MULTI AGENCY RISK ASSESSMENT CONFERENCE (MARAC)

MARAC Operating Protocol
[MOP]

If you have any questions about the MARAC process, please contact:
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Document Control

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Sept 2025	V 4.4	Section 19 -DARDR updated to reflect domestic abuse related suicide and updated statistics locally and nationally. Emergency MARAC information reviewed and updated to reflect process for mental ill health concerns. 7.12 ICB information updated.	DA Ops Lead/LPFT Deputy Lead for Safeguarding DA Ops and Head of

			Safeguarding ICB
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Apr 2026	V 5.2		DA Ops Lead
Oct 2026	V 5.3	Update to section 5.3 regarding the Induction for MARAC Representatives and Chairs, specifically regarding the expectations of Chairs.	DA Project Officer

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1. Introduction

This document describes the multi-agency position in relation to management of the Multi Agency Risk Assessment Conferences (MARAC) process within Lincolnshire.

MARAC provides a consistent approach to risk assessment which identifies those victims who are at most risk of serious harm. Once a victim has been assessed at this level of risk a multi-agency meeting is held and agencies will work together to find a way of reducing and/or managing that risk using available interventions.

The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety and to jointly develop and manage a risk management plan.

Procedures set out in this document provide guidance to all staff and agencies within Lincolnshire who are dealing with domestic abuse by outlining the MARAC process, the risk assessment model used, the interventions required and the individual roles and responsibilities throughout the process.

Aims of this document:

- Ensure all staff within relevant agencies in Lincolnshire coming into contact with victims of domestic abuse have sufficient training and abilities of what is required of them regarding MARAC to ensure the safety of that person and others who may be at risk
- Ensure members of the community who are victims of domestic abuse have the trust and confidence to seek help by having consistent responses to risk assessment and intervention including referral to MARAC
- Ensure agencies within Lincolnshire provide an effective and consistent response to reports of domestic abuse to safeguard victims and children
- Ensure agencies within Lincolnshire work to offer support to the alleged perpetrator of abuse wherever possible and look at ways to disrupt their abusive behaviour
- Require agencies to work in partnership with other statutory and non-statutory organisations in appropriately identifying and assessing victims of domestic abuse to ensure they are afforded all available interventions that each agency and ultimately MARAC can provide
- To review on an ad hoc basis when changes are made to the Lincolnshire MARAC process/documents.
- To review yearly by the Domestic Abuse Operational Lead to ensure it is up to date with processes and any changes with the DA Act and other policies/procedures.
- To give reassurance to partners that we have a framework for Quality Assurance processes including yearly audits.

The MARAC is designed to work in conjunction with other existing agencies, procedures and meetings and not replace them e.g. Multi Agency Public Protection Arrangements (MAPPA), Safeguarding Vulnerable Adults, Safeguarding Children Policy and Protocols, Vulnerable Adults Panel (VAP), Multi Agency Child Exploitation (MACE) meetings

2. MARAC Aims

The MARAC process provides a timely risk assessment of the circumstances affecting a victim of domestic abuse, so that those individuals believed to be at high risk of serious harm or death are linked directly with appropriate services, providing a coordinated multi-agency response to high-risk domestic abuse cases, in a single meeting.

The aims of the MARAC are:

- To reduce the risk of serious harm or domestic abuse related death for a victim (including children)
- To share information to increase the safety, health and well-being and to reduce repeat victimisation of survivors of domestic abuse and their children
- To determine whether the perpetrator poses a significant risk of serious harm to the victim and dependents and/or staff, and ensure other approaches i.e. MAPPA, ASBRACs are referred to as appropriate
- To construct jointly and implement a risk management plan providing professional support to all those identified as at risk and reduce and/or manage the risk of harm.
- To improve agency accountability for all
- To improve support for staff involved in high-risk domestic abuse cases, via internal support mechanisms in each agency
- Provide an audit trail through minutes and actions set.

3. Definition of Domestic Abuse

(1) This section defines "domestic abuse" for the purposes of the DA Act.

(2) Behaviour of a person ("A") towards another person ("B") is "domestic abuse" if—
(a) A and B are each aged 16 or over and are "personally connected" to each other, and
(b) the behaviour is abusive.

(3) Behaviour is "abusive" if it consists of any of the following—
(a) physical or sexual abuse;
(b) violent or threatening behaviour;
(c) controlling or coercive behaviour;
(d) economic abuse (see subsection (4));
(e) psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

(4) "Economic abuse" means any behaviour that has a substantial adverse effect on B's ability to —
(a) acquire, use or maintain money or other property, or
(b) obtain goods or services.

(5) For the purposes of this Act, A's behaviour may be behaviour "towards" B despite the fact that it consists of conduct directed at another person (for example, B's child).

(6) References in this Act to being abusive towards another person are to be read in accordance with this section.
(7) For the meaning of "personally connected", see section 2.

Section 2: Definition of "personally connected"
(1) Two people are "personally connected" to each other if any of the following applies —
(a) they are, or have been, married to each other;
(b) they are, or have been, civil partners of each other;
(c) they have agreed to marry one another (whether or not the agreement has been terminated);
(d) they have entered into a civil partnership agreement (whether or not the

agreement has been terminated);
(e) they are, or have been, in an intimate personal relationship with each other;
(f) they each have, or there has been a time when they each have had, a parental relationship in relation to the same child (see subsection (2));
(g) they are relatives.

(2) For the purposes of subsection (1)(f) a person has a parental relationship in relation to a child if —
(a) the person is a parent of the child, or;
(b) the person has parental responsibility for the child.

(3) In this section —
"child" means a person under the age of 18 years;
"civil partnership agreement" has the meaning given by section 73 of the Civil Partnership Act 2004;
"parental responsibility" has the same meaning as in the Children Act 1989;
"relative" has the meaning given by section 63(1) of the Family Law Act 1996.

Section 3: Children as victims of domestic abuse
(1) This section applies where behaviour of a person ("A") towards another person ("B") is domestic abuse.
(2) Any reference in this Act to a victim of domestic abuse includes a reference to a child who –
(a) sees or hears, or experiences the effect of, the abuse, and
(b) is related to A or B.
(3) A child is related to a person for the purposes of subsection (2) if –
(a) the person is a parent of, or has parental responsibility for, the child, or
(b) the child and the person are relatives.
(4) In this section –
"child" means person under the age of 18 years;
"parental responsibility" has the same meaning as in the Children Act 1989 (see section 3 of that Act);
"relative" has the meaning given by section 63(1) of the Family Law Act 1996.

For more information please visit Domestic Abuse Statutory Guidance (publishing.service.gov.uk)

3.1 'Definition' of Stalking in a Domestic Abuse Setting

National Police Chiefs' Council [NPCC] Definition of Stalking (April 2019): "A pattern of unwanted, fixated, and obsessive behaviour which is intrusive. It can include harassment that amounts to stalking or stalking that causes fear of violence or serious alarm or distress."

Harassment: "Criminal conduct which causes alarm or distress or puts people in fear of violence; offences under sections 2 and 4 of the Protection from Harassment Act 1997"
A stalker will be obsessed or fixated with the victim, and a stalker's behaviour often means that a victim has to change their day-to-day routine in an attempt to avoid the behaviour.
Stalking doesn't just take place within an intimidate relationship; stalking can occur in other settings such as the workplace.

The Protection of Freedoms Act 2012 created two new offences of stalking by inserting new sections 2A and 4A into the Protection from Harassment Act 1997. The new offences came into force on 25 November 2012.

The Home Office issued guidelines in relation to stalking www.gov.uk/government/publications/a-change-to-the-protection-from-harassment-act-1997-introduction-of-two-new-specific-offences-of-stalking

Whilst there is no strict legal definition of 'stalking', section 2A (3) of the Protection from Harassment Act 1997 sets out examples of acts or omissions which, in particular circumstances, are ones associated with stalking.
For example:

- following a person
- watching or spying on them
- forcing contact with the victim through any means, including social media.

The effect of such behaviour is to curtail a victim's freedom, leaving them feeling that they constantly have to be careful. In many cases, the conduct might appear innocent (if it were to be taken in isolation), but when carried out repeatedly so as to amount to a course of conduct, it may then cause significant alarm, harassment or distress to the victim.

There are various agencies which can support you if you or someone you know is being stalked; these are all available to view on the Domestic Abuse Lincolnshire website www.domesticabuselincolnshire.com

www.suzylamplugh.org (good links to cyber stalking, workplace stalking and other ways to keep safe)
https://alicerugglestrust.org
National Stalking Helpline 0808 802 0300
Paladin 020 3866 4107 https://paladinservice.co.uk/
Crime Stoppers 0800 555 111
Hollie Gazzard Trust www.holliegazzard.org

There are also a variety of apps that can be downloaded and used to help safeguard a person, such as:

- Bright Sky which allows you to journal incidents safely, get information on other services available for support. https://www.hestia.org/brightsky
- There is also a Bright Sky briefing note for practitioners in Lincolnshire available on the Professionals Hub.
- Hollie Guard which can track you, tell friends/family you are in danger and record incidents safely. Which also has guidance notes on the Professionals Hub.

4. Lincolnshire MARAC Structure

There is now only one MARAC in Lincolnshire, which is now called the 'Lincolnshire MARAC' and the meetings are held weekly, every Wednesday and Thursday starting at 9am [the two days are documented as one meeting].

The cases heard at MARAC are grouped by Districts within the County and split over the 2 days.
West Lindsey
Lincoln City
North Kesteven
South Kesteven
South Holland
Boston Borough
East Lindsey



5. Attendance and Responsibilities

Lincolnshire has adopted the SafeLives guidance which recommends the following agencies should participate in the MARAC.

- Police
- Probation
- Children and Young People Services including Leaving Care Workers
- 0-19 Children's Health
- Education
- Health: A&E, Midwifery, GPs, Community and District nurses and Mental Health
- Adult Safeguarding and Social Care
- Housing Providers
- District Councils
- Independent Domestic Violence Advisor (IDVA)
- Homeless support agencies
- Local drug and alcohol services
- Specialist sexual violence services (e.g. ISVAs, Sexual Assault Referral Centre - SARC)
- Domestic Abuse Services (LDASS/Haven)
- Child and Family Court Advisory and Support Service (CAFCASS)
- School representatives (case by case basis)
- Immigration (where applicable)

There may be other agencies that hold information that are invited to participate on specific cases, e.g.Armed Forces, SSAFA, , Children Support Agencies.

5.1 Quoracy

MARACs are only Quorate if there are the following in attendance:

- Chair
- MARAC Administration
- At least 5 statutory agencies, 3 of which need to be:
    - Lincolnshire Police
    - Health
    - Domestic Abuse Service or IDVA Service
- Children Services if children are involved with the case – MARAC ask that Children's Services remain on the meeting in case children are linked to cases or there has been historic involvement which shows a current pattern of risk

If at any point during a MARAC Meeting an agency leaves due to unforeseen circumstances, for example if the meeting is running significantly over its planned timescale, which results in the meeting no longer being quorate, it is the agencies responsibility to find a replacement from their agency or delegate to an appropriate agency already in attendance, who has the appropriate decision-making ability for their agency.

If an agency is not in attendance at the beginning of the meeting when they should be, the MARAC Administration Team will have details of a SPOC for each agency for this purpose to contact so a replacement can be found asap. The Chair and Administrators will need to urgently discuss whether the MARAC can go ahead without the representative or, worst case scenario suspend the meeting until a representative is in attendance i.e. the missing agency representative is critical to the first case.

5.2 Observing MARAC Meetings

Individuals who are permitted to observe a MARAC are as follows:

- A practitioner who is to become a MARAC representative or Chair
- Their Line Manager who has responsibility for safeguarding the practitioner against vicarious trauma while attending the MARAC and managing their role as Representative or Chair.
- Or The Senior Manager of their organisation who has responsibility/lead for Safeguarding and/or Domestic Abuse in their organisation who needs to have first-hand experience of the MARAC to then understand the processes and the extent to what their organisation has signed up to operationally and strategically.
- Students on placement in their final year who have the intention to work in a safeguarding organisation after education.
- Professionals who are working with victims can attend the MARAC meeting they are due to be heard at. This would assist the professionals to ensure they can link in with other professionals involved with the case, give up to date information from their agency and assist with a cohesive safety plan for victims at the MARAC meeting.
- Out of area MARAC leads/Domestic abuse Commissioners Office, SafeLives as part of IDVA Leading Lights review.

To arrange an observation the individual needs to email maraclincolnshire@lincolnshire.gov.uk giving information why they want to observe a MARAC, they will then be given a date to observe with instructions on observing in a UK GDPR and Information Governance manner.

There may be the rare occasion when individuals require to observe for other reasons, however, these occasions will always be on a case by case basis and will always have to made via the same email address and the decision as to whether they can observe or not will be made by the Domestic Abuse Operational Lead and always comply with UK GDPR and Information Governance as to why they are observing or not.

5.3 Agency Responsibility

The responsibility for advice and coordination of the MARAC protocol rests within each agency's own governance and accountability structures. Each agency signed up to the MARAC Operating Protocol must:

- Appoint a Designated MARAC Representative (DMR), for each MARAC who will be a manager of sufficient standing with the authority to make decisions and commit resources, or an officer with delegated authority to make decisions and commit resources, at the MARAC
  Where a staff member attending MARAC as an agency representative has experienced domestic abuse, the degree, nature, and proximity to the MARAC being attended must be considered by the MARAC attendee and their line manager with reference to LCC/DA Partnership Domestic Abuse Operational Lead. This is due to the impact that trauma from domestic abuse has upon an individual and the impact of re-traumatisation or vicarious trauma upon that individual's wellbeing and ability to analyse risk and safety plan.
- No alleged perpetrator should ever sit on MARAC and where they do so and agencies discover this has occurred then they must notify the LCC/DA Partnership DA Operational Lead and consider relevant HR processes.
- Ensure that nominated DMR have had necessary checks made to ensure that they are a suitable representative for the agency e.g. DBS check.
- Ensure that the nominated representatives attending the MARAC have the authority to commit to actions at the meeting

- Ensure that when a referral has been made to MARAC that a representative from that agency attends to present the case (unless alternative arrangements have been agreed for another practitioner/agency to present)
- Ensure that new or replacement MARAC Representatives, Chairs or Administrators, when appointed are given an appropriate **induction** as follows:
  - Have sight of the following documents:
    - MARAC Operating Protocol
    - Multi Agency Domestic Abuse Framework for Information Sharing and Governance
    - Be aware of the resources available on the MARAC pages of the Professionals Hub

  - Completing the appropriate requirements for the organisation's role:
    - **Administrators**:
      - MODUS Training – organised by MARAC admin
      - Agree to the confidentiality policy

    - **Representatives** [all the above as well as]**:**
      - Observe a MARAC – organise through the MARAC admin team
      - E-Learning "Domestic Abuse Awareness short course"
      - E-Learning "Children Who experience Domestic Abuse"
      - E-Learning "DASH Training"
      - E-Learning "MARAC & MOP Training"
      - E-Learning "Domestic Abuse: The Importance of Language"
      - E-Learning "Understanding Perpetrators of Domestic Abuse"

      (If you have completed any internal training which would be the equivalent of these, please let the MARAC Administration Team know)

    - **Chairs** [all the above as well as]**:**
      - Briefing session with the DA ops lead
      - Shadow another chair for at least 2 meetings and then usually on the 3rd co-chair and cover at least 2/3 cases in that meeting

  - **Advisory training for all to consider**
    - E-Learning "Domestic Abuse in Practice" (prerequisite to the workshop)
    - Workshop "Domestic Abuse in Practice"
    - E-Learning "Domestic Abuse: Supporting and Understanding Men who experience Domestic Abuse"
    - E-Learning "Trauma Informed Approaches"
    - E-Learning "Harmful Practices"

  All training is available on the LSCP website THE homepage – LSCP (lincolnshirescp.org.uk)

  Once the induction as mentioned above is completed the agency will inform the MARAC Administration Team so access to MODUS can be allocated. The MARAC administration team will email the DA Trainer to verify that all training has been completed by the individual.

- Ensure that when DMR, Chairs or Administrators are no longer in post or are known to be leaving, they will inform the MARAC Administration Team, so their access to MODUS can be removed and a replacement acknowledged as in the step above.
- Ensure that the MARAC Risk Assessment process and DASH, is embedded within their agency and that staff receive appropriate training.

- Ensure that all victims and potential victims are identified and that all immediate reasonable steps that are required to ensure their safety have been taken and are documented. This would include if a child safeguarding referral has been made.
- Ensure that any victims who do not meet the MARAC criteria are given details of LDASS and any other support services and 24hour contact numbers.
- Ensure that they share information relating to cases identified as high risk in accordance with the MARAC Operating Protocol.
- Ensure that MARAC cases are flagged by all agencies.
- Ensure that cases that meet the repeat criteria are referred into the MARAC.
- Ensure that all actions are completed by representatives within the specified timeframe and that Modus is updated.

Ensure that staff involved with MARAC are supported to reduce the impact of vicarious trauma.
The Designated MARAC Representative must decide on a case-by-case basis, why a disclosure is necessary to support action under the United Kingdom General Data Protection Regulation (UK GDPR), Human Rights Act 1998 and the Crime and Disorder Act 1998. They will also decide why and when the public interest overrides the presumption of confidentiality.

At the MARAC, each agency will share information that is pertinent to the individual case. Each agency will share current, up to date information, proportionate and relevant to each case and situation.

The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the MARAC.

For the purposes of this document all those who have access to MODUS, either as administrative staff, a Representative or are a Team made up of these roles will be referred to as DMRs as mentioned above in the agency Responsibility, but obviously will have different roles within their team/department within their agency.

5.4 MARAC Representative [DMR] Responsibility

The identification and subsequent completion of the MARAC referral form rests with the individual member of staff and the agency/department they are responsible to.

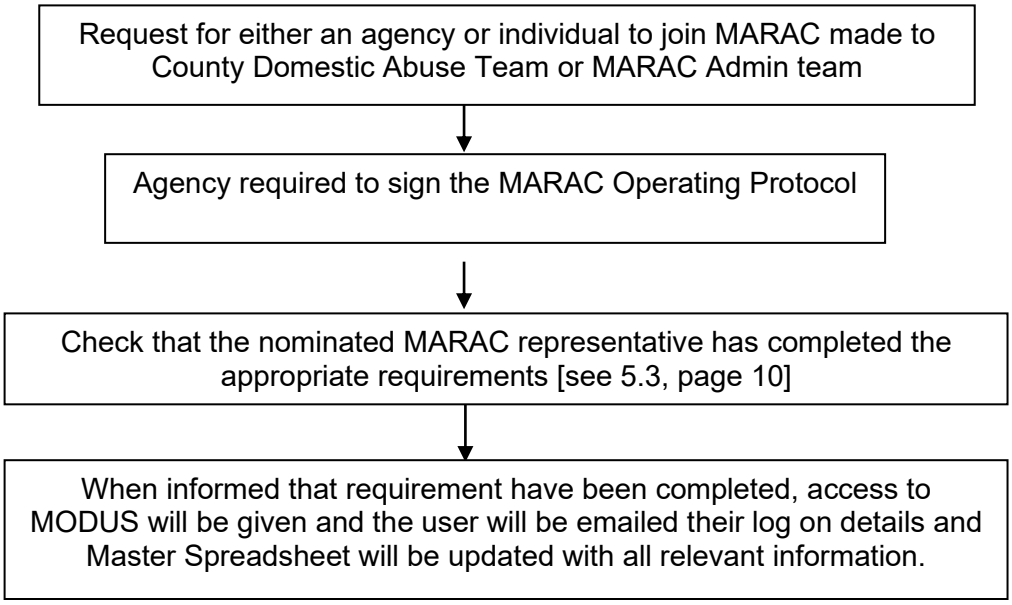
The MARAC representative must:

- Ensure that the information provided by their agency is complete, relevant, concise and meets with the UK GDPR principles.
- Ensure details of any other agency involved other than those who regularly attend MARAC are supplied on the MARAC referral form, so they can be invited for that specific case.
- Ensure that all referrals to MARAC from your agency are approved. Failure to do so could result in the referral being returned and will cause a delay in processing.
- For your responsibility around HBA, FM & FGM Referrals refer to Section 13.
- Check the MARAC agenda and agency/department records and collate appropriate information about victim, perpetrator and/or children ready to share at the meeting.
- Collate any current or historical information which may be pertinent to share relating to current risk
- Ensure that the information is provided in a concise manner using the principles of Signs of Safety. The DMR should clearly present risks, complicating factors/barriers to reducing risk and what is working well/what actions have been successfully implemented to reduce or remove risk.
- Use the data disclosed only for the agreed purpose.
- Willingly participate in discussions around cases that the representative may not be actively involved in.
- All Reps to be aware of the Aide Memoire and use if they wish, to help highlight the risks and mitigate any actions during the meeting.

- Proactively offer appropriate actions at the MARAC in line with all identified risks, even if not actively involved.
- Fully record information as appropriate and in line with agency procedures.
- Where possible, flag records on internal systems when being heard at MARAC as a victim/perpetrator.
- Complete actions within the agreed timescales and update the MODUS system as soon as the action has been completed with actions, outcomes, and date.
- If you continue to work with the victim/perpetrator, remember to share information with the IDVA or other key worker involved. This includes liaison with children and adult care workers as part of safeguarding procedures.
- Be able to professionally challenge and raise concerns inside the MARAC regarding agency processes. Be confident to look at the escalation procedure within the partner agencies protocols/use the Joint professional escalation and resolution protocol – Escalation and resolution steps – Lincolnshire County Council as a guide to consider next steps if it felt processes are not followed or safeguarding concerns need to be further addressed.

5.5 County Domestic Abuse & MARAC Administration Team Responsibilities

The County Domestic Abuse Team will ensure that any new agency wishing to be part of the Lincolnshire MARAC adheres to the following process:



Processing referrals

On receipt of the referral the MARAC Administration Team will:

- Add the referral onto MODUS within 24 hours of receipt (MARAC Administrators work Monday – Friday 8.30am – 4.30pm. Referrals made after 3pm on a Friday will not be on MODUS until Monday morning)
- Add the referral to the MARAC agenda.
- Produce the agenda and alert representatives when it is available 8 working days prior to the MARAC Meeting.
- Attend and accurately record the minutes of the cases discussed at MARACs.
- The actions will be available on MODUS within 1 working day of the MARAC meeting. Minutes will be available within 10 working days of the MARAC meeting.

Electronic copies of:

- Research form
- Confidentiality Declaration
- MARAC aide memoires for
    - Presenting cases at MARAC
    - Risk – Action – timescales Checklist

If Practitioners print their own copies of paperwork, available from MODUS, for a meeting they are responsible for disposing and storing the paperwork in accordance with their agency's procedures i.e. shredding, secure filing.

- For the responsibilities around HBA, FM & FGM Referrals refer to Section 13.

The MARAC Administration Team will also provide the following services:

- A secure email address for agencies to send in their referrals
- Training on MODUS
- Training Materials – stored and available to all agencies
- Email MARAC representatives to alert agencies to closed cases (cases that are 12months old with no repeat referrals to MARAC). This is to enable agencies to remove flags on victims, perpetrators, properties etc.
- Email DMR each week to inform them that the case numbers of any open cases that have had further activity on them but that do not meet the repeat referral criteria [Weekly Updates] are on MODUS for them to look at for updates.
- Telephone – handling enquiries
- Keep the MARAC Database – MODUS - up to date
- Provide statistics to SafeLives
- Provide performance management information to the DA Partnership

5.6 The MARAC Chair's Responsibilities

The Chair will ensure that the MARAC meetings are professional, appropriate, confidential, and structured:

- Remind everyone of the Confidentiality declaration, confirming that all have read it before attending, as sent by email prior to the meeting.
- Ensure there is no conflict of interest for any representatives on cases being discussed in the meeting.
- Encourage cameras on where possible for engagement and wellbeing.
- Lead members through the agenda.
- Run through any outstanding actions from the previous MARAC.
- Ensure that the referring agency presents risk issues and background on cases in a proportionate, risk focused and succinct manner, using the Signs of Safety principles via the Aide Memoir.
- Encourage participation from all agencies, via the Aide Memoir.
- Balance and facilitate the flow of information around the victim, children, and perpetrator.
- Ensure that risks, complicating factors, and work already undertaken are identified.
- Encourage agencies to proactively offer relevant and SMART actions.
- Aim to link actions to the current identified risks and who is at risk.
- Name the risks that cannot be managed and what are the barriers.
- Consider the risks to all relevant parties including staff.
- Help the MARAC to improve effectiveness by developing joint actions.
- Refer to the Homicide Timeline.
- Ensure a named person is identified to feedback information to the victim where safe to do so and that they are comfortable on what that information is.

- With the aid of the aide memoire, summaries at the end of each case regarding risks and actions and ask if anyone else can contribute.
- After each MARAC the chair is to send their aide memoire to the MARAC admin team and stay on the TEAMS call for a debrief to go over any concerns or emotional impact from the MARAC meeting.

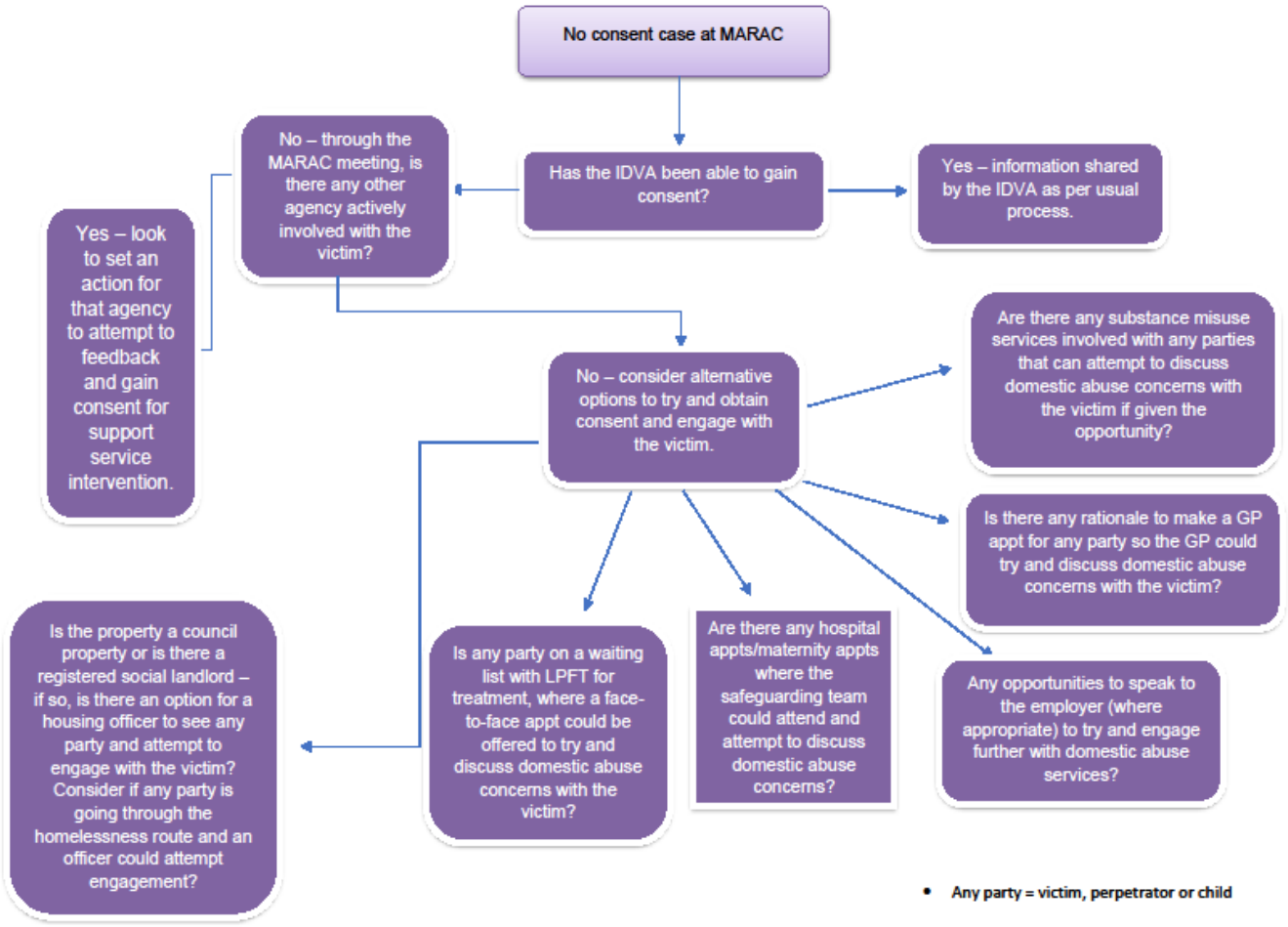
The Chair will ask the administrator to confirm the required agency actions after each new case confirming that the correct actions have been recorded by both the administrator and the agency representatives.

MARAC Chairs to contact MARAC admin with regards to any swaps in chairing dates required as soon as possible. Where feasible, please give MARAC admin 2 weeks' notice to invite alternative chairs to cover.
In exceptional circumstances it is noted that chairs may not be able to Chair MARAC due to work emergencies or illness/personal emergencies.
The Domestic Abuse Operational Lead will look to prioritise chairing these meetings if no other chairs are able to assist at that time.

5.7 IDVA Roles & Responsibilities

It is good practice to have the views of the client heard at the MARAC meeting. Where there is consent to share, the IDVA will safely contact the referring agency to discuss the case and will then contact the client within 48 hours or 72 hours if this is on a Friday, to ensure that their views are represented, either by speaking on their behalf or by reading a written statement. Following initial contact with the client and prior to the MARAC, the IDVA will ensure that immediate safety measures are put in place by liaison with other partnership agencies as necessary and will be able to update the MARAC of the current position.

Where there is no consent from the victim the IDVA will still contact the referring agency to discuss options for trying to engage with the victim.
Those who attend the MARAC should consider the flow chart below to ensure all avenues are being considered where there is no consent.



The IDVA will look to feedback if they are engaged with the client. If they are not, it will be discussed if another agency is engaged and can therefore attempt to feedback to the client.

6 Business Continuity – COVID-19 or similar

Due to COVID-19 MARACs are now online, this is now an embedded process in Lincolnshire and nationally which allows for attendance and engagement with more partners due to the rurality of Lincolnshire. MARACs will remain online for the foreseeable future. This supports business continuity.
Invites will be sent via email and will be private to comply with UK GDPR and Information Governance.

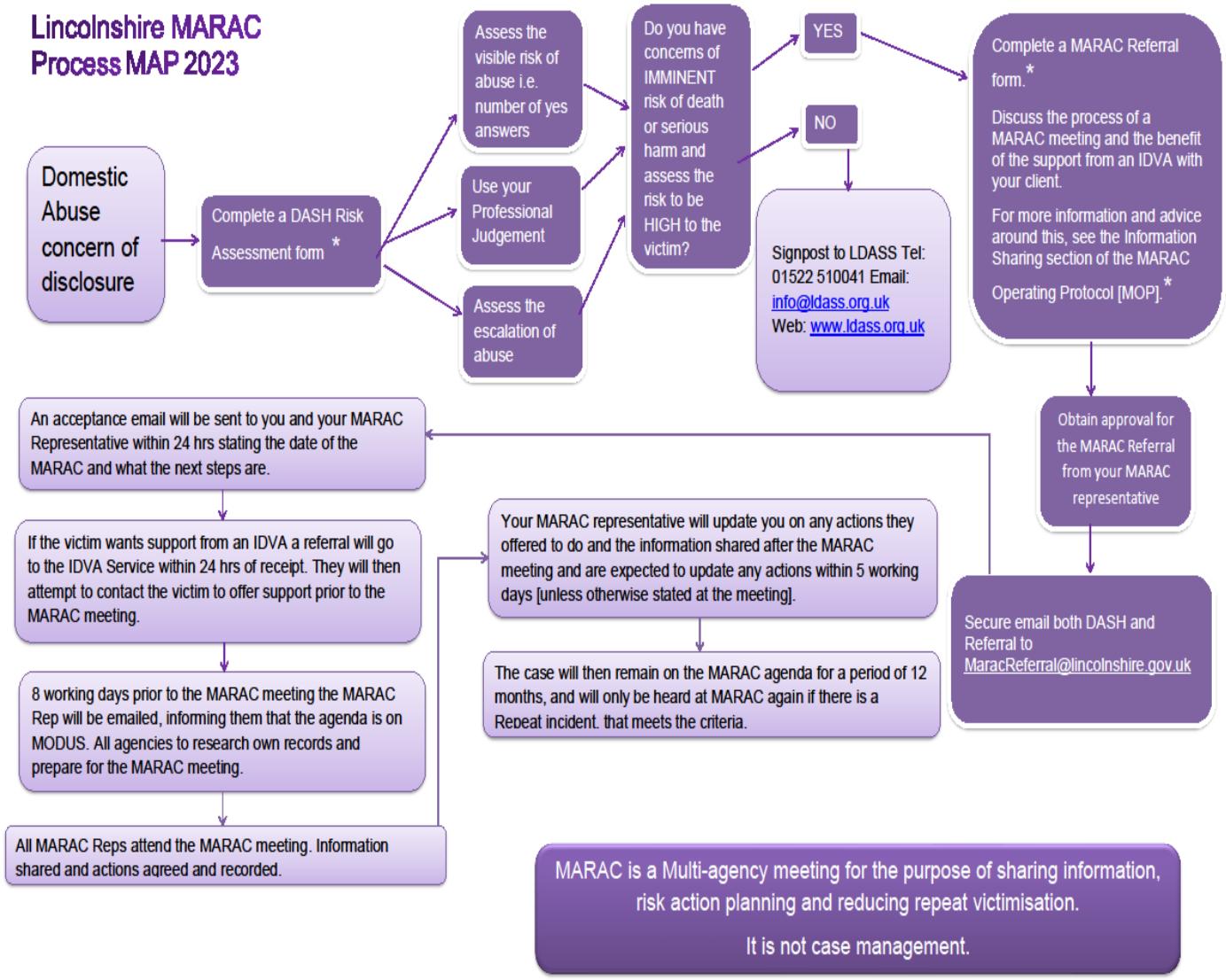
The easiest way to contact the MARAC Administration Team during such times as this is via the usual email addresses:
For referrals: maracreferral@lincolnshire.gov.uk
For Enquiries: maraclincolnshire@lincolnshire.gov.uk

And if you need to telephone the MARAC admin team their mobile numbers are:
Kevin Ealam: 07785 973436
Aidan Burnley: 07880 293577
Emma Dennis: 07880 294735
Magdalena Drzewiecka: TBC

The Teams work office hours are Monday to Friday 8:30am to 4:30pm and will be processing the referrals in the same way as normal. Please allow them time to respond to your emails and telephone calls as they will be remote working either at home or in other locations, either in isolation or with limited physical contact with one another. Regular catch ups between the MARAC Administration Team, wider LDAP team and MARAC Steering Group will be taking place via Microsoft Teams.

6.1 Increase in Referrals – Extension to the Length of a MARAC Meeting

There may be times during the year, when an increase in referrals may occur because of unforeseen circumstances.
In these instances, the length of a normal MARAC meeting may have to be lengthened, this will be notified to MARAC DMRs and Chairs as soon as possible and the extra cases will be added to the agenda as best seen for each time needed.



* All relevant paperwork for MARAC is available from the MARAC Administration Team by emailing maraclincolnshire@linconshire.gov.uk or via the Professionals Hub
For information on multiple MARAC cases/complex case processes please see section 8.2 in the MOP

7.1 Risk Identification and Assessments – DASH, S-DASH and H-DASH

A referral to MARAC only takes place where a case is identified as being High Risk of Serious Harm or death.

Across Lincolnshire all agencies [apart from Lincolnshire Police] must use the latest version of the DASH Risk Assessment, ensuring all agencies are using the same language and risk assessment tool when identifying and assessing risk.

It is common in domestic abuse cases that there will be a level of stalking and/or harassment.

As well as the DASH risk assessment, you can complete the S-DASH to help you further identify stalking behaviour.

You can also visit the DASH Risk Assessment website www.dashriskchecklist.co.uk for more information around these on a national level.

To further enhance risk assessment of an individual, there is also a H-DASH available on the professional's hub, that can be used to assess the risk to a person regarding honour-based abuse.

Guidance notes and the DASH, S-DASH and H-DASH risk assessments are available to download from the professional's hub.

7.2 Referring Cases to a MARAC

- A referral to MARAC only takes place where a case is identified as being High Risk of serious harm or death (see definition below).
- Cases can be referred to a MARAC by **any** agency signed up to this Protocol.
- Staff receiving a disclosure of domestic abuse ***must*** undertake an initial assessment using the DASH Risk Assessment toolkit. If a DASH hasn't been completed with the victim, partners are asked to use the information they know and their professional judgement to complete a DASH. A referral will **not** be processed unless there is a DASH attached, or if the DASH has been completed by another agency.

High risk is defined as:
There are identifiable indicators of risk of SERIOUS harm. The potential event COULD happen at ANY TIME and the impact would be SERIOUS
Serious Harm is defined as:
Harm which is life threatening or traumatic and from which recovery, whether physical or psychological, can be expected to be difficult or impossible.
(OAsys and Home Office Definition)

The threshold criteria for a referral to MARAC includes three elements:
Visible High Risk –
This is based on the number of 'yes' answers given on the risk assessment. As a guide, if there are 14 yes answers or more you may wish to consider a MARAC referral. 14 yes answers or more does not mean an automatic referral to MARAC. You should use your professional judgement and discuss the case with your MARAC representative. If there is a high risk of serious harm or homicide the case should then be referred to the MARAC.
Escalation –
An increase in the frequency or severity of the abuse.

Professional judgement –
The DASH score may be low; however the member of staff has serious concerns.

- If the Risk Assessment identifies a **High Risk**, this should be brought to the attention of the Designated MARAC Representative (DMR) within the referring agency.
- If a case is not currently assessed as high risk, the victim should still be offered support from LDASS and the services of other agencies or organisations.
- Agencies should aim to undertake a DASH Risk Assessment within 48 hours of the disclosure/incident. **The MARAC Referral form and DASH risk assessment must be completed in full. It must then be checked by the agency DMR to ensure that it is complete and meets the referral criteria for MARAC. The DMR will then authorise the referral and forward immediately to the MARAC Administration Team.**
- In all cases the relevant member of staff should complete the section of the referral form relating to consent and where possible give the reasons for why consent cannot be gained.
- The referring agency is expected to attend the MARAC and present the case.
- Consideration must be given to any children and or vulnerable adults within the household with appropriate procedures and protocols followed with immediate action.
- All agencies need to make defensible rather than defensive decisions.

Note to MARAC Representative:
If referrals to MARAC are not complete the MARAC Administration Team will contact the referring agency to obtain the necessary missing information. The MARAC admin team will only chase the referring agency twice within 2 weeks of receipt of the referral for the missing information. If there is no reply and the missing information has not been returned the matter will be escalated to the DA Partnership member for that agency or the signatory of the MARAC Operating Protocol by the beginning of the third week. If there is still no reply by the end of the third week the referral will not be processed and the responsibility for this lies with the referring agency.

7.3 Information sharing

All the information shared at MARAC is subject to this MARAC Operating Protocol and the Confidentiality Statement which is discussed at the start of each meeting. These documents are reviewed annually by the MARAC Steering Group and DA Partnership.
Lincs police will review the last 2 years' worth of incidents and share relevant information in a summary form
Other partners will look to share the last 12 months' worth of relevant information which is pertinent to building a picture of high-risk domestic abuse.
Caveats are:
If the case is a repeat case, we hear relevant information from the last date the case was heard at MARAC as we would have minutes and awareness of previous relevant information shared.
If there is historical information going back further than stipulated above, if it is necessary and proportionate to share in relation to current risk or patterns, then this can also be summarised within research.

This agreement includes that:

- Partners are responsible for downloading the case list for research purposes.

- Personal Data and special category personal data and restricted information must be stored securely (i.e. locked filing cabinet or MODUS, the MARAC database which is only accessible to relevant parties).
- The referring agency MUST, where appropriate and safe to do so, discuss their concerns with the client and seek to obtain their engagement and consent to have support from an IDVA. If consent is gained, the IDVA can represent them at the MARAC.
- It should be explained to the client that the IDVA will attend the MARAC regardless of any consent gained due to their role in this safeguarding arena.
- It is good practice to ensure your client fully understands the MARAC process, by talking through the IDVA leaflet with them, although consent is not required to share information at the MARAC in accordance with the requirements under Section 115 of the Crime and Disorder Act 1998, which allows information sharing to take place without the consent, the individual will gain more from the process if they give consent to an IDVA.
- Principle 1(a) of the UK GDPR states that personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject. Therefore, Processing of personal data shall be lawful only if and to the extent that at least one of the conditions in Article 6 – Lawfulness of Processing - apply and, when processing special categories of personal data, that one of the conditions in Article 9 – Processing of special categories of personal data - apply.
- Processing personal data and special categories of personal data for the purpose of a MARAC will meet condition 1(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller from Article 6 and will meet condition 2(g) under Article 9 - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

In addition, the Data Protection Act 2018, Schedule 1, Part 2, 18(1) – Safeguarding of children and of individuals at risk - provides for the sharing of special category personal data where the processing is necessary to protect individuals from neglect, or physical, mental or emotional harm for reasons of substantial public interest.

- If the service user has refused support from an IDVA when completing a MARAC referral then this should be recorded by the referring agency. If it has been impossible to contact the service user when completing the MARAC Referral this must be recorded too.
- The single point of contact for each agency should have sufficient standing within the signatory agency to have a co-ordinating and authorising role as they are responsible for ensuring their agency complies with the protocol and all relevant legislation.

When information is shared at MARAC, it is for MARACs purposes. On occasion where information is shared at MARAC where partners need to take further action internally; the responsibility to process information lies with that individual partner to ensure they comply with all relevant legislation including internal and UK GDPR.

Please note that there is a privacy notice for Lincolnshire County Council which covers why we collect and process information within the MARAC arena.
Community safety and emergencies – Lincolnshire County Council

7.4 Information Sharing MS TEAMS

- When sharing information on MS TEAMS chat, professionals need to be aware that this information may be kept for a period of time that goes in line with LCC retention schedule (for further information on the retention schedule, please contact the MARAC administration team)

- It is down to the individual agency to delete information in the chat after MARAC meetings. TEAMS does not allow the MARAC admin team to do this on partners behalfs.

- For HBA cases, the chat function is **not** allowed to be used.

- Should a SAR (subject access request) be requested, information may be shared from the relevant MARAC with the person who has requested a SAR. Professionals need to ensure that information shared is relevant and pertinent to risk. All information shared in the chat should not be identifiable to the person in question. Anyone that shares information in the chat that is seen as personally identifiable, will be asked to delete that information before they leave the meeting to prevent breaches of UK GDPR. The writer of the information that is shared, is the only person who can delete it from the chat.
  https://www.lincolnshire.gov.uk/comments-feedback/make-subject-access-request

7.5 MARAC Confidentiality Declaration

At the beginning of the MARAC the Chair will confirm if everyone has read the confidentiality declaration that was emailed out with the agenda. This includes any observers that should have been sent the declaration with their invite.
In addition to this those present need to be aware that some agencies place certain requirements on their staff to report serious breaches of staff regulations. The Police are guided through National Crime Recording Standards (NCRS) to record any further criminal offences disclosed through the meeting. To cover this, the following is included in the confidentiality declaration available on MODUS

Conflict of Interest

As part of the Confidentiality declaration should anyone in attendance at MARAC feel that they have a conflict of interest or know either the victim or perpetrator personally, they should declare this to the chair prior to the case in question being discussed as they may be asked to leave the Meeting.

If the person with the conflict of interest is part of the MARAC administration team they will be expected to have no part in the processing of the case, and another member of the team will take the minutes for that case.

If they are the Chair of the MARAC, they will declare this to the MARAC administration team and ask someone else to Chair that particular case.

This can be informed to the MARAC Admin Team preferably prior to the MARAC Meeting so alternative arrangements can be made in time for the meeting.

7.6 Agenda and Research prior to the MARAC

Eight working days prior to the scheduled meeting, the MARAC Administration Team will via MODUS, compile a case list and agenda for the meeting and notify the DMR's from each agency represented on the MARAC.

It is the responsibility of the DMR or delegated person to access the MODUS system and ensure the necessary research is undertaken on each case. This will include research on the victim and perpetrator. Information sent to the agency about the cases is **not** shared via email or post to always ensure confidentiality and security.

A MARAC research form is available to help all the agencies to share information in a consistent and time-efficient way. A copy of the MARAC research form is sent to all when the case list is ready for each MARAC

Consideration should be given to certain actions being carried out by an agency prior to a MARAC. These could include a marker being placed on the address within the police command and control system, target hardening, attempting to find Refuge accommodation etc. In cases where there are children or adults at risk involved, Lincolnshire County Council – Children's and Adult Services may also consider a need to take some immediate precautionary measures ahead of the meeting.

7.7 Removing a case from the MARAC agenda prior to the meeting

As all referrals should have been screened and approved by the DMR prior to submission there should rarely be a reason for removing a case from the agenda. In exceptional circumstances, e.g. the victim has moved out of area the case will continue to the MARAC and the reasons for the closure of the case recorded to ensure that there is an audit trail.

7.8 Referrals deemed not to be HIGH Risk at a MARAC Meeting

If a referral has bypassed the MARAC representative and the MARAC representative from the presenting agency does not believe that it should have been submitted as it is not a high risk case, and therefore wishes to withdraw the case at the meeting, the MARAC chair should check that no other agencies have any information to suggest that it is high risk and gain a consensus (by all) from the panel to deem that the case is not reaching the criteria of High Risk and not proceed any further. If agencies have information to suggest it should be heard the case will progress as usual.

However, upon hearing the case, if at that point there are concerns that the information shared may not be high risk, then any member of the MARAC meeting can question if this case meets the MARAC criteria and there should be a consensus (by all) that this is not a high-risk case.

If it is deemed NOT HIGH RISK this is then classed so, with the following occurring:

- the Chair will, with the support of MARAC Admin, complete a Not deemed as High-Risk form.
- MARAC Rep to feedback to the practitioner who referred the case into MARAC as to why it is not deemed high risk

- an email will be sent to ALL MARAC Reps to inform them to remove MARAC flags for the case from their internal systems.
- Actions can still be allocated if deemed necessary i.e. refer to LDASS for further support.

If there are repeated Referrals deemed Non-High Risk at MARAC from the same agency, this will be investigated by the MARAC Steering group as part of its quality assurance process and escalated up to the Domestic Abuse Operational Group.

The case will still remain on Modus, but as a closed case, and an Alert placed on the case notes with the details regarding which MARAC Meeting this occurred and why.

7.9 Presenting Cases at MARAC

The MARAC will begin with a welcome and introductions, followed by the Chair clarifying that all in attendance have signed in and are aware of the contents of the confidentiality declaration. Any outstanding/incomplete actions will be addressed and then the cases will be heard in order of the agenda.
The referring agency will present the case. The Chair will then ask the IDVA to share information (if consent has been given for IDVA involvement). The Chair will then ask representatives to share information as agreed and laid out in the Chairs Aide Memoir.

Presenting your case:

We no longer share victim, perpetrator or child details including name, DOB or addresses as this is available on the referral or the case list which partners can download. The referrer should go straight into the reasons behind referring the case to MARAC. This should be a risk focussed strength-based approach. A summary of the risks can include:

- Complicating factors/barriers to reducing risk e.g. mental health issues, unable to engage victims, substance misuse, extreme control which makes it difficult to make contact etc.
- What is working well/actions already taken to reduce or remove risks.
- Risks that remain.

Concentrate on the risk to the victim and any children or adults at risk involved by working through the DASH Risk Assessment and other information you have about the case.

When presenting your information for each case you are involved with at a MARAC:

- Please **DO NOT** repeat any information that has already been shared, unless your information adds to or conflicts with this information.
- Your information should be relevant, factual and up to date and **NOT** include any hearsay or personal opinions.
- And as above it should only involve historical information if it helps to identify patterns of behaviour and/or risks to those being discussed.
- Information shared should take a **maximum of 2 minutes** so all agencies have time to share their information.
- Historical information regarding the victim and perpetrator is important **if** it helps to identify patterns of **current** behaviour and **risk** but agencies must ensure that any

historical information is relevant and summarised and hasn't been shared at length at previous meetings.

7.10 Inviting an external agency to attend a MARAC

In exceptional circumstances an individual practitioner or outside of County agency may need to be invited to a MARAC meeting via MS Teams, in these circumstances, the agency and practitioner involved need to inform the MARAC Administrative team:

- The name of the Practitioner
- Job title
- Contact telephone number and email
- Details of the case they are involved with

No later than 5 working days prior to the meeting.

The MARAC Administration Team will then:

- Contact the individual practitioner to inform them of what time the case is due to be heard at the MARAC meeting.
- Send the practitioner a copy of the Confidentiality declaration, so they can read it prior to the MARAC meeting. The Chair will confirm when they join that they have read it.

At the MARAC Meeting:

- The individual practitioner is expected to ensure that they are in a confidential setting when taking the call.
- And arrange a way for the updating of any actions that they may be allocated to complete.

7.11 If the referring agency does not attend to present the case

The referring agency is expected to attend the MARAC and present the case. If the referring agency cannot attend to present the case, it is their responsibility to liaise with another MARAC representative who is able to present the case on their behalf.
If, for whatever reason, the person responsible for presenting the case does not attend, the Chair will request a representative from the panel to present that case, the process is to hear the case and then the DMR will make an appropriate action plan.
The MARAC Administration will inform the DA Operational Lead of the non-attendance for such cases so that the non-attendance can be followed up with the agency.

7.12 Information Sharing with GPs

Lincolnshire Integrated Care Board (ICB) request and provide GP information for both Lincolnshire and those identified as out of area. This is achieved by the ICB safeguarding team contacting each GP practice prior to the MARAC for information to be shared at the meeting by an agreed representative from a health partner. Information from the MARAC meeting deemed necessary to share, will be fed back to the GP practice by the ICB safeguarding team. This information is then recorded in the minutes and actions as any other agency's information. The ICB safeguarding team do not routinely identify children subject to MARAC GPs or request research
This decision has been made based on the following mitigations:

- For children open to CAMH's, information will be shared by LPFT

- For children open or involved in any criminal activity, information will be shared by the Police.
- For children open to Social Care, information will be shared by Lincolnshire Children's Social Care
- For children open to the Health Visitor/ Children's Health, information will be shared by Lincolnshire Children's Health service.
- For children open to services within LCHS or ULTH, information will be shared by LCHS/ULTH
- For children attending school, information will be shared by Education.

If it is agreed at MARAC that the GP may hold relevant information regarding a child, the ICB will take this as an action.

7.13 MARAC Minutes and Actions

The dedicated minute taker is provided by the MARAC Administration Team. The actions will normally be prepared the following day. The minutes will be available on MODUS within 10 working days of the MARAC. Access to the minutes is via MODUS for all those who attended the meeting or appropriate representative.

The minutes can be checked for accuracy by agencies as soon as available and any inaccuracies to information they shared should be identified and forwarded to the MARAC Administration Team who will make the necessary amendments.

Partner agencies should flag the case according to their own system used and internal processes. Where minutes need to be shared with local practitioners the information must be kept securely and policies and procedures adhered to.

MARAC minutes should <u>NOT</u> be copied onto agencies own internal systems; however, agencies can copy their <u>OWN</u> agency MARAC action onto their internal systems for their own awareness.

Standing Actions for each meeting are as follows:

- All cases will remain on the MARAC case list for a 12-month period from this meetings date.
- All agencies are to flag all cases on internal systems for a 12-month period from this meetings date, however, not for the alleged perpetrator.
- Feedback to all victims will be carried out by the IDVA unless otherwise stated.
- 0-19 Service will feedback to the Health Visitor where appropriate.
- ULHT Maternity will update MARAC with date of birth, name and gender of the baby, once any pregnant cases have delivered.
- All actions are to be completed and MODUS updated within 5 working days unless otherwise stated.

Escalation Procedures for outstanding actions:

Signatories of this protocol will ensure that there is a quality control system within their agency to regularly check that actions for their agency are completed on time and MODUS is updated. If an agency regularly has outstanding actions the MARAC admin team or Domestic Abuse Operational

Lead will notify the signatory who will then take steps to rectify the situation and escalate if appropriate to Strategic where required to ensure agencies leads put internal measures in place.
This process is suggested to be activated once the action becomes 5 days overdue from the agreed completion date.
The MARAC rep and their line manager will be emailed to request the outstanding/overdue action(s) are completed within 24 hours and asked to provide a rationale for actions getting to that stage.
Further information regarding outstanding actions is in the Quality Assurance section (20) of the MOP.

7.14 Feeding back to the victim after the MARAC

Following the meeting, it should be the most appropriate person, the IDVA (if consent has been given and they are engaged with the victim) to contact the victim and update them on any relevant information and any recommendations made by the MARAC. It should be made clear at the MARAC who will feedback to the victim, especially where there is no IDVA involvement. The agreed person who will provide feedback to the victim will be documented in the actions. The partner feeding back should ensure no breach of GDPR will occur and that risk would not escalate by feeding back certain information to the victim. Feedback should be victim focused.

7.15 Closure

Cases will be removed from the MARAC process at the end of a 12-month period, unless there has been a repeat incident, and this will include any appropriate flags. All agencies are notified by email, stating the case ID references are on the Library section on MODUS to cross reference so flags can be removed on their internal systems.

In the event of an agency becoming aware of the death of a victim or an alleged perpetrator please contact the MARAC Administration team, who will update MODUS accordingly, as well as notify the DA Business Manager who has a lead in the DARDR Process in Lincolnshire.

7.16 MODUS

MODUS is a multi-agency tool that supports information sharing for cases referred to MARAC. MODUS access will only be granted to Admin/Representative/Chairs for each agency, once they have completed the requirements as set out in item 5.3.

The system conforms to and maintains the highest information security accreditation BS7799:2002.
Agencies are not to access MODUS for the purposes of sharing information with other agencies, police forces, or MARACs in other counties. Any enquiries for information from MODUS in Lincolnshire should be directed to the MARAC Administration Team.

7.17 Subject Access Requests (SAR)

Subject access requests need to be completed by the person whose information MARAC hold. We will not disclose any information to alleged perpetrators of domestic abuse due to safeguarding concerns. Should the MARAC admin team be made aware of a SARs request, the person who applied (clarification will be sought to ensure they are the person whose information is wanted)

will be encouraged to complete a SAR request online with LCC. Should an agency request this on behalf of a client, that agency will be given the link for the request online to provide to their client. The Customer Information Service will then liaise with the DA Operational Lead regarding disclosures of documents and redact where appropriate. The DA Operational Lead will look to see what is the safest method of disclosure that is required and liaise with any agency that may be involved with the client.

7.18 Disclosing MARAC Information to Courts via the MARAC Administration Team

MARAC minutes will only be disclosed upon receipt of a Court Order and after consideration by the DA Operational Lead and liaison with the LCC Legal Services, who are under a duty to raise formal objection if any disclosure will interfere significantly with a safety plan or may cause harm to any relevant child.

The guidance produced by the Working Party of the Family Justice Council 'MARACs and disclosure into court proceedings, December 2011' will be consulted where disclosure is being considered and legal advice will also be sought, if required.



Disclosure into court proceedings.pdf

7.19 Legal Aid Letters

For victims of domestic abuse who have been heard at MARAC and who require a letter of confirmation for legal aid purposes, the request should be submitted to the MARAC Administration Team, via secure email and include the following: the case number, victims, and perpetrator's name, together with safe contact details of where the letter should be sent to.

8. Repeat referrals

A repeat referral is handled in the same manner as an Initial, with a DASH and Referral form submitted for each case.

The following criteria constitutes a 'repeat':

- Violence or threats of violence to the victim or
- Where there is a pattern of stalking or harassment
- Where rape or sexual violence/abuse is disclosed

Any of the categories' listed above would be defined as criminal behaviour if they were reported to the police.

When a repeat case is heard the 12-month period recommences from the date of the MARAC Meeting. So, all flags for that case should be changed accordingly on agency systems, and any agency can refer in a repeat, not just the original agency.

8.1 Weekly Update Procedure

If you are working with a case where there is an update of information i.e. New address; Changes in details; Changes in school; Whether the relationships has resumed; Pregnancies; Additional risks or vulnerabilities, that you wish to share with other agencies, however, the case does not constitute a Repeat MARAC as in section 7, please complete a MARAC Weekly Update Form, available on MODUS and email to the MARAC Administration Team via maraclincolnshire@lincolnshire.gov.uk

The DMR needs to clarify before submitting a weekly update with the purpose of the update, for example why it is an update and not a repeat, what they have done with the information, what they want other agencies to do with the information and any safeguarding, signposting and action planning they may have done.
After doing all of the above, the MARAC Rep submitting the weekly referral can request that all agencies extend the 12-month flag when submitting a weekly update, if they feel that this would be appropriate.

8.2 Multiple Repeat/Complex Case Review

This process is for cases that result in multiple referrals coming back to MARAC or that have complex issues within them and therefore require a more in-depth analysis of the case than can be given in the allotted time at a scheduled MARAC Meeting.

The criteria for Multiple Repeats only:

- The case to have been heard at least 4 times previously [there is no automatic referral]
- the case must have been heard within the last 12 months
- with the same victim and perpetrator OR
- multiple times with either the victim or the perpetrator at MARAC with different partners.

Complex cases do not have to fit the above criterion, as it is the complexities of the case that make them require a review and it can often be their first time being heard at MARAC.

Any Representative at a MARAC that feels a case warrants a Multiple Repeat/Complex Case review can raise this at the time of the MARAC and a review will be set as an action to be convened.
However, there must be a consensus from all at the MARAC Meeting that the case warrants being heard as a Review.

Before resorting to this review process, representatives should ensure that all previous actions have been completed and that there are no further options apparent at the time. This can be checked via the Chairs Aide Memoire, which holds all the previous actions for Multiple repeat cases. These are stored on a secure folder on LDAP SharePoint only the MARAC admin team have access to.
The action to convene the review must include the timescale of when to convene the review, which is a maximum of 14 days, and will normally be held after a scheduled MARAC Meeting.

The review itself will be facilitated by the MARAC Admin Team and actions and minutes will be on MODUS as specified for a normal MARAC meeting.

If a case has a different perpetrator, then it should go to MARAC first before determining if it meets the criteria for Complex MARAC.
If a case has ongoing concerns regarding domestic abuse and has been heard at Complex MARAC before, with the same victim and perpetrator, then it would be suitable to assume that the complexities remain and could be re-referred in with a new referral but requesting this goes straight into Complex MARAC.

9. MARAC Transfer Referrals

Transfer Out of Lincolnshire:

- Where agency staff become aware of a case that requires a transfer out of the MARAC, to another area, they should immediately inform the MARAC Administration Team.
- The reason for transfer to another area should be made clear to abide by the UK GDPR.
- It is the responsibility of the MARAC Administration Team to ensure the transfer is made to the relevant MARAC. (Contact details for all England and Wales MARACs are held by SafeLives).
- However, it is also the responsibility of that agency to contact their counterpart in the new County to inform them of their involvement with that case, as not all transfers are heard at a MARAC if by moving the risk has been reduced.

Transfers Into Lincolnshire:

- Referrals from another MARAC will be processed in exactly the same way as local referrals.
- The other area will be asked by the MARAC Admin Team to complete the Lincolnshire MARAC paperwork [where possible] to enable the partnership to be clear about the reason for the referral and the current risks.
- The referrals will be placed on the next available agenda
- The other MARAC/Agency will be asked to attend our MARAC via MS Teams to present the case, otherwise the MARAC Admin Team will present the case.
- If an agency are working with a client and the client discloses that they have been heard in the last 12 months at MARAC in another County, as part of your normal safeguarding procedures it is best practice to request a MARAC Transfer from that County's MARAC to Lincolnshire MARAC and reach out to your counterpart in the other County to gain information to support the client, as they are still classed at High risk of abuse in the other county and we are aware from research and domestic abuse related death reviews that the abuser may follow them.

10. Emergency MARACs

An Emergency MARAC should be an exceptional event. It is only called when serious risk of harm to the victim is so imminent that statutory agencies have a duty of care to act at once, rather than waiting for the next MARAC. Also, if there is no robust safety plan already in place where agencies are working with the victim, or the safety plan is no longer working and there is an imminent risk to life.

- In the first instance the referrer must liaise with their manager and their agency MARAC representative about the need for the emergency MARAC, with consideration being given to the risk and whether the risk of serious harm is imminent. Only once a victim is assessed as High Risk and the risk of harm is so imminent that statutory agencies have a duty of care to act at once, rather than waiting for the next MARAC should the emergency referral be made.

Agencies should also consider, if there are already several services involved and a robust safety plan in place where information can be shared with those involved at that point. If this cannot be done and it is felt that the only way they can safeguard a victim appropriately is through an Emergency MARAC, the MARAC rep needs to sign this off.

- Where there are concerns that victims are at risk of suicide including concerns perpetrators may collude victims into acts of self-harm which could lead to suicide, please refer to the point above and consider if an emergency MARAC is needed at this point. Agencies should ensure that key information is captured from the victim and shared with appropriate agencies i.e police, LPFT. Agencies should make appropriate referrals to services and where required, contact mental health services for further advice, via 111, option 2.
- The referring agency will inform the MARAC Administration Team initially by telephone.
- For each Emergency MARAC request it will be reviewed/assessed by the Domestic Abuse Operational Lead or Domestic Abuse Business Manager (and if required with the assistance of up to three MARAC Chairs) to ensure the case warrants an immediate multi-agency discussion.
- Once it has been reviewed and agreed to be listed as an Emergency MARAC, the MARAC administration team will take steps to ensure that a meeting is called within 72 hours.
- The referring agency must attend to ensure that the details presented are accurate.
- The meeting may be conducted by Microsoft Teams to ensure all partners are represented, if this enables the timeframe of 72 hours to be achieved, otherwise it will be added onto the end of next available MARAC meeting within the 72-hour timeframe.
- All agencies must make every effort to participate or if unable to do so, provide information.
- The meeting should last no longer than 30 minutes unless there are exceptional circumstances.
- Urgent actions must be executed immediately.
- MODUS must be updated as per normal process.

11. Other Multi Agency Forums and how they work with MARAC

11.1 Multi-Agency Public Protection Arrangements [MAPPA]

MAPPA is the process through which the Police, Probation and Prison Services work together with other agencies to manage the risks posed by violent and sexual offenders living in the community in order to protect the public.

The MAPPA Administration Team will email the MARAC administration team with the MAPPA agenda and request they check them on MODUS and let them know if there are any known persons being discussed.

If any of the cases are due to be heard at MAPPA, the minutes and actions can be shared proportionately at the MAPPA meeting and the IDVA if involved will be invited.

When the MAPPA Administration Team receives the Agenda on a weekly basis they will also check it against agenda's for MAPPA meetings and any cases that are due to be heard at MARAC they will provide a summary of information in one of the following ways:

- If the case is open to National Probation Service, they will present the summary of information.
- If the case is not open to NPS, the summary of information will be sent to the MARAC Administration Team as research, to then be shared at the MARAC.
- If the MAPPA case to be shared is a level 3 case, the MAPPA Co-ordinator will attend to present the summary of information.

Either Chair from the MAPPA or MARAC meeting can make a referral to either Forum, which will be formally completed by the agency with the closest relationship with the perpetrator or victim.

Not one Forum takes precedence over the other; they complement the work each can provide to manage the risks to both victims, the perpetrator, and the wider community.

All MAPPA forms and information can be found nationally at www.mappa.justice.gov.uk

11.2 Anti-Social Behaviour Risk Assessment Conference [ASBRAC]

The ASBRAC in Lincolnshire is the multi-agency approach used to manage high risk victims, perpetrators, and locations of Anti-Social Behaviour (ASB).

It is the referring agency's responsibility to establish whether any person referred to ASBRAC is subject of the MARAC (Multi Agency Risk Assessment Conference). They must also ensure MARAC are notified of the referral to ASBRAC, when applicable, and arrange for an appropriate DA representative at ASBRAC to work together to support the response.

11.3 Integrated Offender Management [IOM]

Integrated offender management (IOM) is the multi-agency team that has been established in Lincolnshire to manage prolific offenders.

The working relationship between IOM and MARAC will ensure that:

- both multi agency meetings are aware of what agencies are currently involved
- the correct representatives can be invited to the meetings or research obtained
- we avoid duplication
- we prevent inadvertently undermining intervention by either group
- we enable a holistic overview of the case
- we safeguard adults at risk and children
- we have a wider perspective of the service users' relationships and possible avenues for intervention

The County Domestic Abuse Team will provide access to MODUS to the MARAC Representative in the IOM team, this could be the police offender manager (POLM) for the individual or the IOM support officer (IOMSO), depending on availability. The IOM MARAC Representative will check all potential IOM cases against the MARAC database prior to meeting with the offender/service user. If there are any risks to staff identified on MODUS this will be shared within the team prior to any engagement with the IOM service user to enable risk assessment/safety of staff.

The IOM MARAC representative will have full access to the MARAC minutes and action plans but will not share any of the agency information, except for issues relating to the safety of staff. This is because the information could be out of date and the agency should be asked directly for information that can be shared with the IOM team to ensure Data Protection legislation is complied with i.e. that information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate

- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure

When appropriate, a MARAC representative and/ or the IDVA if there is one, may be invited to an IOM Multi Agency Professionals (MAP) meeting. These are held adhoc, when the need arises, to address a specific concern or manage the risk an individual presents. In response to an IOM MAP invite, a MARAC representative or IDVA will attend and or supply relevant research.

The IOM MARAC representative will attend MARAC meetings to share relevant IOM information and volunteer any actions for the IOM team. If unable to attend, relevant research will be provided on any IOM cases to the MARAC admin team or to a colleague to present on IOM's behalf (for example probation).

11.4 Multi Agency Child Exploitation [MACE]

The definition of Child Sexual Exploitation is:
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

Child Sexual Exploitation: Definition and guide for practitioners, local leaders, and decision makers working to protect children from child sexual exploitation, DoE 2017)

Child Criminal Exploitation:
While there is currently no legal definition of child criminal exploitation, it is widely accepted to occur

"Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology."

Child criminal exploitation is an emerging issue affecting communities across the UK. The most common form of criminal exploitation involves children being exploited into looking after, moving or selling drugs for others, this can take the form of the County Line drug model including cross border criminality or could involve adult perpetrators within Lincolnshire
With the change in the definition of domestic abuse in April 2013 to include 16- and 17-year-olds it is possible that both domestic abuse and Child Sexual or Criminal Exploitation could be identified at the Multi Agency Risk Assessment Conference.

If a young person aged 16 or 17 is considered as being a victim of exploitation either at the point of referral or through discussion at the MARAC meeting, the referring agency should complete the LSCP CE Screening Tool to determine the level of concern and follow the existing MACE referral

pathway. All relevant MACE paperwork can be found on the LSCP website THE homepage – LSCP (lincolnshirescp.org.uk)

It is expected that when completing the LSCP CE Screening Tool the author ensures that details of the domestic abuse and/or MARAC involvement. This will enable MACE to target and disrupt suspected perpetrators of exploitation and look to increase safety within identified areas of concern.

12. Employee Cases at MARAC

If there is a significant risk to safety, or the future impact on the livelihood of the victim, high risk cases involving victims and perpetrators who are involved with MARAC and have access to MARAC data will be handled differently and will follow this process at Lincolnshire MARAC.

If the victim is in agreement for their case to be referred to MARAC in the usual way, and it is safe to do so, there will be no change to the management of the case.

However, Employee cases can be processed on a case-by-case basis if the employer informs that either the victim or perpetrator has access to MODUS or their internal systems then the case will be dealt with as an Employee case.

If there are significant risks to safety or the livelihood the following process will be followed:

- The referrer should contact the MARAC Administration Team to explain the sensitivity of the case and the risk factors that prevent the case being heard as normal and mark the referral as EMPLOYEE – SENSITIVE.
- The record on MODUS will be restricted.
- The referring agency or IDVA should encourage the victim to disclose the abuse to their line manager for support in the workplace.

Where possible the referrer should make the MARAC admin team aware that the perpetrator works for an agency represented at MARAC so that the admin team can inform that agency prior to the case being added to the agenda, giving the agency time to restrict access to appropriate systems and databases that the perpetrator may have access to.

If the alleged perpetrator of domestic abuse works for an agency represented at MARAC that agency should follow their own internal policies and procedures in relation to allegations of abuse. All cases where the perpetrator has access to the MODUS system will be restricted and the above process applied.

A referral to the Local Authority Designated Officer (LADO) may be needed if the alleged perpetrator works with children. This is the responsibility of the referring agency, unless agreed otherwise at the MARAC. See Section on LADO in this document. If they are working with children or young people refer to Lincolnshire Safeguarding Children's Partnership.
THE homepage – LSCP (lincolnshirescp.org.uk)

If the alleged perpetrator of domestic abuse is a person in a position of trust e.g. working with vulnerable adults; refer to the Lincolnshire Safeguarding Adults Board Policies and Procedures.
Lincolnshire Safeguarding Adults Board – About the LSAB - Lincolnshire County Council

13. Local Authority Designated Officer [LADO]

Referrals should be made to the LADO where an allegation or suspicion arises within an individual's own work (paid or voluntary), with their own children, with other children living outside the family and historical allegations and;

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children

The procedure for this can be found on the Lincolnshire Safeguarding Children Partnership website: https://www.lincolnshirescp.org.uk/lscp-safeguarding/report-concern-staff-member-volunteer

In respect of victims who work with children (including volunteers, foster carers etc.) the LADO would need to consider if there were concerns around the victims understanding of the impact of domestic abuse and their ability to protect their own children/safeguard any children they work with.

Regarding referrals through the MARAC process, the LADO will require detailed information regarding the persons place of employment and role within that, the specific concerns as it relates to their employment, and an assessment of any additional risk factors that relate to the disclosure of this information to the victim of domestic abuse.

14. Persons in a Position of Trust [PiPoT]

The statutory guidance to the Care Act 2014 (updated 2018) requires Safeguarding Adults Boards to establish and agree a framework and process to respond to allegations against anyone who works with adults with care and support needs, however, this does include adults at risk for example their partner or a child.
The Person/s in a position of trust (PiPoT) might be a worker or volunteer within an organisation and relates to those instances where a relevant agency is alerted to information that may affect the suitability of a professional or said volunteer to work with an adult(s) at risk, where such information has originated from activity outside their professional or volunteer role and place of work.
They may be at risk of allegations being made against them at any time and we need to ensure clear and safe working practices are in place. An allegation against a PiPoT must be taken seriously and dealt with fairly in a way that protects both the adult and the PiPoT.

If the individual that could cause harm is an employee, then it is down to that employer to check internal policies and procedures on how to deal with the concern.

If a professional becomes aware that there may be a PiPoT that could cause harm/has caused harm to an adult at risk, then it is down to that individual professional to raise concerns via their PiPoT Lead within their organisation. As part of the MARAC, it should be considered who the data owner is, in order to decide who is responsible for taking the action to liaise with their agency PiPoT Lead and raise this concern. In relation to domestic abuse, we need to ensure safeguarding is considered and caution is given to how the employer is approached.

A PiPoT referral should be considered if the PiPoT is alleged to have behaved in one or more of the following ways:

- may have, or has caused harm to the adult
- committed a criminal offence against or related to the adult
- poses a risk of harm to the adult.

If a risk to children is identified, the Local Authority Designated Officer (LADO) will also need to be notified.

For further information please see the PiPoT policy and section2 for scope of referrals.
PiPoT Protocol (trixonline.co.uk)

15. Associated Forms of Abuse

15.1 Honour Based Abuse [HBA]

Honour based abuse refers to crimes or incidents committed to protect or defend the so called honour of a family and/or community. It can take many forms including harassment, criminal damage, arson, sexual assault, forced marriage, kidnap and even murder.
When dealing with potential victims it is important to recognise the seriousness/immediacy of the risk. Consider the possibility of forced marriage, abduction, missing persons, and murder.

There is a now a HBA DASH (HDASH) that partners can complete when Q20 and 21 is answered yes on the DASH. This will help understand what HBA the victim is experiencing and understand further risks. This is available on the Domestic abuse resources – Professional resources

15.2 Forced Marriage [FM]

A forced marriage is where one or both people do not (or in cases of people with reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.
The pressure put on people to marry against their will may be:

- physical – for example, threats, physical violence, or sexual violence
- emotional and psychological – for example, making someone feel like they are bringing 'shame' on their family
- Financial abuse, for example taking someone's wages, may also be a factor.

https://www.gov.uk/guidance/forced-marriage

15.3 Female Genital Mutilation [FGM]

Female genital mutilation (FGM) is a specific offence in its own right. The Female Genital Mutilation Act 2003 makes it illegal for FGM to be performed in the United Kingdom and for any British person to aid, abet, counsel, or procure FGM on any UK national or resident anywhere in the world even it if is not illegal in that country. This legislation includes parents who allow FGM to be performed on their daughters. If the victim of FGM is 18 or under then this should be treated as a safeguarding concern and the referring agency should refer to their safeguarding children policy and procedures.

There also needs to be consideration to Male Genital Mutilation (MGM). There are no laws against

MGM and this is normally performed in the Jewish or Muslim communities and know as circumcision. Compared to FGM, there is reduced risk to life, if this were to be performed, however, it is usually on a minor, without their consent, and can have long term impacts on health and sexual health when older. There could be pressure from the wider family to have this performed or from 1 parent, adding into CCB. Further questions should be asked if there are concerns regarding HBA.

15.4 How to refer the above cases into MARAC and how they are processed

Due to the nature of these cases, agencies must handle the information provided in a highly confidential way. The family or community could be within or put pressure on staff to divulge information.
Also due to the sensitive nature of these cases, they are not viewable on MODUS, details for these cases are telephoned to those who are needed to be involved. Therefore, if you require information later, please contact the MARAC Administration Team via email at maraclincolnshire@lincolnshire.gov.uk

For the safety of the client, HBA, FM and FGM cases will be handled differently and will follow this process at Lincolnshire MARACs:

- Individual agencies will decide the appropriateness of referring the case to MARAC and any risks in doing so. The decision to have the case heard at a MARAC will be agreed by the referring agency (in consultation with other relevant agencies is necessary). If deemed suitable then the referring agency will complete the required MARAC forms and submit them to the MARAC Administration Team marked as HBA.
- The H-DASH risk assessment on the Professionals Hub enable agencies to highlight a HBA case. The DASH training includes an input regarding HBA to ensure staff know how to identify it and how to deal with such a case.
- Agencies will highlight on the referral and or email that the case is either an HBA, FM or FGM cases
- The referral will be processed in the normal way as in sections 5.3, however, attached to an individual HBA MARAC Meeting of its own for each referral, but on the same day as the MARAC meeting for the same area. This way, only those attending that HBA MARAC meeting will have access to the full information on those individuals concerned. Each HBA MARAC Meeting will be assigned the reference number of the individual allocated by MODUS, for example HBA 1234 MARAC Meeting, but not include the initials of the individual.
- The MARAC Admin Team will then notify those attending [see next step] by phone or leave a message to call back or send an email for the attendee to call back so they can inform them of the individual HBA MARAC Meeting on MODUS, so they can do the necessary research.
- Those in attendance are statutory agencies and any other agency that is involved with the case.
- The case is then placed on the agenda for the regular MARAC Meeting so those attending know what time it is being heard, and is placed before the most suitable break depending on the district the client lives in.

15.5 Non-Fatal Strangulation [NFS]

Non-Fatal Strangulation became an offence on 7th June 2022.
The practice involves a perpetrator strangling or intentionally affecting their victim's ability to breathe in an attempt to control or intimidate them.
Studies show that those who are murdered are 7 times more likely to have experienced non-fatal strangulation beforehand.
The offence applies to British nationals who may experience this when abroad also.
The Domestic Abuse Act 2021 amends the Serious Crime Act 2015, introducing 2 new sections — section 75A and 75B— which create a new and specific criminal offence of non-fatal strangulation and suffocation.
For more information on the types of Non-Fatal Strangulation and the risk factors associated with this offence, please visit https://www.ifas.org.uk/

15.6 Controlling and Coercive Behaviour [CCB]

On 29th December 2015, Section 76 of the Serious Crime Act 2015 introduced the criminal offence of controlling or coercive behaviour in an intimate or family relationship. The offence was brought into force in recognition of the severe impact of controlling or coercive behaviour which can comprise economic, emotional, and psychological abuse, technology-facilitated domestic abuse, as well as threats, whether or not they are accompanied by physical and sexual violence or abuse.
On 5th April 2023 further amendments were made to allow evidence in post separated couples who are **not** living together to be investigated.

The controlling or coercive behaviour offence is only applicable where:

- The victim and perpetrator are personally connected at the time the behaviour takes place;
- The behaviour has had a serious effect on the victim;
- The behaviour takes place repeatedly or continuously; and
- The perpetrator must have known that their behaviour would have a serious effect on the victim, or the behaviour must have been such that he or she "ought to have known" it would have had that effect.

The offence seeks to capture patterns of abuse that occur over a prolonged period, or cause fear of violence on two or more occasions, which enables an individual to exert power, control or coercion over another.

If convicted at Crown court, the perpetrator could receive up to a 5-year sentence and in a Magistrates court, up to 12 months imprisonment, fine or both.

16. Child to Parent/Carer Abuse (CPCA)

Child to Parent Abuse includes carers/those in a parental role whether this is fostering, adopting, temporary custody of a child.
In the DA Act 2021, the official definition of domestic abuse covers individuals from the age of 16. However, there are occasions of familial abuse where the parent/victim is over the age of 16 but there is a child displaying harmful behaviour towards them.

Section 235 of the DA Act 2021 states: *Professionals should recognise the dynamics, impact, and risk when responding to cases of child-to-parent abuse. This may include, commissioning specialised local child-to-parent abuse services or embedding staff, within a multi-agency 'front door' referral system, who are trained to identify and respond appropriately to both the child and the parent victim. It is important that a young person using abusive behaviour against a parent or family member receives a safeguarding response, which should include referral to a Multi-Agency Safeguarding Hub or local equivalent in the first instance where a parent advocate may attend, followed by referral to Multi-Agency Risk Assessment Conference if necessary, regardless of whether any police action is taken*.
All partners who have identified CPCA should complete a Children's Safeguarding referral and a DASH. Avenues of support should be explored through Early Help, CIN or CP routes. Should the abuse escalate, and the risk is high risk, then a referral to MARAC is then appropriate.
Ensure appropriate language is used – child displaying harmful behaviours rather than a perpetrator. The latest MARAC referral form reflects this language.

If the victim is under 16 years and the perpetrator is 16 years or above this would be referred to Children's Services as a safeguarding issue. If both victim and perpetrator are under 16 years this should also be referred to Children's Services as a safeguarding concern. A referral/signposting can also be made to specialist domestic abuse services if deemed appropriate.

Please visit Domestic abuse resources – Professional resources (lincolnshire.gov.uk) for the external partner flow chart when CPCA is identified

17. Domestic Violence Disclosure Scheme (DVDS)

Domestic Violence Disclosure Scheme (DVDS), also publicly known as Clare's law, launched in Lincolnshire in March 2014. A police led scheme, with two routes available Right to Ask & Right to Know. The applications are managed and held by Lincolnshire Police; all information is placed on a secure force system (NICHE). All applications are processed and managed by the Protecting Vulnerable Person's Police Safeguarding Hub (PVP PSH). A multi-agency meeting will take place once a week to discuss the applications. Police will have already drafted out appropriate wording for a disclosure. A few days before the meeting is due, police will send round the agenda and draft wording for partners to research. Partners will attend the meeting and further discussions around the wording or how disclosures will take place, will occur. Any partners that cannot make the meeting, will send research.

The Agencies involved with each application are Lincolnshire Police, National Probation Service – Lincolnshire, Lincolnshire IDVA Service, and Adults and Children's Services (Lincolnshire County Council). Other partners may attend on a case-by-case basis.

The MARAC Operating Protocol supports sharing of information within this scheme.

Full information can be found on the force's website Request information under Clare's Law: Make a Domestic Violence Disclosure Scheme (DVDS) application | Lincolnshire Police (lincs.police.uk) and anyone (member of the public, or professional) who wishes to make an application should call 101.

18. RSPCA referrals

Where animal abuse is identified at MARAC and no reports to services, prior to MARAC have been made i.e to the police or the RSPCA; then the agency who had the disclosure will need to make a referral to the RSPCA and follow the process. Where information on animal abuse is known prior to MARAC, a referral should be made in case the RSPCA should want to attend the meeting.
All the process information is on Domestic abuse resources – Professional resources (lincolnshire.gov.uk)

19. Domestic Abuse Related Death Reviews [DARDRs]

The Domestic Violence Crime and Victims Act 2004, Section 9 introduced Domestic Homicide Reviews as statutory on 13th April 2011. In 2024, DHRs officially changed its terminology to Domestic Abuse Related Death Reviews (DARDRs) to better reflect the scope of reviews which now include deaths resulting from domestic abuse related suicide and other forms of abuse beyond homicide.
For more information on DARDRs please visit DHR-Statutory-Guidance-161206.pdf

As of September 2025, 47% of Lincolnshire commissioned DARDRs are domestic abuse related suicides.
Nationally there has been a rise of domestic abuse related suicides. The number surpassed those killed by intimate partners in the year ending March 2024 Multi-agency approach crucial to prevent domestic abuse deaths

Where a case has been referred to MARAC, information provided at DARDR's can evidence actions taken by agencies in tackling domestic abuse where the victim has been identified as High Risk. Sharing of this information can provide crucial learning outcomes from individual DARDRs.

The County Domestic Abuse Team will respond in accordance with the Statutory Guidance on Domestic Abuse Related Death Reviews and share any information held on MODUS required as part of the review process. Partner agencies should be aware that in the case of a Domestic Abuse Related Death Review, local or elsewhere nationally, the minutes and actions will be shared with the Review Panel.
For more information on DARDRs, including Lincolnshire DARDR Protocol, please visit DARDR resources – Professional resources.

20. Evaluation and Performance Management

The MARAC Admin Team is responsible for collecting all the data relating to the MARAC. The data is collected monthly.

The data is reviewed by the DA Operational Lead, the MARAC Steering Group, DA Partnership and is forwarded to SafeLives.

21. Quality Assurance and Governance

The Lincolnshire MARAC is subject to the Quality Assurance Framework which is implemented and managed locally utilising tools by SafeLives. Partner agencies should also be aware, that at times, there will be a need to participate in other quality assurance processes.

MARAC administrators provide quarterly data to SafeLives, this does not contain any personal data.
IDVAs that attend MARACs, go through Leading Lights accreditation every 3 years with SafeLives. During this process SafeLives may require access to IDVA case notes to ensure IDVAs are meeting criteria for Leading Lights assessment. SafeLives will sign a confidentiality agreement understanding that their access to MODUS is limited and for the purpose of reaccreditation of the IDVA service. No information will be taken off MODUS by SafeLives at any time.

The Domestic Abuse Operational Group and MARAC Steering Group

The DA Operational Lead is responsible for the delivery of the Lincolnshire MARAC and is a member of the DA Operational Group and Steering Group. This MSG has overall responsibility for the development and implementation of the MARAC and reports to the DA Partnership.

This multi-agency group reflects the membership of the DA Partnership. In addition, agencies from the voluntary sector are full members of the group.

The DA Partnership is supported by a small MARAC steering group set up to analyse specific issues and data related to the MARAC.
The core responsibilities of the MARAC Steering Group and DA Operational Group in relation to MARACs are:

- Address operational issues
- Monitor and evaluate feedback and issues arising from the MARAC
- Monitor referrals from agencies, repeat rate and outstanding actions
- Ensure that effective partnerships are maintained
- Report to the strategic partnerships
- Oversee efforts to raise awareness with local practitioners about the MARAC
- Maintain and review protocols and procedures in relation to the MARAC and ensure consistency of approach across the county

The MARAC admin team will consult with partners using the SafeLives self-assessment tool which aims to measure the quality of the MARAC. This is completed every 2-3 years. A MARAC Action Plan is produced and monitored by the Domestic Abuse Operational Lead and presented to MARAC Steering Group.

MARAC admin team complete quarterly data for SafeLives and will look to share this with the Domestic Abuse Operational Lead when sending this off to SafeLives to assist any areas identified which need further review.

Each year a review of MARAC will take place by the Domestic Abuse Operational Lead and include:

A small group of stakeholders from MSG to review up to 5 cases each using an agreed auditing tool.	Ensure the 4 aims and 10 principles Safelives set are pivotal in the running of Lincolnshire MARAC, focusing on the quality of referrals, SMART actions, clear minutes and information that is pertinent to risk.
Look at inappropriate referrals.	How many during the year, who referred them? Any patterns?

Chair feedback from MARAC reps.	1 per chair throughout the year through MS forms and feedback discussed with the individual chair.
Agency attendance throughout the year.	Look at any patterns for non-attendances of agencies and escalation of concerns to strategic leads.
Looking at repeat referral rates.	Compare this to national rates and review the type of actions set at CCR, are they extraordinary? Could anything else be done?
Look to see how partner agencies have tried to engage victim/survivors.	Have all options been considered? Was multi agency engagement appropriate to consider?
Review victim/survivor engagement.	Through IDVA SUQs and any information on case notes/from partner agencies.
MARAC reps complete a yearly survey.	Looking to see what works well at MARAC, areas for improvement and if partners feel the MARAC is effective.
Review MARAC distribution list emails and access to MODUS.	To ensure this we have the correct reps on the distribution list and accessing modus for the correct reasons to mitigate any unnecessary information sharing.
To review how many referrals we have per year.	Break this down into those who were referred in due to escalation, visible high risk or professional judgement.
Look at Lincolnshire quarterly data sent to Safelives and compare to national data	Look at Lincolnshire statistics and compare to national rates, looking at areas of vulnerability and areas we are working well within.

The above and other areas of the Framework will be looked at as part of a yearly audit.
Findings are shared with members of the MARAC steering group and DA Strategic group. Any serious concerns are escalated to the DA Operational Group and addressed directly with the agency/agencies concerned.

Complaints

Should a complaint be received regarding the MARAC process, it should be dealt with by the receiving agency in line with their own complaint's procedure. The Chair of the specific MARAC and the DA Business Manager should be informed.

Compliments

Any compliments and good practice are also valuable to the partnership. Agencies wishing to share this information should contact the County Domestic Abuse Team.

22. Document Retention

There is no legislative requirement regarding the period of document retention for MARAC records, therefore after consultation with LCCs Legal Services, DA Partners and MODUS provider the decision has been made to adopt a standard case management document retention period.

After a case is closed to MARAC [after the 12 months of date of referral] the following process will apply:

- All cases will be retained on MODUS for 25 years for adults and 75yrs for children from the date of closure, at which point it will then be destroyed.
- This goes in line with LCC Retention and Destruction schedule.
- If between archiving and deleting a file on MODUS, another referral is received the following will occur:
    - If the same individuals are named on the referral, MARAC Admin will un-archive the file and the referral will be processed as normal.
    - If only one of them is named on the referral, the original file will be left archived and MARAC Admin will add a new file to MODUS, and then link the two files via the relationship tabs.

This retention period will ensure any relevant information in terms of audit and any Domestic Abuse Related Death Reviews if needed is available for up to a maximum of a 25-year period.

It should also be noted that each agency will hold their own information based on each case in line with their own document retention policies.

Rationale for this is to ensure relevant information is shared at any DHR's, for auditing purposes, for IDVA's to access case notes, to look at repeat patterns of domestic abuse and to consider previous minutes and actions agencies were able/unable to complete and how to best support victims moving forward.

Business Continuity

The MODUS System has a data back-up every 4 weeks in case of a system failure and data is backed up daily [4 times within a 24-hour period].

23. Equality and Diversity

Each MARAC will treat all individuals with absolute respect regardless of their age, gender, race, ethnic origin, sexual orientation, or disability. Consideration will be given to providing additional support for victim/survivors with specific needs for services such as language interpreters, specialist advice, mental health support.

Cases are monitored for data on BME/LGBTQ+/Male and Disabled Victim/Survivors. Where numbers coming through to MARAC are not comparable with the population this will be addressed by the MARAC Steering Group.

We also look to host a MARAC Reps and Chairs event twice a year, inviting local and national agencies to talk about their services. Some of these will be niche services for specific minority groups and we look to invite survivors of domestic abuse to talk about their journey and any learning professionals can take from their input

24. Appendices

MARAC Resources:
You can find MARAC Resources on the Professionals Hub.