

# MARAC Operating Protocol – checklist of points for consideration

The following template maps out the key contents of a MARAC Operating Protocol and is designed as a guide to help you draw up your own protocol locally. The categories mentioned below provide the basic structure for a generic MARAC Operating Protocol, although there may be additional information that you feel is relevant to your area and that you would like to include.

This document was developed from a number of MARAC Operating Protocols in existence. Email [marac@caada.org.uk](mailto:marac@caada.org.uk) for more details.

## I. INTRODUCTION

- Outline the purpose of the MARAC Operating Protocol.
- *Example: to establish accountability, responsibility and reporting structures for the MARAC and to outline the process of the MARAC.*
- Explain how the protocol sits with other protocols in operation.
- *Example: The MOP is designed to enhance existing arrangements rather than replace them.*

## II. PARTNER AGENCIES

- List all signatory agencies and the strategic lead for MARAC within those agencies.
- Refer to those that may be involved in the process on a case-by-case basis.

## III. GOVERNANCE AND PERFORMANCE MANAGEMENT

- Identify the objectives of the MARAC and the framework in which these objectives are delivered.
- Outline the core responsibilities of the MARAC steering group.
- *Example:*
  - *Monitor and evaluate the data from the MARAC.*
  - *Ensure that effective partnerships are maintained with other public protection bodies and other MARAC areas.*
  - *Monitor and regularly assess the overall performance of the MARAC and ensure it operates in line with the 10 Principles of an effective MARAC<sup>1</sup>.*
  - *Address operational issues.*
  - *Report to strategic partnership.*

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<sup>1</sup> The 10 Principles and accompanying guides are available on the CAADA website [www.caada.org.uk](http://www.caada.org.uk).

- *Oversee efforts to raise awareness with local practitioners about the MARAC.*
- *Communicate to the public, to stakeholders and to government about the successes of the MARAC.*
- *Conduct reviews following a homicide.*
- *Ensure that the MARAC operates in line with legal responsibilities and keeps up-to-date with changes to legislation national guidance.*
- Detail the membership of the MARAC steering group. Membership should include senior representatives from each of key agencies. This representation needs to be able to address the practical and resource implications of MARAC; and develop and maintain internal protocols and procedures in relation to public protection.
- Note the frequency of the MARAC steering group meetings.

#### **IV. PROCESS OF THE MARAC**

Outline the process for the MARAC. It may be easiest to follow the MARAC process from point of referral to repeat and consider the questions raised below:

##### **Identification of MARAC cases**

- Do agencies screen for domestic violence? Is there a process for referring high risk cases to the IDVA/police?

##### **Criteria for MARAC**

- What is the threshold for your MARAC? Which Risk Identification Checklist are you using? How many ticks classify as a MARAC referral?
- Can you also refer to MARAC based on escalation? What number of incidents does there need to be and in what time frame?
- State how cases can be referred to the MARAC on the basis of professional judgement.
- How do repeat referrals get referred back in to the MARAC process? What is the threshold?

##### **Referral**

- How do agencies refer cases to the MARAC? Who can refer cases? Is there a referral form? What does this need to include? (ie. name, DOB, address of victim, perpetrator and children.)
- What is the deadline for referrals? Is this the same every month or does it change from month to month?

##### **MARAC list/agenda**

- When is the MARAC list circulated?
- Is the agenda ordered in the most efficient way so that children's agencies/those that work in a specific region can leave early?

- Do you have a research form available for partner agencies?

### **Actions before the MARAC**

- Are there any specific police actions that will be completed ahead of the MARAC?
- Are there specific target hardening actions that can be offered to all MARAC cases?
- What is the protocol where children or vulnerable adults are identified within MARAC cases (also needs to refer to individual agencies' policies)?
- Which agencies are able to and will systematically flag and tag files?

### **Victim contact before the meeting**

- Is there a process through which the IDVA Service receives all MARAC cases before the meeting in order to bring the views of the victim to the meeting? If there is no IDVA involvement who will speak to the victim?
- What is your process for notifying the victim of the MARAC and feeding back relevant actions?

### **MARAC meeting**

- What is the frequency of meetings?
- Who is the chair? If they are unavailable who covers this role? What is the role of the chair?
- *Example: to structure the meetings and ensure that agency representatives understand agreed actions and which agencies are responsible for such and review those which are outstanding from the last meeting.*
- Who do you recommend attends the meeting from partner agencies? Do they send a deputy or a report when they are not able to attend?

### **Minutes and administration**

- Who is the MARAC administrator/co-ordinator? Is there a time period within which the minutes will be circulated?
- How will the co-ordinator let partners know that the case has had 12 months since the last MARAC and therefore would not be considered a repeat should another incident occur?

### **Information shared at MARAC**

- Confirm that the Information Sharing Protocol has been signed and is up-to-date.
- Confirm who is the data controller or single point of contact for each signatory agency.

### **Action planning**

- What is the purpose of the action plan?
- *Example: A tailored action plan will be developed at the MARAC to increase the safety of the victim, children, perpetrator, other vulnerable parties and any staff.*

- What type of actions will be agreed?
- *Example: flagging and tagging of files, referral to other appropriate multi-agency meetings, prioritising of agencies' resources to MARAC cases.*
- How do agencies let the co-ordinator know when actions are complete and how are incomplete actions tracked?
- *Example: by emailing incomplete actions between meetings and reviewing incomplete actions at the beginning of the next MARAC.*
- What do you do if the victim moves out of your area?
- *Example: refer to another MARAC.*

### **Emergency MARACs**

- In what instances will an emergency MARAC be called and what is the process through which to call one?

### **V. EQUALITY**

- State how you ensure that the MARAC is accessible by all communities in the local area.  
*Example: are there any additional support organisations/agencies that can be contacted for cases which are identified as being from diverse communities?*

### **VI. EVALUATION**

- Outline how the data from the MARAC is collected and by whom and how it is shared.  
*Example: you may fill in the CAADA excel spreadsheet – is this reviewed with the chair on a quarterly basis?*

### **VII. COMPLAINTS**

- Outline the process for making a complaint against another signatory agency.

### **VIII. BREACHES**

- Highlight that a breach of the protocol may increase the risk to a high risk victim.

### **IX. WITHDRAWAL**

- Make clear the process for withdrawing from the MOP.

### **X. SIGNATORIES**

- Provide space for agencies to sign the MOP, specifying their name, the agency they represent and confirmation that they are the responsible individual within that agency, and the date of signature.

### **XI. REVIEW**

- Specify a date and frequency for reviewing the protocol.

### Suggested appendices

You could also consider attaching the following to your MOP:

- The recommended CAADA DASH Risk Identification Checklist – download from [www.caada.org.uk](http://www.caada.org.uk)
- A glossary of terms
- MARAC Referral Form – download from [www.caada.org.uk](http://www.caada.org.uk)
- MARAC Research Form – download from [www.caada.org.uk](http://www.caada.org.uk)
- An Information Sharing Without Consent Form – download from [www.caada.org.uk](http://www.caada.org.uk)
- Explanation of the MARAC and aims of the process
- Information Sharing Protocol