**Practice Note and Quick Guide to MARAC**

1. **MARAC Process\***

**\*It is essential that this Quick Guide is read in conjunction with the MARAC Process Map and MARAC Practice Guidance on Tri.x, so that you are clear about what you need to do and when, and how and why it is important’.**

The MARAC agenda is provided by the police on a Tuesday once a fortnight, the MARAC meeting then takes place the following Tuesday at West Bromwich Police Station, Moor Street, West Bromwich, B70 8HS.

If you have a family on the MARAC agenda, you will receive a case note notification on LCS advising you of the date and time of the MARAC meeting. You will then need to complete the initial MARAC pro-forma (via Forms on LCS) for your case by the Friday before the scheduled meeting. This pro-forma requires management oversight so please ensure this is sent to your team manager for review.

 We appreciate that you may not be available to attend MARAC so the report is key to enable information to be shared with our partner agencies. Please confirm your attendance at MARAC for your family via [MARAC\_Info@Sandwellchildrenstrust.org](mailto:MARAC_Info@Sandwellchildrenstrust.org)

 Please arrive at West Bromwich Police Station in advance of your allocated time slot. On arrival please contact the MARAC team on 0121 626 9005 and a member of staff will meet you to escort you to the MARAC meeting. This will ensure that you are not waiting around the front office of the police station unnecessarily.

 Following the MARAC meeting, the minutes will be uploaded in documents on LCS once these have been received from the police. Please ensure you review the minutes and complete any identified actions for your case. Once you have completed your action, please confirm via [MARAC\_Info@Sandwellchildrenstrust.org](mailto:MARAC_Info@Sandwellchildrenstrust.org) so we can update the MARAC action tracker.