. This will be agreed at the MARAC and added to the minutes. If a further meeting is required, the Chair will review the actions agreed at the previous meeting and make a record of any outstanding actions.

- The MARAC Coordinator will complete an action sheet as part of the minutes detailing agreed actions to be taken by each agency. This will be circulated no later than **four** working days after the MARAC meeting.
- Each representative is responsible for communicating relevant information and actions points to their agency and is responsible for ensuring that all actions are carried out in a timely manner by the appropriate practitioners and are completed.
- Agencies will be given seven days to complete their actions and update the MARAC Coordinator to say they have. After seven days the MARAC Coordinator will send a reminder to agencies who have not completed their actions, making the MARAC Chair aware.
- If any agency has not updated the MARAC Coordinator within ten days of the minutes being sent, the Chair will formally write to the manager of the member, requesting action is completed as a matter of urgency.
- Where the MARAC recommends referral to another agency, which is not represented on the MARAC, the relevant agency will take the follow up action to refer.
- A record of each meeting, including attendance sheet, minutes and actions will be retained by the MARAC Coordinator, for record and accountability purposes. Approved and finalised minutes will be made available for correct and appropriate use, including business assessment and review by appropriate multi-agency authorities and HM Government agencies.

- All individual case summaries are to be updated at the earliest opportunity, with copies of updates maintained in individual client files, which are retained in ECINs
- Individual case files will be retained by the Community Safety Team for a minimum period of two years

19. Information shared at MARAC

Disclosure of sensitive information can be justified on the grounds that it is necessary to:

- Prevent a crime taking place
- Detect crime, and to apprehend, detain and prosecute an offender.
- Protect children at risk.
- Prevent injury or harm to the health of any person or persons.

In line with the Safer City Partnerships Information Sharing Protocol, 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 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.

The purpose of shared information is to increase the safety of the people experiencing domestic abuse 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 those experiencing domestic abuse. Personal information will be sensitive and confidential.

Data Protection Guidelines require that personal information should be –

- Processed lawfully and fairly.
- Obtained for a lawful purpose only.
- Relevant and appropriate, in relation to the purposes for which it is being processed.
- Accurate, and kept up to date.
- Retained no longer than is necessary for the required purpose.
- Processed in accordance with the rights of data subjects.
- Stored securely to prevent unauthorised access.

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.

The City of London Information Sharing Agreement can be obtained by contacting safercity@cityoflondon.gov.uk

20. Confidentiality Agreement

When working with victims of domestic abuse, perpetrators and other members of the public, all agencies have agreed boundaries of confidentiality. MARAC meetings will respect these boundaries, which will be held under a shared understanding:

- The disclosure of information outside the meeting, beyond that agreed, will be considered as a breach of confidentiality.
- All documentation will bear a classification marking “Confidential”. Third party information must not be disclosed without prior consent.
- If consent to disclosure is felt essential in the interests of promoting Public Safety, CoLP disclosure procedures must be strictly adhered to.

If you find yourself in a position where you have to disclose sensitive information without consent, i.e. for purposes of protecting a client and/or children, or to share relevant information with other specific agencies for risk assessment purposes etc, you must always record your decision, and the reasons why you came to that decision.

There is a duty of care to protect ‘high risk’ victim-survivors. If consent has been explicitly refused, you should always explore the reasons for this as they may be related to risk (e.g. the abuser is a police officer).

Particular care and attention is required when dealing with victim-survivors with mental health issues. All matters are to be recorded, in conjunction with the lead agency and qualified mental health representatives, to ensure accuracy and accountability for decisions made.

There may be occasions when you need to assess whether the sharing of information would jeopardise or negatively affect someone experiencing domestic abuse, or whether it would be in the public interest to share information when a ‘high risk’ situation has been clearly identified. Support and guidance should be sought from your supervisor/line manager if you are unclear how to proceed further.

No documents relating to the MARAC will be circulated to anyone outside the membership of the MARAC without the prior agreement of the Chair.

All cases that are discussed at the MARAC meetings are highly confidential and the information discussed must not be passed on to any individual or agency without the agreement of the Chair.

Members will ensure that all emails are stored securely, restricting any unauthorised access with a password protected computer and email account.



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Members will ensure that all electronic data (other than emails) is transported on an encrypted USB or password protected/encrypted laptop.

Members will ensure that all confidential paperwork is stored securely in locked cupboards/filing cabinets and if transported it remains with the MARAC member at all times and is not left for anyone else to access or view.

If a person experiencing domestic abuse would like access to the case file that an individual agency holds on them, they should make the request to that individual agency. Where someone has requested access to records an agency has received from another MARAC member, the receiving agency should contact the disclosing agency to determine whether the latter wishes to claim exemption. From this stage the procedure should be fully documented in writing and stored on file.

Where someone would like access to the MARAC records held about them, they should make the request in writing to the MARAC Chair via the MARAC Coordinator at the address below:

Community Safety 3rd Floor North Wing, Guildhall, PO Box 270 EC2P 2EJ

Where disclosure is likely to prejudice the carrying out of the work of the MARAC because serious harm to the physical or mental health to any other person involved, then information can be legitimately withheld (under section 30 of the Data Protection Act).

The MARAC referral agency and the MARAC Chair should be consulted prior to deciding whether or not to rely on this exemption.

Also, where disclosure is likely to significantly prejudice the prevention or detection of a crime or the apprehension or prosecution of offenders then it can be exempt from disclosure (under section 29 of the Data Protection Act).

Agencies that are unsure about what information can be disclosed in response to an access request should seek advice from their agencies Data Protection Officer or legal advisor.

The Data Controller for the MARAC is the Chair(s).

21. Referral to and from other MARACs

There are two types of MARAC to MARAC referral: -



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1. An **ALERT**: when the person experiencing domestic abuse has moved temporarily to a Borough for a short period of time. Here, the originating MARAC will inform the new MARAC area there is a high-risk victim in their local authority. There is **no action** requested from the receiving MARAC other than to alert the originating MARAC if there is a repeat incident. The minutes of the MARAC are shared.

2. A **TRANSFER**: when the person experiencing domestic abuse is moving permanently or for a long time to a new area then the originating MARAC will transfer the case in full to the new MARAC area in order to link that victim-survivor up with local support.

The minutes and original referral form are shared. This only applies in instances of 'live' MARAC cases.

22. How to make a cross borough referral

The MARAC to MARAC referral form will be completed by the MARAC Coordinator in consultation with the MARAC Chair.

23. Case closure

Individual cases will be closed if it is agreed by the attending partner agencies that all high and/or medium risk matters have been resolved, that the person experiencing domestic abuse and immediate family members are safe, and that there are no outstanding domestic abuse concerns, or ongoing police investigation.

If the person experiencing domestic abuse is not engaging with any agency or services, despite repeated and vigorous efforts to maintain contact, the Chair and agency attendees can agree to close the case.

An explanation for this decision will be recorded within the Final Review of the case.

The meeting attendees must ensure that all possible supportive measures that can be marshalled have been put in place.

24. Virtual meetings

On March 23rd 2020, under UK Government instruction, the nation went into full lockdown, with the majority of partners working from home and unable to travel to the Guildhall to attend a MARAC. Therefore, the MARAC has since operated virtually



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via Microsoft Teams and will do so until guidelines and restrictions change. This will be monitored by the MARAC Coordinator and Chair and partners will be updated. Microsoft Teams is a secure platform which only allows invited participants to enter the call. Any profile that joins who should not be present will be removed by the MARAC Coordinator.

Partners are required to inform the MARAC Coordinator of anyone joining on their behalf and to ask permission before sending the meeting ID and joining instructions.

The confidentiality declaration is circulated prior to the MARAC, partners are asked to confirm their agreement verbally in the meeting, and by email or in the chat box facility.

The MARAC requires that all attendees adhere to confidentiality/privacy requirements whilst at home and ensure information discussed is not shared or overheard by members of their household.

Moving forward, the MARAC will continue to allow members to join meetings via Microsoft Teams, even when lockdown ends and face to face meetings resume.

25. Equality

The City of London MARAC is committed to an equality of outcome for all its clients. To ensure that this happens, the MARAC Coordinator will monitor referrals and map this against the demographic profile of the local population. An annual report summarising this information will be produced.

Where necessary, specialist agencies will be invited to attend the MARAC when specific cases are discussed to ensure safe and informed decisions are made. It will be the responsibility of the MARAC Coordinator to contact specialist services when needed.

26. Review

This protocol will be reviewed every 12 months by the MARAC coordinator and the MARAC Chair.

Appendix 1: City of London MARAC Information Sharing without Consent Form

Victim name and DOB			
Victim address			
Children	DOB	Address	School (if known)

Who is at Risk? <i>(e.g. Children, client, family, others)</i>	Who are they at risk from? <i>(e.g. partner, ex-partner, family, self)</i>	What are the concerns around this risk?	What are the immediate risks to this victim?	Risk Identified through Risk Assessment
Risk Identification Checklist <i>(if it has been possible to complete a CAADA-DASH RIC, attach it here)</i>		/ number of ticks out of 24		
Details of incident / information causing concern <i>(include source of information)</i>				

Legal Authority to Share

Protocol relevant	Y / N	If yes, please detail	
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Or

Legal grounds (If yes, please tick one or more grounds below)	Y/N
Prevention / detection or crime and/or apprehension or prosecution of offenders (DPA, sch 29)	
To protect vital interests of the data subject; serious harm or matter of life or death (DPS, sch 2 & 3)	
For the administration of justice (usually bringing perpetrators to justice (DPA, sch 2 & 3)	

For the exercise of functions conferred on any person by or under any enactment (police / Social Services) (DPA, sch 2 & 3)	
In accordance with a court order	
Overriding public interest (common law)	
Child protection – disclosure to social services or police for the exercise of functions under the children act, where the public interest in safeguarding the child’s welfare overrides the need to keep the information confidential (DPA, sch 2 & 3)	
Right to life (Human Rights Act, art. 2 & 3)	
Right to be free from torture, of inhuman or degrading treatment (HUMAN RIGHTS ACT, ART. 2 & 3)	

Balancing Considerations (please tick)

Pressing need		Risk of not disclosing	
Respective risks to those affected		Interest of other agency / person in receiving it.	
Public interest of disclosure		Human rights	
Duty of confidentiality		Other	
Comments			
Internal consultations (Names / Dates / Advice / Decisions)			
External consultations (Home Office, Information Sharing Helpline)			

Client Notification

Client notified	Y / N	Date notified	
If not, why not?			

Review

Date for review of situation (review to include feedback from the agencies informed as to their response)	
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Name of person responsible for ensuring the situation is reviewed by this date	
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Record the following information-sharing in Case File:

Date information shared	
Agency & named person informed	
Method of contact	
Legal authority for each agency	
Signature of caseworker	
Date (as signed by caseworker)	
Signature of manager	
Date (as signed by manager)	

Appendix 2: City of London MARAC Referral Form

MARAC referrals should be sent by **password protected email** to:
CSTreferrals@cityoflondon.gov.uk

Date					
Referring agency					
Name of referrer					
Telephone & Email					
Victim name				Victim DoB	
Address and telephone number				Diversity Data (if known) BAME <input type="checkbox"/> Disabled <input type="checkbox"/> LGBT* <input type="checkbox"/> Gender M / F / Other	
Perpetrator(s) name				Perpetrator(s) DoB	
Perpetrator(s) address				Relationship to victim	
Children living in address of the victim or perpetrator (if perpetrator does not live with victim) (please add extra rows if necessary)	DoB	Relationship to victim	Relationship to perpetrator	Address	School name and address (if known)

Reason for referral

Professional judgement	Y / N	High risk score on DASH risk assessment (14 ticks or more)	Y / N
Potential escalation (3 or more incidents reported in the past 12 months – this can be reported to any agency, NOT just the police)	Y / N	Has been to MARAC before (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)			
Information and details prompting the referral			

Additional information - victims

Is the victim aware of MARAC referral?	Y / N	If no, why not?	
Has consent been given?	Y / N		
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?	
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Additional information – children(s)

What are your concerns regarding children's safety?	
What impacts do you think there have been on the child(ren) in the household?	
Are children displaying any behaviour you are concerned about? (If so, describe)	
Please describe any action that has already been taken	

Additional information – perpetrator(s)

Does the perpetrator work with children or vulnerable people? If so, where and in what capacity?	Y/N
Are there other people the perpetrator is a potential risk to? (previous partners, their children, parents, family members, those they have a carer responsibility for, etc) If so, who?	Y/N

Appendix 3: Supporting Safeguarding Documents/ Procedures

[SafeLives guidance for Maracs on sharing immigration information_0.pdf](#)

[Sharing Information and Marac GDPR FAQs - England & Wales version.pdf \(safelives.org.uk\)](#)

[Child Protection Procedures | chscp](#)

[2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-2019-final-1-1.pdf \(londonadass.org.uk\)](#)