

Aide memoire For MARAC Chairs

CONFIDENTIALITY

- Pre-MARAC: Case list circulated detailing names, DOBs and addresses
- At MARAC: Refer to confidentiality statement/agreement at the start of the meeting

MINUTES AND ACTIONS

- · Agencies to confirm status of actions with MARAC Co-ordinator ahead of the meeting
- · Read out and follow and follow up incomplete actions and record in the minutes

INFORMATION SHARING

- Focus representatives on proportionate and relevant information
- · Balance and facilitate the flow of information around victim(s), children and perpetrators
- Are the victim's views represented?

RISK

- · After all the information is shared, summarise the risks identified
- · Confirm with partners that there are no additional, relevant risks
- Encourage agencies to work in a co-ordinated way

ACTION PLANNING

- · Agencies to volunteer relevant actions
- · Aim to map actions to the identified risk and name risks that cannot be managed
- Aim for SMART actions
- Consider risks to victim(s), children, perpetrator, staff and any other relevant parties
- · Improve effectiveness by developing joint actions
- Ensure named person identified to feedback information to victim, where safe to do so

SAFETY

- Check: has the MARAC made the victim(s) safer?
- Will the outcomes encourage them to engage with support in future?

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