

Kirklees

**Daily Risk Assessment
Management Meeting (DRAMM)**

and

**Multi-Agency Risk Assessment
Conference (MARAC)**

Operational Protocol



Version Control:

0.1	Drafted by Chani Mortimer, circulated to DRAMM operational group	15 October 2018
0.2	Amended in line with feedback from DRAMM operational group: 2.9 MARAC repeats 2.16 Information shared prior to meeting 2.22 Order of cases 2.40 Risks 2.55 PDVG updates on high risk cases	
0.3	Amended to incorporate new process for managing repeat incidents changes to DVPO process (criminal justice IDVA has left post and not yet replaced)	June 2019

Table of Contents

1.	INTRODUCTION	1
	REVIEW	2
2.	DRAMM	3
	AGENCIES PARTICIPATING IN DRAMM	3
	TYPES OF CASES DISCUSSED AT DRAMM	3
	MEDIUM-HIGH RISK POLICE INCIDENTS	3
	HIGH RISK CASES IDENTIFIED BY OTHER AGENCIES	3
	MARAC TRANSFERS	3
	MARAC REPEATS	4
	DOMESTIC VIOLENCE DISCLOSURE SCHEME (CLARE'S LAW)	4
	DOMESTIC VIOLENCE PROTECTION ORDERS	4
	INFORMATION SHARED WITH PARTNERS PRIOR TO MEETING	4
	DRAM MEETING	5
	AGENCY ATTENDANCE	5
	ORDER OF CASES	6
	ROLE OF CHAIR	6
	INFORMATION TO BE SHARED BY AGENCIES	7
	RISK ASSESSMENT	7
	SAFETY PLANNING	8
	Managing Perpetrators	8
	Safeguarding Victims	9
	Safeguarding Children	9
	REFERRALS TO MARAC	9
	DRAMM MINUTES	10
	UPDATING ACTIONS	ERROR! BOOKMARK NOT DEFINED.
3.	MARAC	10
	AGENCIES PARTICIPATING IN MARAC	10
	INFORMATION SHARED WITH PARTNERS PRIOR TO MEETING	11
	ORDER OF CASES	11
	MARAC MEETING	11
	AGENCY ATTENDANCE	12
	ROLE OF CHAIR	12
	Domestic Violence Disclosure Scheme	12
	Information only cases	12
	Significant update cases	12
	Full discussion cases	13
	ROLE OF THE DRAMM-MARAC IDVA	13
	INFORMATION TO BE SHARED	13
	SAFETY PLANNING	13
	MARAC ACTION PLAN	14
	MARAC MINUTES	14
	RECORDING ON AGENCY SYSTEMS	15
	Informing ongoing casework	15

Flagging perpetrator files _____ 15

4. DOMESTIC VIOLENCE DISCLOSURE SCHEME (CLARE’S LAW) 15

5. DOMESTIC VIOLENCE PROTECTION ORDERS 16

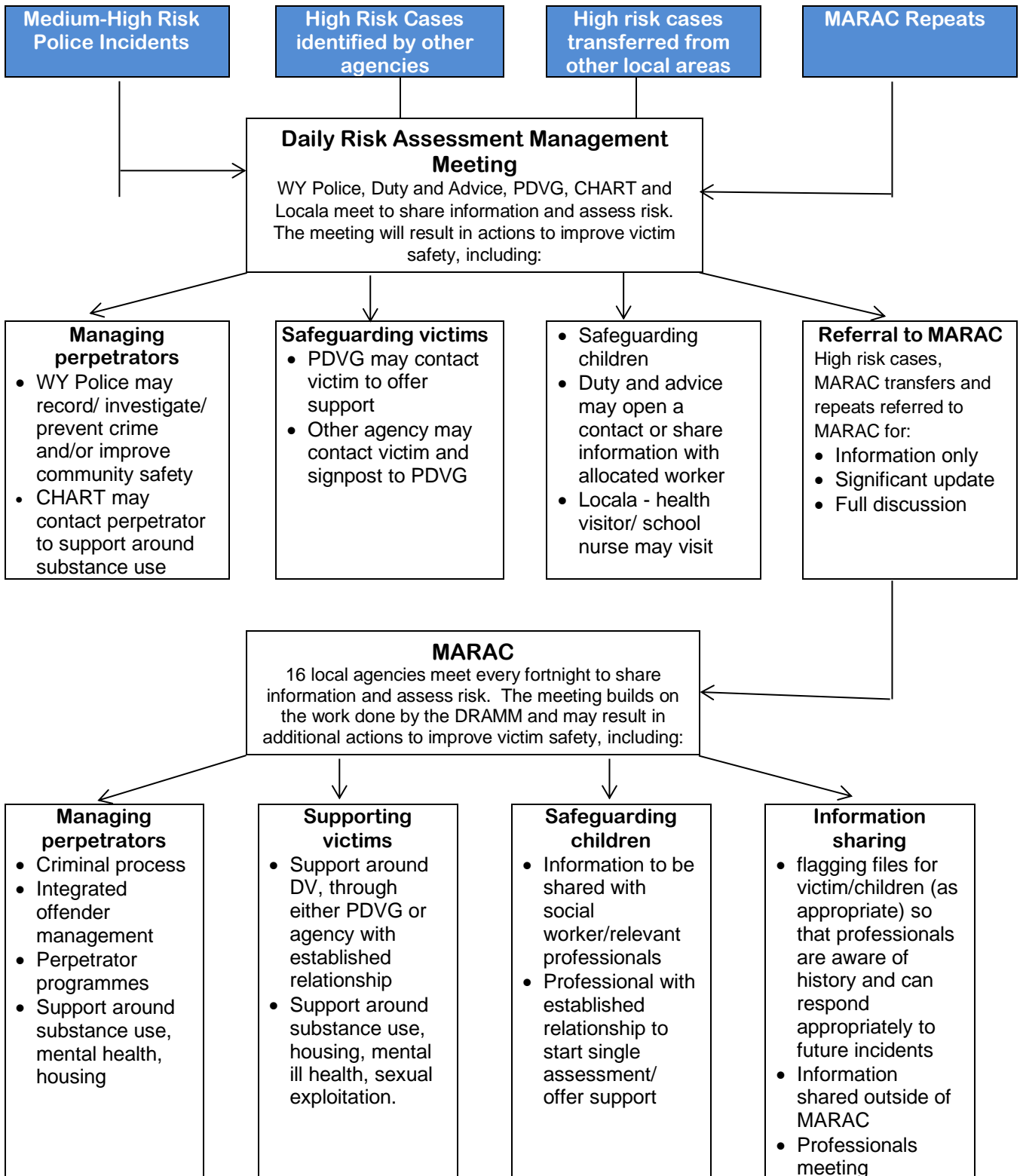
DETAILS OF THE DVPO _____ 17

INFORMATION SHARING WITH PARTNERS _____ 17

REPORTING BREACHES _____ 17

1. Introduction

1.1 Statutory agencies in Kirklees have established a multi-agency process to respond to the most serious cases of domestic abuse in Kirklees. This process is illustrated in the chart below and incorporates the core functions of the Daily Risk Assessment Management Meeting (DRAMM) and Multi-Agency Risk Assessment Conference (MARAC):



1.2 The Daily Risk Assessment Management Meeting (DRAMM):

- DRAMM is a daily (Monday-Friday) meeting to discuss police incidents and MARAC referrals/transfers from the previous 24 hours (72 hours on a Monday);
- Five agencies consider the incidents/referrals and compile relevant information regarding their involvement with the victim, perpetrator and any children identified in the referral;
- DRAMM agencies meet to share information about victims, perpetrators and children identified in the referrals or otherwise linked to the victim or perpetrator on police or social care systems;
- The DRAMM use this information to assess the risk of harm; and
- The risk assessment is used to develop a safety plan, which will include an offer of appropriate services for victims, perpetrators and any children that may be affected by the abuse.
- The DRAMM will also decide if the case is high risk and warrants a discussion at MARAC with a wider range of partner agencies.

1.3 The Multi-Agency Risk Assessment Conference (MARAC).

- MARAC is a fortnightly meeting to discuss high risk cases that have been referred by the DRAMM;
- Representatives of all signatory agencies consider the referrals and compile relevant information regarding their involvement with the victim, perpetrator and any children identified in the referral;
- MARAC agencies meet to share information about victims, perpetrators and children identified in the referrals;
- The MARAC use this information to assess the risk of harm and review the safety plan that was developed and implemented by the DRAMM; and
- The risk assessment is linked to the provision of appropriate services for anyone that may be affected by the domestic abuse, including victims, perpetrators, children and other adults that may be at risk from the perpetrator.

1.4 The two processes work seamlessly together to reduce the risk of serious harm and increase the health, safety and wellbeing of victims and their children.

1.5 This protocol should be read in conjunction with the over-arching Information Sharing Protocol (Kirklees Daily Risk Assessment Management Meeting and Multi-Agency Risk Assessment Conference Information Sharing Protocol).

Review

1.6 This Protocol will be regularly reviewed to ensure compliance with any new legislation or national guidance. This Protocol will also be reviewed in light of any changes to partner agency structure or organisational practice that significantly affect the operation of the DRAMM-MARAC.

1.7 In any event, this Protocol should be formally reviewed on an annual basis, with the next review to be completed by no later than September 2019.

2. DRAMM

- 2.1 DRAMM is a virtual meeting of five agencies that aims to provide immediate safeguarding interventions to victims and their children. DRAMM is intended to complement and provide a triage stage for the existing MARAC.

Cases to be discussed at DRAMM

- 2.2 The DRAMM conducts a risk assessment and provides immediate safeguarding for:
- All police incidents that have been assessed as high risk;
 - Medium risk police incidents where children are linked to either the victim or perpetrator; and/or the victim has consented to information sharing;
 - High risk cases that have been identified by other agencies;
 - MARAC transfers
 - MARAC repeat cases.
- 2.3 The DRAMM agrees whether information needs to be shared under the Domestic Violence Disclosure Scheme.
- 2.4 The DRAMM also shares information about individuals that are subject to Domestic Violence Protection Orders.

Medium-high risk police incidents

- 2.5 Police will triage all incidents within the last 24 hours (72 hours on a Monday) that have been assessed as medium or high risk. The DRAMM will discuss:
- All high risk incidents;
 - Medium risk incidents where children were present or are linked to either the victim or perpetrator; and
 - Medium risk incidents where the victim has consented to the passing on of relevant information to specific agencies, in order for a support plan to be put into place.

High risk cases identified by other agencies

- 2.6 Professionals that have assessed a disclosure or incident of domestic abuse as high risk will be discussed at the DRAMM. These may be referred to as MARAC referrals or 3rd party referrals.

MARAC transfers

- 2.7 If a victim has been subject to a MARAC in another area, and has moved to Kirklees (whether in refuge, staying with family or in more permanent accommodation), a MARAC transfer will be completed to share information about risks to victims and children and any safety measures that are in place. These transfers will be discussed on the DRAMM.

MARAC repeats

- 2.8 If there is a further incident/disclosure on any case that has been subject to MARAC in the last 12 months, the case will be returned to MARAC DRAMM so that partners are aware of ongoing abuse and can revisit the safety plan. Accordingly, MARAC repeats will include disclosures/incidents that have been assessed as standard risk.
- 2.9 Given that DRAMM was established to discuss medium-high risk cases, some agencies have established procedures for how all referrals to the DRAMM will be responded to. Accordingly, MARAC repeats will be discussed by those agencies participating at the very end of the meeting.

Domestic violence disclosure scheme (Clare's Law)

- 2.10 The DRAMM considers all disclosures under the Domestic Violence Disclosure Scheme, which is where police share information about someone's previous violent and abusive offending where this may help protect their current partner from abuse. Further information about the DVDS is provided in section 4.

Domestic violence protection orders

- 2.11 The DRAMM will also be advised of any Domestic Violence Protection Orders that have been implemented in the last 24 hours. Further information is provided in section 5.

Agencies participating in DRAMM

- 2.12 The agencies that participate in DRAMM on a regular basis are:
- **West Yorkshire Police** – represented by staff from the Domestic Abuse Hub;
 - **Children's Social Care** – represented by a social worker within Duty and Advice;
 - **Pennine Domestic Violence Group** – represented by an Independent Domestic Violence Advisor (IDVA);
 - **Locala Community Partnerships** – represented by a health practitioner;
 - **CHART Kirklees** – represented by a social worker; and
 - **Adults Social Care** – represented by a Domestic Abuse Worker.
- 2.13 The MARAC administrators attend the DRAMM to record notes of the meeting and advise if the victim and/or perpetrator are previously known to the DRAMM or MARAC.

Information shared with partners prior to meeting

- 2.14 All cases to be discussed at DRAMM will be shared with partners via secure email by **10:00 am** (11:00 am on a Monday). Each case will be sent individually. The DRAMM Chair will agree the order in which cases will be discussed, and this list will be distributed prior to the beginning of the meeting.

2.15 The information shared with agencies includes:

- For Police incidents, MARAC referrals and MARAC Transfers:
 - Details of the victim, perpetrator and any children that are linked, including name, address, DOB, and relationships between them;
 - Whether the victim has consented to information sharing and/or being contacted by other agencies;
 - Details of the disclosure/incident that led to the referral, including information about specific risks and relevant history; and
 - Any action that has already been taken to safeguard the victim and/or the children, including reports to police, referrals to children's or adults' social care and details of professionals that are already working with the family.
- For DVDS disclosures:
 - Who requested the disclosure;
 - Any relevant offending history; and
 - The proposed wording for the disclosure that will be made by Police.
- For DVPOs
 - Date the order was issued;
 - Length of the order;
 - Protected premises (i.e. the address that the perpetrator is prohibited from attending); and
 - The terms of the DVPO (i.e. prohibited from entering the address)

2.16 Agencies should consider information on each case with information interrogated from their own systems on their involvement with the victim, perpetrator and any children (either identified in the referral or linked to the victim or perpetrator on agency systems).

DRAM Meeting

2.17 The DRAMM will take place:

- Monday at 1pm
- Tuesday-Friday at 11:30am

Agency attendance

2.18 All partner agencies have made a commitment to attend DRAMM on a daily basis. If the designated agency representative is unable to attend, it would be helpful if a deputy could be identified to attend in their place. If neither the designated agency representative nor a suitable deputy is able to attend DRAMM, written information about the agency's involvement with the victim, perpetrator and/or any children should be shared with the MARAC Coordinator or Administrator **prior** to the meeting.

Order of cases

- 2.19 Once all cases have been shared with partners, the MARAC administrators will liaise with the DRAMM chair to confirm the order of cases.
- 2.20 The DRAMM will discuss cases in the following order:
- Domestic Violence Disclosure Scheme
 - Cases with children linked
 - Police incidents – high risk;
 - Police incidents – medium risk;
 - MARAC/3rd party referrals;
 - MARAC transfers.
 - Cases with no children linked
 - Police incidents – high risk;
 - Police incidents – medium risk;
 - MARAC/3rd party referrals;
 - MARAC transfers.
 - Domestic Violence Protection Orders
 - MARAC repeats (standard risk cases)
- 2.21 The MARAC administrators will share the case list with partners via secure email prior to the meeting.
- 2.22 It is recognised that there may be some cases where Police are not aware that there are children linked to the victim and/or perpetrator. Accordingly, agencies will be asked to confirm that all cases on the 'cases with not children linked' list do not, in fact, have children linked and some re-jigging of the agenda may be required.

Role of chair

- 2.23 The DRAMM Chair will open the meeting and invite agency representatives to introduce themselves. The DRAMM chair will also confirm that all attendees have received all necessary paperwork and confirm the order of cases.
- 2.24 The chair will read through the details of the referral (as outlined in 2.9 above) and ask agencies to confirm that:
- all children linked to victims and perpetrators are listed on the referral;
 - names, dates of birth and addresses are correct for victim, perpetrator and children.
- 2.25 The chair will then ask agencies to advise if the victim and/or perpetrator is known to their service.
- 2.26 On the basis of the referral and subsequent information shared by agencies, the Chair will ask all representatives to confirm whether the case is standard, medium or high risk.

- 2.27 On the basis of the information shared by agencies and subsequent risk assessment, the Chair will ask agencies to volunteer actions that can be taken to manage perpetrators and safeguard victims and their children.
- 2.28 The Chair will also ask representatives to agree whether a case should be referred to MARAC and agree which category. A clear rationale for this decision should be articulated to ensure that it can be recorded.

Information to be shared by agencies

- 2.29 Agency representatives should share relevant information about their involvement with the victim, perpetrator and any children (either identified in the referral or linked to the victim or perpetrator on agency systems). Agency representatives will need to make an informed judgement on a case-by case basis about information that should be disclosed.
- 2.30 MARAC to advise if the victim and/or perpetrator are previously known to the DRAMM or MARAC. This will include the number of times they have been heard and the incidents that were discussed.
- 2.31 PDVG to advise if the victim and/or perpetrator is currently open to their service or known historically. This will include details about the services that have previously been offered and/or provided.
- 2.32 CSC to advise if the children are currently open to a social worker or historically known to the service. If they are historically known to the service, CSC will offer a summary i.e. there have been previous concerns in relation to neglect, the last involvement was, the outcome was, the previous DV history is.....
- 2.33 Locala to advise if there are any (relevant) health concerns regarding the children and/or any active involvement by health visiting or school nursing staff. Locala may also have more up to date information regarding the addresses of children linked to the victims and perpetrators identified in DRAMM cases.
- 2.34 CHART to advise if the victim and/or perpetrator is currently open to or historically known to the service and the nature of their substance misuse and/or engagement.
- 2.35 Adult's social care to advise if the victim and/or perpetrator is currently open to or historically known to their service.
- 2.36 Police will share any relevant updates as to whether the perpetrator is custody, there are bail conditions in place, if the victims support prosecution etc. Police may also share relevant history particularly in regards to risks that the perpetrator may pose to the victim and/or professionals (including warning markers, criminal convictions and/or intelligence)

Risk assessment

- 2.37 On the basis of the referral, relevant history and current involvement by agencies, the Chair will ask all representatives to confirm whether the case is standard, medium or high risk.
- High – there is an extreme level of control of one person by another and/or very frequent and severe physical violence. There is a serious threat of harm posed to the victim by the perpetrator. The potential event could happen at any time and the event would be serious.

- Medium – there appears to be a pattern of abuse/control of one person by another, and/or frequent physical violence. The offender has the potential to cause serious harm but is unlikely to do so unless there is a change in circumstances, such as the victim attempting to leave.
- Standard – there appears to be no **current** pattern of abusive behaviour, or control of one person by another. Current evidence does not indicate likelihood of causing serious harm

2.38 — It is difficult to be too prescriptive about which cases should be the types of incidents and/or nature of disclosures that will result in an assessment of standard, medium or high risk, as every case needs to be assessed on its merits.

2.39 — However, there are some triggers for high risk and/or referrals to MARAC:

- Strangulation;
- Use of weapons;
- Rape;
- Coercive controlling behaviour; and
- Stalking.

2.40 — Other factors that should be considered include:

- Honour based violence and/or threats of forced marriage;
- Vulnerable victims — homeless, chronic substance misuse, diagnosed mental ill-health, no recourse to public funds etc
- High risk perpetrators — on licence/criminal history of violent DV related offence, links to gangs/weapons, diagnosed mental ill-health

Historic vs Current Risk

2.41 Victims may disclose historic incidents of domestic abuse that include high risk triggers (please see 2.40 above). If these incidents occurred more than 12 months ago, they should generally not be considered to be indicative of current high risk unless the disclosure will trigger a Police investigation.

Safety planning

2.42 Agency representatives should volunteer actions that can be undertaken by professionals within their organisation to safeguard victims and/or their children. This may include actions to manage perpetrators, safeguard and/or support victims and safeguard children that may be linked to the victim and/or perpetrator or otherwise affected by the abuse.

Managing Perpetrators

2.43 WY Police may record a crime and/or take action to investigate/prevent crime and/or improve community safety. This may include contact with a victim directly or via a third party to enable perpetrators to be prosecuted. Police will take the victim's wishes into account when determining what action, if any, needs to be taken. However, there may be times when the Police decide to go against these wishes to safeguard and protect the victim and/or the public from serious harm.

2.44 CHART may contact the perpetrator while they are in the cells to offer support around substance misuse.

Safeguarding Victims

- 2.45 The DRAMM have developed general guidelines for who is best placed to contact victims and offer support. However, these are general principles only and the DRAMM should consider who is best placed to contact on a case by case basis.
- 2.46 In those cases that the DRAMM agree are **high risk**, Pennine Domestic Violence Group may contact the victim to offer support.
- 2.47 PDVG will generally not contact victims that have previously been identified as perpetrators or those victims that present a risk to professionals. In these cases, it may be more appropriate for WY Police to contact the victim to discuss safeguarding options and offer advice around safeguarding.
- 2.48 In those cases that the DRAMM agree are **medium risk**, and there are **no children linked**, it may be more appropriate for the DA Worker (Adults Social Care) to contact the victim and offer support.
- 2.49 In those cases that the DRAMM agree are **medium risk**, it may be more appropriate for Duty and Advice to signpost the victim to PDVG if they want support when they are making contact to highlight the impact of domestic abuse on children (please see Safeguarding Children below). However, Duty and Advice will not always make contact and it may not always be appropriate for them to signpost (if, for example, they have significant child protection concerns).
- 2.50 As far as possible, the DRAMM should avoid setting actions for more than one agency to contact the victim and offer support in medium risk cases.

Safeguarding Children

- 2.51 Duty and Advice may:
- contact victims, perpetrators and/or other individuals linked to perpetrators to discuss the risk that the perpetrator may present to children;
 - recommend that a fuller assessment is undertaken by a social worker; and/or
 - pass information about the referral to a social worker that is already allocated to the family.
- 2.52 Locala may ask a health visitor/school nurse with active involvement with the family to discuss the incident at a future appointment.

Referrals to MARAC

- 2.53 Cases that are considered to be high risk will be referred to MARAC for a fuller discussion with all partners. The MARAC will also review all MARAC repeat cases.
- 2.54 The DRAMM may recommend that a case is circulated to the MARAC for:
- **Full discussion** – in these cases the DRAMM did not feel they could make a full risk assessment and/or ensure that all safeguarding measures were in place without input from all MARAC agencies. All new cases tend to be circulated for full discussion, unless there are already significant safeguarding measures in place (i.e. perpetrator in custody for a significant period, victim in refuge or otherwise accepting support from agencies; children with allocated social worker or not believed to be at risk);

- **Significant update only** – in these cases the DRAMM have implemented a number of safety measures and feel that all appropriate safeguarding is in place. However, it is recognised that agencies that do not attend the DRAMM may have information that affects the risk assessment and/or safety plan. Agencies are asked to advise if they have any significant update that will affect the existing risk assessment/safety plan; or
- **Information only.** These cases are not discussed during the MARAC, but details of the incident are circulated to agencies so that relevant files relating to the victim, perpetrator and any children can be updated to ensure that any future incidents can be responded to appropriately. MARAC transfers (when a MARAC victim from another area moves to Kirklees) and ~~low level repeat incidents~~ are routinely referred as information only cases.

DRAMM minutes

- 2.55 The MARAC administrator takes notes of the meeting and will distribute these to attendees on the same day as the DRAMM.
- 2.56 Information shared through the DRAMM should be stored securely on agency networks for as long as a risk to the victim or children remains. Partner agencies should ensure that access to DRAMM-MARAC information will be restricted to those that 'need to know'.

3. MARAC

- 3.1 The MARAC is held every two weeks to discuss cases that have been identified as high risk by the DRAMM. With more agencies participating in the meetings and a longer period of time between the incident/disclosure and the meeting, the MARAC can provide a more robust safety plan for those cases that have been assessed as high risk.

Agencies participating in MARAC

- 3.2 The agencies that participate in MARAC on a regular basis are:
- Calderdale and Huddersfield NHS Foundation Trust
 - Change, Grow, Live delivering CHART Kirklees Integrated Substance Misuse Service (CHART)
 - Connect Housing
 - Kirklees Council – Adults Social Care, Housing Solutions Service, Multi-Agency Safeguarding Hub, Pupil Attendance And Support, Safer Kirklees; Targeted Youth Support, Youth Offending Team
 - Kirklees Neighbourhood Housing
 - Kirklees Rape and Sexual Abuse Counselling Centre
 - Locala Community Partnerships
 - Pennine Domestic Violence Group
 - South West Yorkshire Partnership NHS Foundation Trust
 - The Mid Yorkshire Hospitals NHS Trust
 - Victim Support

- West Yorkshire Police
- West Yorkshire Probation – Community Rehabilitation Company
- West Yorkshire Probation – National Probation Service
- Womencentre Calderdale and Kirklees
- Yorkshire Children’s Centre - Domestic Abuse Perpetrator Programme

3.3 The MARAC administrators attend the MARAC to record notes of the meeting.

Information shared with partners prior to meeting

3.4 All cases to be discussed at MARAC will be shared with partners via secure email by close of business on the Friday prior to the MARAC.

3.5 The information shared with agencies is comprised in one document and includes:

- The agenda for the meeting;
- A case list with approximate times each case will be heard; and
- For each case
 - The referral that was circulated to the DRAMM (which includes details of the victim, perpetrator and any children that are linked, details of the disclosure/incident that led to the referral; information about specific risks and relevant history; and any action that has been taken to safeguard the victim and/or the children); and
 - Notes of the information that was shared at DRAMM and the actions that were set.

3.6 Agencies should consider this with information interrogated from their own systems on their involvement with the victim, perpetrator and any children (either identified in the referral or linked to the victim or perpetrator on agency systems).

Order of cases

3.7 Cases are added in date order in the following categories:

- Domestic Violence Disclosure Scheme (shared with partners for their information only);
- ‘Information Only’ cases;
- ‘Significant Update’ cases; and
- ‘Full discussion’ cases.

MARAC Meeting

3.8 The MARAC occurs every fortnight, starting at 9:30 am. The schedule is provided as Appendix One.

Agency attendance

- 3.9 All partner agencies have made a commitment to attend MARAC on a fortnightly basis. If the designated agency representative is unable to attend, it would be helpful if a deputy could be identified to attend in their place. If neither the designated agency representative nor a suitable deputy is able to attend MARAC, written information about the agency's involvement with the victim, perpetrator and/or any children should be shared with the MARAC Coordinator or Administrator **prior** to the meeting.

Role of Chair

- 3.10 MARAC meetings will be chaired by West Yorkshire Police or their nominated delegate.
- 3.11 At the beginning of the meeting, the Chair will ask all representatives to introduce themselves, explain briefly how the MARAC meeting will proceed and request that all attendees read out the confidentiality statement.
- 3.12 The chair will go through any actions that have not been completed from the previous MARAC and ask the relevant agency to provide an update.
- 3.13 The chair will then go through the cases on the meeting's agenda (for further detail please see below).
- 3.14 The chair will encourage all representatives to participate in the meeting and encourage representatives to provide relevant information succinctly, to help keep the meeting focused and running on time. The chair will ensure that the victim's needs and views are clearly stated, and that agencies focus on risk.
- 3.15 The chair will encourage agencies to volunteer relevant actions and ensure that the MARAC has exhausted all relevant resources to make the victim and any other vulnerable parties (including children) safe.

Domestic Violence Disclosure Scheme

- 3.16 The Chair will read the name of the person who will be receiving the disclosure and ask agencies to advise if they have any information that may affect the disclosure and/or the way Police choose to make the disclosure (i.e. if an agency has an established relationship with the person receiving the disclosure, and they are particularly vulnerable, it may be useful for Police to visit the person with their keyworker).

Information only cases

- 3.17 The Chair will read the victim's names and ask agencies to confirm that there have been no further incidents or significant updates since the DRAMM.

Significant update cases

- 3.18 The Chair will provide a summary of the individuals affected, the incident that occurred, the information that was shared at DRAMM and DRAMM actions.
- 3.19 The Chair will ask:
- for an update against any actions that were recommended by the DRAMM; and
 - any agency that has an update that affects our understanding of risk and/or the safety plan.

- 3.20 Once all agencies have shared their information, the Chair will summarise the risks and any actions that are to be completed.

Full discussion cases

- 3.21 The Chair will provide a summary of the individuals affected, the incident that occurred, the information that was shared at DRAMM and DRAMM actions.
- 3.22 The Chair will then ask **all** agencies to provide a summary of their involvement with the victim, perpetrator and any children linked.
- 3.23 Once all agencies have shared their information, the Chair will summarise the risks and any actions that are to be completed.

Role of the DRAMM-MARAC IDVA

- 3.24 The DRAMM-MARAC IDVA provides the voice of the victim. Where possible, the IDVA will contact the victim to determine their views and if there is anything in particular they want agencies to know/action on their behalf.

Information to be shared

- 3.25 Agency representatives should share relevant information about their involvement with the victim, perpetrator and any children (either identified in the referral or linked to the victim or perpetrator on agency systems).
- 3.26 Agency representatives will need to make an informed judgement on a case-by case basis about information that should be disclosed. This information may relate to victims, (alleged) perpetrators, children in the household or otherwise affected by the domestic abuse, and others that may be at risk of harm. Where relevant, the MARAC may also consider information about the perpetrator's family or other relationships.
- 3.27 The information shared by agencies may include:
- name, date of birth, address(es), aliases, gender, ethnicity, disability and/or medical condition, LGBT, substance misuse, mental ill-health;
 - information about court orders, injunctions, bail conditions and other legal issues;
 - current information relating to recent contact, meetings, sightings, phone calls, which may include attendance or non-attendance at appointments, at A&E or in other health settings, and/or who is present during home visits and appointments;
 - relevant historic information regarding previous convictions, family or relationships history, other safety options considered or any risks to professionals;
 - other information relating to the risks facing the victim or other affected individuals.

Safety planning

- 3.28 Supporting victims around domestic abuse:
- agencies may contact victims directly to offer support

- agencies may also be linked in with other professionals that have an existing relationship with victim to offer support
- professionals that have an existing relationship with victim may be tasked with exploring domestic abuse with victim
- Police may share information with victims under the Domestic Violence Disclosure Scheme (Clare's Law)
- Police may consider applying for a Domestic Violence Protection Order

3.29 Other support for victims:

- Professionals may provide support around housing
- Professionals may make a referral for support with substance misuse
- Professionals may make a referral for support with mental health
- Professionals may provide support around sexual exploitation

3.30 Safeguarding adults and children:

- Professionals may make a referral to safeguarding adults
- Professionals may make a referral to the MASH for additional support and/or assessment of child safeguarding concerns
- Information may be shared with an allocated social worker
- All agencies may be asked to check their records of any additional adults and children that have been identified as being potentially at risk through the MARAC process

3.31 Managing perpetrators:

- Action may be to progress criminal investigation (police investigation and progressing arrests; other agencies to report crime; and encouraging victims to report crime)
- referral to perpetrator programme
- Integrated Offender Management
- Referral for substance misuse

3.32 Information sharing between agencies to support ongoing case work, safeguard professionals and improve agency responses to domestic abuse cases.

MARAC action plan

- 3.33 The actions will be recorded by the MARAC Coordinator and circulated to attendees following the meeting. Agencies are responsible for advising marac@kirklees.gov.uk when actions have been completed.

MARAC minutes

- 3.34 Notes of each meeting will be recorded by the MARAC Administrator and circulated to attendees following the meeting.

- 3.35 MARAC attendees are expected to advise the administrator of any corrections to the notes.

Recording on agency systems

- 3.36 Agencies will need to record sufficient information on their own systems to enable them to manage risk. Agencies should ensure that only the minimum amount of information required is recorded on agency systems (i.e. 'service user was subject to MARAC on <date>, please contact <relevant professional> for further information').
- 3.37 This information will only be available to those staff that 'need to know' for the purpose of supporting ongoing work to improve victim safety. Agencies should take extraordinary care to ensure that those who do not have a legitimate interest in the information cannot access it accidentally or deliberately.

Informing ongoing casework

- 3.38 MARAC minutes may be used by signatory agencies for the purposes of delivering safe and effective services to the victim at high risk of harm; and to support ongoing case work in respect of the victim, her/his children and/or the alleged perpetrator.
- 3.39 Information may not be shared with any third party without the express consent of the MARAC Chair.
- 3.40 MARAC information cannot be included in reports for court, child protection, adult safeguarding and/or other processes without the express consent of the MARAC Chair, as this would be deemed to be a third party disclosure.

Flagging perpetrator files

- 3.41 Files regarding perpetrators should only be flagged if considered absolutely necessary to inform ongoing casework and agencies are confident that information cannot inadvertently or deliberately be shared with perpetrators.
- 3.42 It may be necessary to record information about perpetrators' behaviour on agency networks if, for example, information shared at MARAC indicated that perpetrators may present a risk to staff. However, it is crucial that information shared at MARAC is not inadvertently shared with perpetrators.

4. Domestic violence disclosure scheme (Clare's Law)

- 4.1 The Domestic Violence Disclosure Scheme (DVDS) – often referred to as “Clare’s Law” – sets out procedures that can be used by the police to share information about someone’s previous violent and abusive offending where this may help protect their current partner from abuse.
- 4.2 The Home Office DVDS Guidance provides for local police to “work closely with the local Multi-Agency Risk Assessment Conference (MARAC) or other suitable local safeguarding forum, to ensure that any possible risks of harm are fully assessed and managed”.
- 4.3 The Scheme recognises two procedures for disclosing information:
- “Right to ask” is triggered by a member of the public applying to the police for a disclosure.

- “Right to know” is triggered by the police making a proactive decision to disclose information to protect a potential victim. Many of these disclosures are triggered as a result of information shared at the MARAC (i.e. an agency becomes aware that a high risk perpetrator is in a new relationship).
- 4.4 Police will summarise the details of the person making the disclosure and the person on whom information is sought; summarise relevant criminal history/intelligence; and draft proposed wording of the disclosure.
 - 4.5 This will then be circulated to the DRAMM. Agencies at the DRAMM will advise if they have any relevant information about either the victim or the perpetrator that may affect the disclosure.
 - 4.6 Attendees at the DRAMM will come to a decision about whether they feel a disclosure is warranted and, if so, agree the wording.
 - 4.7 Police will then agree/sign off on the wording and it will be allocated to an officer in the Domestic Abuse Team to make the disclosure.
 - 4.8 The above information will be shared with MARAC partners (for their information only) with the fortnightly MARAC agenda. Partners will be asked to advise if they have any information that should be included in the disclosure and/or police should otherwise be aware of.

5. Domestic violence protection orders

- 5.1 Domestic Violence Protection Orders (DVPOs) may be used following a domestic incident to provide temporary respite for victims. The terms that are included in the DVPO will vary depending on whether or not the victim and perpetrator are living together, but, in all cases, will include a prohibition on molesting the victim. The terms may also include:
 - prohibit the suspect from evicting or excluding the victim from the premises
 - prohibit the suspect from entering the premises
 - require the suspect to leave the premises
 - prohibit the suspect from coming within a specified distance of the premises.
- 5.2 A DVPO can be pursued without the victim’s active support, or even against their wishes, if this is considered necessary to protect them from violence or threat of violence.
- 5.3 A DVPO is to be used as part of an overall multi-agency approach to managing the victim’s needs and national guidance¹ encourages Police to keep relevant agencies informed of the outcome of the DVPO and expiry date.
- 5.4 In Kirklees, the details of the DVPO are shared with MARAC partners to ensure that we can put appropriate support in place and be proactive about reporting any breaches.

¹ College of Policing ‘Using domestic violence protection notices and domestic violence protection orders to make victims safer’ - <https://www.app.college.police.uk/app-content/major-investigation-and-public-protection/domestic-abuse/arrest-and-other-positive-approaches/domestic-violence-protection-notices-and-domestic-violence-protection-orders/?highlight=DVPO?s=DVPO#when-is-a-dvpn-available>

Details of the DVPO

5.5 Police within the Domestic Abuse Hub will be notified when a DVPO has been granted.

5.6 The Police will compile the following information:

- Date the order was issued;
- Length of the order;
- Protected premises (i.e. the address that the perpetrator is prohibited from attending); and
- The terms of the DVPO (i.e. prohibited from entering the address)

Information sharing with partners

5.7 Police will forward details of the DVPO to the MARAC inbox (marac@kirklees.gov.uk). MARAC will forward the details of the DVPO to all partners with the following standard email:

Dear all

Please be aware that there is now a Domestic Violence Protection Order in place for [victim name, DOB], and [suspect name, DOB]. Please see attached for details of the order.

Partner agencies should advise allocated workers of the terms of the DVPO to ensure that:

- *appropriate support can be provided to the victim (~~agencies may wish to contact the Criminal Justice IDVA [Eilish.Kagbo@westyorkshire.pnn.police.uk] to coordinate support for the victim during this period~~); and*
- *Any breaches of the DVPO that have been witnessed by staff can be reported.*

If professionals become aware of and/or can evidence a breach of DVPO, this should be reported to Police via 101.

5.8 Partner agencies should record the terms of the DVPO to ensure that:

- Appropriate support can be provided to the victim (agencies may wish to contact the Criminal Justice IDVA, DVPO Team [Eilish.Kagbo@westyorkshire.pnn.police.uk] to coordinate support for the victim during this period); and
- Any breaches of the DVPO that have been witnessed by staff can be reported.

Reporting breaches

5.9 If professional become aware of and/or can evidence a breach of DVPO, this should be reported to Police via 101.