**Referral into the Marac process**

**Important Information**

**Please read before completing this form**

This form, when completed, will contain personal information (data) including special category (sensitive) data. You are required to comply with **General Data Protection Regulations** in the processing (including storage and retention) of this data. Please refer to your internal Data Protection Policy; local Marac Operating and Information Sharing Protocols, the GDPR and The Data Protection Act 2018. Article 5 of the GDPR sets out seven key principles which lie at the heart of the general data protection regime. These principles should lie at the heart of your approach to processing personal data.

It is the responsibility of the referring agency to comply with GDPR and the [**seven key principles**](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/). Compliance with the spirit of these key principles is a fundamental building block for good data protection practice. It is also key to your compliance with the detailed provisions of the GPDR. Please note, failure to comply with the principles may leave you open to substantial fines.

**The purpose of a Marac referral form is to provide only the relevant information required to enable the Marac administrative team to process the personal data and information necessary to populate an accurate agenda to be sent to the relevant agencies listed within the Marac Operating Protocol (MOP), and to maintain accurate records as agreed within the MOP.**

**Referral form**

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| **Referring agency** |  | **Referring agency is *required* to attend Marac meeting to present case, if this is not possible please provide details of the agency representative who will attend & present case on your behalf (they must be fully informed of up to date information at the date of the meeting)** | |
| **Contact name(s)** |  | | |
| **Work telephone / email** |  | | |
| **Date** |  | | |
| **Victim’s name** |  | **Victim DOB** |  |
| **Address** |  | | |
| **Contact numbers** (mobile or landline) |  | **Safe to call?** |  |
| **GP surgery** (if known) |  | | |
| **Diversity data**  (if known)  Diversity can impact on risks & needs of the individual & so needs to be reflected in safety plans  Helps to identify local area population needs | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Black, Asian and racially minoritised | ☐ (including Traveller Community) | | | | | | | | | Disability | ☐ (***see*** [***guidance***](http://www.safelives.org.uk/sites/default/files/resources/disability%20guidance.pdf)) | | | | | | | | | Lesbian | ☐ | | | Gay | | ☐ | | | | Bisexual | ☐ | | | Trans | | ☐ | | | | Does not wish to disclose: ☐ | | | | | | | | | Gender M | ☐ | F | ☐ | Non-binary | | ☐ | | | | Does the person’s gender match that assigned at birth? | | Yes | ☐ | No | ☐ | Unknown | ☐ | | | | |
| **Perpetrator(s) name** (include any known alias) |  | **Perpetrator(s) DOB** |  |
| **Perpetrator(s) address** |  | **Relationship to victim** |  |

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| --- | --- | --- | --- | --- | --- |
| **Children**  ***(please add extra rows if necessary)*** | **DOB** | **Relationship to victim** | **Relationship to perpetrator** | **Address** | **School**  ***(if known)*** |
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**Reason for referral and lawful basis for sharing this information (consider relevancy, proportionality and whether the information provided is necessary for the purpose of this referral form)**

It is the responsibility of the referring agency to be satisfied that the threshold for Marac is reached (that the victim of domestic abuse is at high risk of serious harm or homicide). It is not necessary for the purpose of this Marac referral form to share details here. It is however helpful to indicate under which criteria the threshold is met:

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| **Professional judgement** | Y / N | **Visible high risk** (*14 yes answers or more on SafeLives Dash risk checklist*) | | Y / N  Score: |
| **Potential escalation in frequency and/or severity of abuse** | Y / N | **Marac repeat (see definition** [here](http://www.safelives.org.uk/definition-repeat-marac)**)** | | Y / N |
| **Repeat: If yes, please provide the date listed / case number (if known)** | |  | | |
| **Has the victim been referred to any other Marac in a different area previously** | | Y / N (if yes, please state where & when) | | |
| **Lawful Basis for sharing information** | | | | |
| **Is the victim aware of the risk assessment and informed of Marac referral?** | Y / N | **If no, why not?** |  | |
| **Please confirm the lawful basis for the processing of this information (your Privacy Notice or MOP should include the lawful basis as well as the purpose for the processing)** |  | | | |
| **Under what condition (Art 9(2) GDPR) is special category data shared? Please detail** |  | | | |

**Marac research form**

Consistent and accurate research will help attendees at Marac to build up as comprehensive a picture as possible of a case at the meeting.

In practice, most agencies will frequently be unaware of information held by others. If research is done before the meeting, it can be shared where appropriate and an action plan can be established in the timeliest way possible.

* When undertaking research in advance of the meeting, it is important that agencies do not automatically contact the victim unless they need to take immediate actions to address risk. In most cases, the Idva service will contact the victim in advance of the meeting and agencies should contact either the Idva service or the referring agency in the first instance;
* Some agencies will be working with either children or the perpetrator; in this case the research form may need to be adapted to reflect their particular source of information;
* The research form should be completed by the designated agency representative themselves or they may contact the relevant officer or support / key worker;
* The information within the research form should be current, accurate and, where necessary make a distinction between fact and professional opinion;
* Expectations about the use of a common research form by agencies should be addressed in the Marac operating protocol (MOP). SafeLives would recommend that research forms are internal documents for use by the relevant agency and the information contained within them should be shared verbally at the Marac meeting, where relevant and proportionate.
* It is possible that you will record info on the research form that you decide is not relevant to share at the Marac. You may wish to write this and the reasons for not sharing the information on the research form.

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| **Name and agency** |  |
| **Telephone / email** |  |
| **Date** |  |
| **Victim name** |  |
| **Victim DOB** |  |
| **Victim address** |  |
| **Marac case number (from agenda)** |  |

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|  | | **Please insert any changes / errors / other information (eg 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 |  |

|  |  |
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| **Note records of last sightings, meetings or phone calls** |  |
| **Note recent attitude, behaviour and demeanour, including changes** |  |
| **Highlight any relevant information that relates to any of the risk indicators on the checklist (eg the pattern of abuse, isolation, escalation, victim’s greatest fear etc)** |  |
| **Other information (eg actions already taken by agency to address victim’s safety*)*** |  |
| **What are the victim’s greatest priorities to address their safety?** |  |
| **Who is the victim afraid of? 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?** |  |