





Calderdale DISTRICT

MARAC and DRAMM TERMS OF REFERENCE July 2024

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Calderdale DISTRICT

MARAC Meeting

TERMS OF REFERENCE

Multi-Agency Risk Assessment Conference (MARAC)

The MARAC is a meeting where information is shared on high risk domestic abuse with the primary focus to safeguard the victim, through identifying the specific risk factors and agreeing an action plan to mitigate the potential harm.

The MARAC will also make links with other settings to safeguard children and manage the behaviour of the perpetrator. At the heart of a MARAC is the working assumption that no single agency or individual can see the complete picture of the life of a victim, but all may have insights that are crucial to their safety. Therefore every agency needs to be committed to the purpose and effectiveness of the MARAC to achieve the best outcome for each victim.

The IDVA holds a crucial role as part of MARAC. The victim does not attend the meeting and so is represented by an IDVA who holds a dual role at the meeting; to inform on the wishes, fears and point of view of the victim and also to contribute their expertise to discussions around how best to support and protect the victim. The IDVA will also feed back to the victim following the meeting.

The <u>Domestic Abuse Stalking and Harassment and Honour Based Abuse (DASH)</u> risk assessment tool will be used by all agencies as the risk assessment tool for MARAC.

Purpose of the MARAC

- To provide a forum for agencies to share information that enables a thorough assessment of the risk to victims of domestic abuse who are at high risk of serious harm
- To enable a multi-agency risk management plan to be agreed
- To provide agencies with an understanding of the involvement of services in individual cases
- To ensure there is a multi-agency response to domestic abuse incidents which meet the criteria for MARAC
- To agree where appropriate a single point of contact for victims of domestic abuse at high risk of serious harm
- To provide a forum for any agency to refer concerns about high risk domestic abuse for a multi-agency response
- To ensure every opportunity to reduce the risk of further harm is explored through a collective responsibility and sharing of expertise
- To ensure that the potential complex needs of a victim of abuse or children are addressed in the appropriate way without detracting from the purpose of the MARAC

 To ensure all services are aware of victims (and perpetrators where appropriate) considered to be of high risk and that a flagging system exists to aid front line practitioner to respond appropriately where necessary

Criteria for MARAC referral

High risk is defined through the DASH risk assessment tool as where there are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious.

- All incident reports assessed as high risk. The DASH tool indicates a risk to be high based on the number of indicators present (14 or more) and also where due to escalation of risk, repeat incident reports or professional judgement the risk is considered to be high. The <u>referral pathway</u> below is a flowchart combining this criteria with the DRAMM criteria
- 2. MARAC transfer where a victim moves into Calderdale who is subject to MARAC management in another area of the country
- 3. Repeat MARAC a further incident of domestic abuse takes place within a rolling 12 months of being heard at MARAC
- 4. Escalation 6 or more domestic abuse related crimes within a rolling 12 month period assessed as medium risk will result in a risk review and may be re-levelled to high risk
- 5. Action plan review an existing MARAC case may be subject to such a change in circumstances that warrants an action plan review, such as:
 - a. Perpetrator released from prison
 - b. Change of bail conditions
 - c. Victim retracting statement
 - d. Dismissal of a protective court order such as Non-molestation Order
 - e. Any significant failure of the action plan

It is best practice that all referrals will be with the consent of the victim involved and their views sought and represented. This is the best way to build trust and effective engagement, however, as the risk has been assessed to be high, meaning there is a high risk of serious harm consent is not required and can be overridden. A clear rationale for not seeking or overriding consent must be recorded. See Calderdale MARAC and DRAMM ISA for full information regarding lawful sharing of personal information.

MARAC Process

- The MARAC will meet fortnightly on a Wednesday
- Any agency can make a referral to MARAC using the <u>DRAMM / MARAC referral</u> form.
- Referrals for the MARAC will be circulated to all agencies via secure email on or before the Friday preceding the meeting.
- At 12.30pm the MARAC meeting will be held in person at Halifax Police Station
- During the meeting representatives will share information held by their agency that is relevant to the understanding and assessing risk.

- Each agency attending must be in a position to contribute towards the risk management plan by offering an intervention or service provided by their agency or sharing knowledge they have of services that are not present.
- Each representative will take ownership of actions for their agency and feedback the outcome in the agreed timescales.
- Minutes will be approved by the chair prior to circulation.
- Minutes will be recorded and shared via secure email within 48 hours, unless there are exceptional circumstances. Each agency will keep a record of minutes in accordance with their own procedures for securing confidential and personal data.
- Any report in the meeting or in the referral from that a crime has occurred will result
 in the police recording a crime report and the meeting attendees will provide a
 recommendation to the police in respect of proceeding with approaching the victim or
 perpetrator.
- The administrative support for the MARAC will be provided by the MARAC Coordinator
- The MARAC will be chaired by a member who has attended the SafeLives MARAC Chair Course and who has specialist expertise in domestic abuse and vulnerability management. The best practice is that this role rotates across agencies and at present is covered by the Sergeant in the Domestic Abuse Hub, (also DRAMM Chair), MAST manager in Childrens Social Care and Safeguarding Manager in Adult Social Care.

Contact for advice or referrals is through the Calderdale Domestic Abuse Hub 01422 337038 cd.safeguardingdomesticabusehub@westyorkshire.police.uk

Role of the MARAC Chair

The role of the MARAC chair is to ensure that the meeting is conducted effectively and delivers a coordinated response to increase the safety of high risk victims of domestic abuse. The Chair will ensure the meeting is quorate, an IDVA is present to represent the victim and that the referring agencies are in attendance to present their referrals. The Chair will give each agency an opportunity to share information, offer interventions and agree a risk management action plan. All minutes will be approved by the chair prior to circulation. Please see the MARAC Meeting Guidance for further information on the management of the meeting.

Role of the MARAC Co-ordinator

The role of MARAC Co-ordinator is crucial in establishing effective communication between all parties who attend MARAC and supporting the meeting chair to identify gaps within MARAC and to establish links within agencies to enable their full participation. The Co-ordinator provides the administrative support to the meeting thus ensuring that all information is circulated in time and securely, including recording accurate and relevant minutes. They also collate and supply the data through the Safe Lives forum as part of the national MARAC data set. MARAC cases that transfer into Calderdale will be received and referred to the next meeting by the Co-ordinator who will also ensure that as soon as they become aware that a victim whose risk is being managed through Calderdale MARAC moves out of area the appropriate area MARAC is informed immediately.

The MARAC Co-ordinator will keep a record of actions agreed at the meeting and ensure that they are kept up to date with the outcomes. They will liaise with the Domestic Abuse Hub Sergeant if any actions are not completed in the timescales or they are informed that the action cannot be completed as agreed.

Dispute and Escalation

Each agency representative will be of sufficient authority to make a decision on behalf of their agency. However there still may be occasions where professional disagreement or difference of opinion remains unresolved in the meeting. In respect of the meeting outcome the chair will take responsibility for the final decision. The disputed matter may well proceed to further discussion or escalation following the meeting. This challenge and discussion should be seen as positive and on occasion inevitable where there are committed and experienced professionals seeking to find the best outcome possible for victims of domestic abuse. This is multi-agency guidance may assist – Resolving Professional Disputes.

Membership

The MARAC is made up of key partners whose representatives hold the authority to make decisions on behalf of their organisation and take away actions relevant to their service without the need for alternative referral pathways to be followed.

The meeting will have representation from:

- Staying Safe (IDVA) Manager
- West Yorkshire Police represented by staff from the Domestic Abuse Hub;
- Children's Social Care represented by a Practice Manager from MAST:
- SWYFT representative
- Locala Safeguarding Team Health Visiting and School Nursing
- CHFT Named Midwife and Domestic Abuse Lead
- Calderdale Recovery Steps Manager
- Adults Social Care represented by social worker
- Education representative based in MAST
- Probation Service Domestic Abuse Lead
- LA Housing represented on rotation with Housing Options, Refuge and Homeless Advisor
- Together Housing Group Safeguarding co-ordinator
- Liaison and Diversion manager
- Family Intervention and Family Support manager

The meeting representative will be responsible for ensuring information shared on behalf of their agency is in accordance with GDPR and in particular is accurate, complete and proportionate to the purpose of the meeting outlined above.

Attendance at Meetings

 Where an organisations representative is unable to attend, a suitable informed and authorised deputy should attend meetings in their place.

- For a meeting to be quorate at least 4 agencies must be present.
- Members need to attend for the entire meeting, taking account of the purpose of the meeting and their role at the meeting to provide advise and expertise on all cases.

Governance

The MARAC Steering Group is operationally responsible for the governance of the MARAC and will ultimately report to the Domestic Abuse Strategic Board.

Terms of Reference review date

• The TOR will be reviewed on an annual basis to ensure they remain fit for purpose.

Calderdale DISTRICT

DRAMM Meeting

TERMS OF REFERENCE

Daily Risk Assessment Management Meeting (DRAMM)

The DRAMM is a multi-agency meeting that aims to provide immediate safeguarding interventions to victims of domestic abuse and their children. The DRAMM will also provide a triage stage for the MARAC to ensure a timely response to high risk concerns. The DRAMM will also serve as the Multi-agency forum for the Domestic Abuse disclosure Scheme (Clare's Law).

The DRAMM will also incorporate a process by which a child protection or adult protection strategy meeting can be held if the circumstances of the referral gives reasonable cause to suspect that a child is suffering or likely to suffer significant harm.

The <u>Domestic Abuse Stalking and Harassment and Honour Based Abuse (DASH)</u> risk assessment tool will be used by all agencies as the risk assessment tool for DRAMM.

Purpose of the DRAMM

- To provide a forum for agencies to share information that enables a thorough assessment of the risk to victims of domestic abuse
- To enable a multi-agency risk management plan to be agreed
- To provide agencies with an understanding of the involvement of services in individual cases
- To provide a fast track discussion and action plan for high risk cases proceeding to MARAC
- To ensure there is a multi-agency response to domestic abuse incidents which meet the criteria for DRAMM
- To provide a forum for information sharing between agencies for Clares Law applications
- To agree where appropriate a single point of contact for victims of domestic abuse
- To provide a forum for any agency to refer concerns about domestic abuse for a multi-agency response
- To ensure every opportunity to reduce the risk of further harm is explored through a collective responsibility and sharing of expertise
- To ensure that the potential complex needs of a victim of abuse or children are addressed in the appropriate way without detracting from the purpose of the DRAMM around domestic abuse

Criteria for DRAMM referral

1. All incident reports assessed as high risk. The DASH tool indicates a risk to be high based on the number of indicators present (14 or more) and also where due to escalation of risk, repeat incident reports or professional judgement the risk is

- considered to be high. The <u>referral pathway</u> below is a flowchart combining this criteria with the MARAC criteria.
- 2. Medium risk incident reports where a crime has occurred unless it is deemed appropriate to manage the risk without discussion through the multi-agency DRAMM. Each agency should record their own rationale for this decision.
- 3. The police will also review cases that are rapid repeats, ie 4 incident reports in 1 month or 5 incident reports in 12 months of standard or medium risk, to assess whether they should be referred into DRAMM for multi-agency management. This is done using a THRIVE (threat, harm, risk, investigation, vulnerability and engagement) risk tool.

It is best practice that all referrals will be with the consent of the victim involved and their views sought and represented. However, it maybe that safeguarding concerns for a child or the risk to the victim is such that consent is not sought or is overridden. A clear rationale for not seeking or overriding consent must be recorded. Individual agencies may have their own policy regarding referrals without consent and practitioners should have regard to them, whilst also understanding they are protected by a legal framework. See Calderdale MARAC and DRAMM ISA for full information regarding lawful sharing of personal information.

DRAMM Process

- The DRAMM will meet each day Monday to Friday
- Any agency can refer a relevant incident to DRAMM using the <u>DRAMM / MARAC</u> referral form.
- All relevant incidents reported to the police within the previous 24 hours or over the weekend will be assessed through the Domestic Abuse Hub and where appropriate referred to the DRAMM
- The aim will be to hear no more than 10 cases each day and therefore this may involve prioritisation of cases by the chair and some cases being deferred to the following day. Priority will always be to the risk to the victim and children.
- By 9am all referrals to be heard that day will be uploaded on to a shared folder
- All agencies will review the referrals and upload their information before 10.15 am
- At 10.30 am all referrals will be removed from the shared folder in preparation for the meeting.
- At 11am the DRAMM meeting will be held at Halifax Police Station with an option to join virtually.
- During the meeting representative may need to share additional information that becomes relevant to the discussion that may not have been shared prior to the meeting. This will be recorded as part of the minutes.
- Each agency attending must be in a position to contribute towards the risk management plan by offering an intervention or service provided by their agency or sharing knowledge they have of services that are not present.
- Each representative will take ownership of actions for their agency and feed back the outcome in the agreed timescales.
- Minutes will be recorded and shared by 3PM the same day, unless there are exceptional circumstances. Each agency will keep a record of minutes in accordance with their own procedures.

- Any report in the meeting or in the referral from that a crime has occurred will result
 in the police recording a crime report and the meeting attendees will provide a
 recommendation to the police in respect of proceeding with approaching the victim or
 perpetrator.
- The administrative support for the DRAMM will be provided by West Yorkshire Police.
- The DRAMM will be chaired by an officer in West Yorkshire Police of at least the rank of Sergeant who has specialist expertise in domestic abuse and vulnerability management. This will usually be the Domestic Abuse Hub Sergeant.

Contact for advice or referrals is through the Calderdale Domestic Abuse Hub 01422 337038 cd.safeguardingdomesticabusehub@westyorkshire.police.uk

Strategy Discussion

Where the circumstances of a referral gives reasonable cause to suspect that a child is suffering or likely to suffer significant harm then Working Together 2023 requires a strategy discussion to take place. A strategy discussion under the Care Act 2014 would take place where there was information that an adult at risk may be experiencing neglect or abuse.

It has been agreed that to prevent duplication and also to take the opportunity to have the meeting timely and with good multi-agency involvement, strategy discussions will be held as part of the DRAMM. The respective representative from Adult or Childrens Social Care will chair that aspect of the meeting and then provide the appropriate strategy minutes and action plan by 2PM that day in order to complete Part 4 of the DRAMM minutes.

Role of the DRAMM Chair

The role of the DRAMM chair is to ensure that the meeting is conducted effectively and delivers a coordinated response to increase the safety of high risk victims of domestic abuse. The Chair will ensure the meeting is quorate and attending agencies are given an opportunity to share information, offer interventions and agree a risk management action plan. The Chair will also ensure the information supplied by non-attending agencies is also shared. All minutes will be approved by the chair prior to circulation. There is additional information as part of the MARAC Meeting Guidance that may be useful for the management of the DRAMM meeting.

Dispute and Escalation

Each agency representative will be of sufficient authority to make a decision on behalf of their agency. However there still may be occasions where professional disagreement or difference of opinion remains unresolved in the meeting. In respect of the meeting outcome the chair will take responsibility for the final decision. The disputed matter may well proceed to further discussion or escalation following the meeting. This challenge and discussion should be seen as positive and on occasion inevitable where there are committed and experienced professionals seeking to find the best outcome possible for victims of domestic abuse. This is multi-agency guidance may assist – Resolving Professional Disputes.

Membership

The DRAMM is made up of key partners whose representatives hold the authority to make decisions on behalf of their organisation and take away actions relevant to their service without the need for alternative referral pathways to be followed.

The meeting will have representation from:

- West Yorkshire Police represented by staff from the Domestic Abuse Hub;
- Children's Social Care represented by a Practice Manager from MAST;
- Staying Safe manager or IDVA
- Health represented by the Domestic Abuse Hub practitioner;
- Adults Social Care represented by social worker.

In addition information will be sought and shared from:

- Calderdale Recovery Steps
- Family Intervention Teams
- Probation Service
- Housing Providers
- Refuge

The meeting representative will be responsible for ensuring information shared on behalf of their agency is in accordance with GDPR. In particular is accurate, complete and proportionate to the purpose of the meeting outlined above.

Attendance at Meetings

- Where an organisations representative is unable to attend, a suitable informed and authorised deputy should attend meetings in their place.
- For a meeting to be guorate at least 3 agencies must be present.

Governance

The DRAMM is chaired and administered by West Yorkshire Police and therefore as the lead agency for the Domestic Abuse Hub they have increased responsibility in respect of supporting the smooth running of the DRAMM. Regard will also be given to the MARAC Steering Group due to the DRAMM function and process being closely linked to the MARAC Terms of Reference.

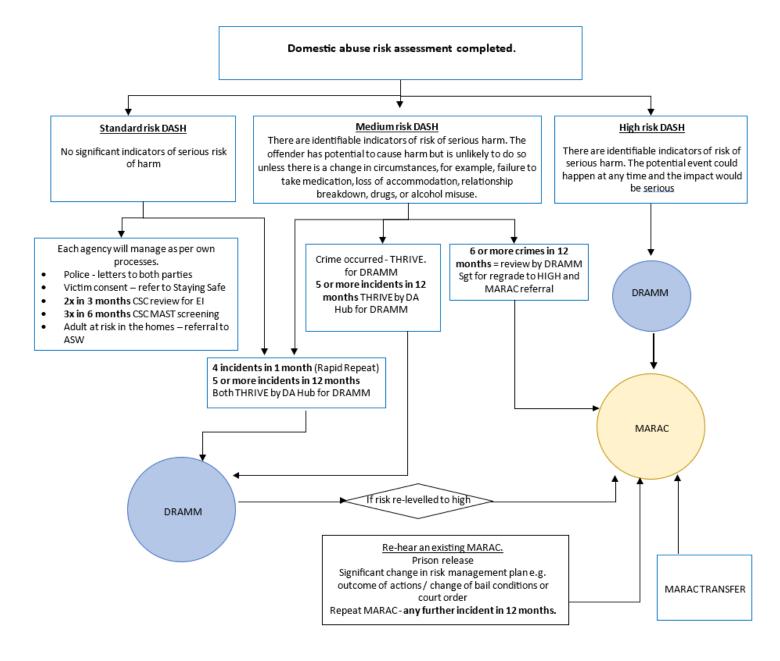
However overall governance of the DRAMM is through the Multi-Agency Domestic Abuse Operational Group, which then reports to the Domestic Abuse Strategic Board.

Terms of Reference review date

• The TOR will be reviewed on an annual basis to ensure they remain fit for purpose.

Appendix A

Referral Pathway for DRAMM and MARAC



Appendix B

MARAC Meeting Guidance

The primary focus of the MARAC is to safeguard the adult victim. The MARAC will also include links to other processes which safeguard children and manage the behaviour of the perpetrator.

At the heart of a MARAC is the working assumption that no single agency or individual hold all the information needed to implement an effective safety plan and so it is essential the MARAC is consistent in attendance and active contribution, information sharing, and completion of actions.

The MARAC Steering Group is the governance route to ensure the MARAC processes are effective and efficient as per their terms of reference. However the MARAC chair is responsible for ensuring that each meeting is conducted according to the MARAC Terms of Reference which includes the conduct of the meeting as well an escalation process for concerns.

MARAC chair guidance

The chair may arrange a 'closed MARAC' in exceptional cases where the person(s) involved may be professional(s) connected to the MARAC process or the case involves Honour Based Abuse where the information needs to be held outside of normal processes.

Functions of the chair:

- ensure that everyone present is aware and have agreed to the <u>confidentiality</u> <u>statement</u>, declared any conflict of interest and introduced themselves
- ensures that the victim is represented at the meeting by an IDVA who will also take responsibility for feeding back to the victim after the meeting
- manage the timeliness of discussions
- require the referring agency to present the case PART 1 of the referral form
- asks each agency in turn to share their relevant information, starting with the person representing the victim and identify any unknown factors that are pertinent
- summarise an analysis of the risk including harms, triggers and safety factors (see below Analysis of Risk) and ask agencies to add anything of value to that summary
- Invite each agency in turn to offer actions and time scales aimed to reduce the risk or the likelihood of harm (see below <u>Intervention Options</u>)
- Any actions suggested for an agency not present will be discussed by the chair with that agency after the meeting and fed back to the attendees
- Summary of risk management action plan in respect of victim, child(ren) and perpetrator
- Identify any critical action outcome that would result in re-hearing the case
- Sign off an accurate record of the meeting (PART 5 of the referral form) including actions agreed with timescales

Confidentiality Statement

Those persons present are reminded that this meeting is strictly confidential. Discussions should not be shared outside of the meeting. Similarly, copies of the minutes should not be photocopied or shared without the agreement of the Chair and MARAC Co-ordinator.

All agencies should ensure that they develop procedures to ensure that the minutes are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to age, disability, race, belief, sexual orientation, gender or gender identity.

Analysis of risks

The analysis of risk will take a holistic view of the risk and not just the incident that led to the referral, including patterns of behaviour and previous successful or unsuccessful safety plans.

Identify specific harm to the victim, child(ren) or other person – ie assault, economic abuse, stalking, coercion and control, witnessing abuse, self-harm, mental harm

Identify any aggravating factors – ie pregnancy, substance misuse, mental ill health, poverty, homelessness, child contact arrangement

Identify any protective / safety factors – ie family/friend network of support, services engaged, home security, perpetrator in custody, court order, victim's and/ or child's own safety plan

Risk Management Action Plan

The action plan will be agreed in the meeting and include timescales. This will then be monitored by the MARAC Co-ordinator.

The risk management plan will include triggers for the case to be reheard or urgent updates to be shared with members. There will be specific actions:

- To support the victim
- Protect children
- Manage the behaviour of the perpetrator.

The below list of possible interventions will support deciding the appropriate plan.

Minutes

The referral form creates part of the minutes and therefore ensures that detailed information is recorded. This includes the DASH indicators and the specific rationale for the MARAC referral (see MARAC and DRAMM. and any actions already taken through DRAMM.

The meeting discussion will record the summary of the analysis of risk and the risk management plan that has been agreed in respect of the victim, child(ren) and perpetrator and clearly inform and explain the actions.

The discussion will also identify the person who will feedback to the victim and be clear to all agencies if there is some information that will not be shared. This should be the IDVA. It is important that the victim receives a consistent message from all agencies.

The actions will provide the details of what each agency has agreed to do and a date when that action should be completed by.

MARAC Representatives

All the agency representatives at MARAC form part of the safety net to provide the best opportunity for the victim to be kept safe and their children protected from harm. It is essential that every individual understands their role at the meeting.

Representatives will be called upon to present cases that have been referred by their agency if the individual referrer is not able to attend. They must be sufficiently knowledgeable to provide all the necessary information and fully understand the concerns that have led to the referral.

At the meeting all representatives should have a clear picture of what their agency knows about the individuals in each case and know their legal power or duty to share all or part of that information according to the needs of the individual case. They should have the confidence to express their professional view even if it differs from others in the meeting. Respectful challenge and discussion is vital to making sure that risks are not over looked or underestimated.

Representatives should be in a position to offer actions on behalf of their service and have the authority to ensure they are carried out within the timescales agreed. Representatives must also have sufficient understanding of domestic abuse and risk to contribute towards risk management plans utilising their knowledge of domestic abuse and their knowledge of other options or services not represented in the meeting.

After the meeting representatives must ensure that their processes are robust in ensuring actions are completed and updated in time.

Intervention Options

1	Victim contact	Who will be the primary contact with the victim, they must update agencies if the victim disengages
2	Support network	Identify a support network around the victim, alternative routes to make contact or provide support – Think Family approach Identify network around the perpetrator that could lead to a positive influence or heightened risk factors
3	Victim safety planning	See safety plans – agree who will do this

4	Child safety planning	See safety plans – agree who will do this
5	Joint visit	Be clear on the reason and desired outcome
6	Contact with the	Who is best able to optimise ways to engage and
	perpetrator	identify opportunities to understand risk factors and
		offer support
7	IOM / probation	Are there opportunities to establish communication
		with the perpetrator or identify risk linked behaviours
8	Liaison and Diversion	Opportunities for support to be offered
9	DAP Caring Dada	Not for high risk but may be appropriate for DRAMM
10	Caring Dads Housing	Not for high risk but may be appropriate for DRAMM Is the victim's accommodation secure, shared
10	Housing	tenancy, facing eviction, safe location – is a move
		desired?
		Does the perpetrator have alternative
		accommodation?
11	Refuge	Previous experience / fears of refuge, out of area
	1 3 3 3 3	necessary
12	Sanctuary Scheme	Does the victim's home need target hardening, locks,
	,	window alarms, does this require landlord permission
13	Alarms	What ability does the victim have to call for urgent
		help
14	Bail or trail date /	Identify what action is needed on key dates, if bail /
	release date / EDD	custody is part of the risk management plan and
		possible baby due dates
15	Court support / special	If there is a trial who is supporting the victim / have
	measures / restraining	special measures been granted / restraining order
	order	requested
16	Unwanted Prisoner	Identify who will discuss this with the victim and if it
47	Contact	will be requested without their support
17	Clare's Law required	Who will deliver the information / joint visit / re-
10	Carabia Law	evaluation if victim refuses to hear the information
18	Sarah's Law	Has any information been shared that would trigger
19	Child Arrangements	an application In place / needed
19	Order	iii piace / fieeded
20	Non-Molestation Order	In place / needed
21	Occupation order	In place / needed
22	Victim retraction	What plan is in place if the victim wants to retract their
		statement, review risk assessment, who needs to
		know
23	DVPN/O	Is one in place / will one be applied for
24	Mental health support	Is a referral required for either party how will this be
		done, is this a risk factor that cannot be addressed
25	Substance misuse	Joint visit to be considered if direct consent is not
		given
26	Flags and markers	Identification of MARAC cases within services

Safety Plan Resources

Victim

Womensaid.org.uk Safelives.org.uk

Socialworkerstoolbox.com

Calderdale Council

Cardoradio Courte

Children

Brave Box available from Edshift.co.uk (local charity)

Socialworkerstoolbox.com has free resources e.g "Fluffy finds a safe place" for younger children

 $\underline{\text{https://equation.org.uk/product/a-booklet-for-me-helping-children-explore-their-experience-}}\underline{\text{of-domestic-abuse/}}$

Teenagers

YP_safetyplan.pdf (safelives.org.uk)