

Sheffield

FORCED MARRIAGE AND 'HONOUR' BASED VIOLENCE PROTOCOL

Developed by

Sheffield Strategic Planning Group for Domestic Abuse

Sheffield Safer and Sustainable Communities Partnership

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Table of Contents

<i>Table of Contents</i>	2
<i>Introduction</i>	3
<i>Definitions</i>	3
<i>One Chance Rule</i>	5
<i>Domestic Homicide Reviews (DHRs)</i>	5
<i>Indicators</i>	6
<i>Risk Factors and Motivations</i>	7
<i>Initial steps – all agencies</i>	8
<i>Information to be gathered – by all agencies:</i>	9
<i>If a victim is being taken overseas</i>	10
<i>Role of Children’s Services</i>	11
<i>Role of Adult Services</i>	12
<i>Role of Domestic Violence Support Services</i>	13
<i>Role of the Police</i>	13
<i>Role of Schools, Colleges and Universities</i>	14
<i>Role of Housing Solutions</i>	16
<i>Role of Health Professionals</i>	17
<i>Role of the Forced Marriage Unit</i>	18
<i>Legislation</i>	18
<i>Criminal</i>	18
<i>Civil</i>	19
<i>Appendix 1 - Flowchart for referral of a child/young person</i>	20
<i>Appendix 2 – Process for Adult Services</i>	21
<i>Appendix 3 Multi-Agency Risk Assessment Conference (MARAC) PROCESS FLOWCHART</i> ..	29
<i>Appendix 4 Local Contacts</i>	30

Introduction

This protocol is intended to enable services to appropriately respond to victims of forced marriage and “honour” based violence.

The protocol has been developed to assist professionals and community groups working in Sheffield to act on the assessment of risk and provide support as appropriate.

It is important that this protocol is used alongside any existing procedures within your organisation and that you also have regard to safeguarding policy and procedure.

You should follow this protocol if you:

- Work directly with children, young people and adults
- Work with or supervise others who have contact with children, young people and adults
- Are a concerned member of the public.
-

Cases should be responded to using existing structures, policies and procedures designed to safeguard children, young people and victims of domestic violence.

Definitions

Forced marriage and so called ‘Honour’ based violence are a violation against human rights and is a high priority area of the national and local Violence Against Women and Girls Agenda. It is, primarily an issue for young women and girls aged between 13 and 30 years, although evidence collated by the Foreign and Commonwealth Office indicates that 15% of the victims are male.

It is estimated that between 5000 and 8000 cases of forced marriage are reported per year. In the first half of 2009, the Forced marriage Unit at the Foreign and Commonwealth office dealt with 770 cases of forced marriage, which is a 16% increase when compared with the previous year. These numbers are broken down as follows:

70% Pakistani origin

11% Bangladeshi origin

33% under 18

14% under 16

14% male victims

The majority of cases of forced marriage encountered in the UK involved South Asian families, but this is due to the size of the South Asian population in the UK, rather than this being an issue specific to this community. There are also cases involving families from Iraqi Kurdistan, East Asia, the Middle East, Eastern Europe, Africa and from within Czech Roma Communities.

Arranged Marriage

In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

Forced Marriage

Forced marriage is a marriage conducted without the valid consent of one or both parties, where some element of duress is a factor.

The United Nations views Forced Marriage as a form of human rights abuse, since it violates the principle of freedom and autonomy of individuals. This is acknowledged under the United Nations' Declaration of Human Rights, article 16(2).

Article 16

(1) Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.

(2) Marriage shall be entered into only with the free and full consent of the intending spouses.

(3) The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

Forced marriage **'is a form of child/domestic abuse and should be treated as such. Therefore, ignoring the needs of victims is not an option. Forced marriage affects people from many communities and cultures. Cases should be tackled using existing structures, policies and procedures designed to safeguard children, adults with support needs and victims of domestic abuse.'** Forced Marriage Unit ¹

The Government defines domestic abuse as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.²

This includes issues of concern to black and minority ethnic (BME) communities such as so called "honour based violence", female genital mutilation (FGM) and forced marriage.

'Honour' based violence

'Honour' based violence (HBV) occurs when perpetrators believe a relative or other individual has shamed or damaged a family's or community's 'honour' or reputation (known in some communities as izzat), and that the only way to redeem the damaged 'honour' is to punish and/or kill the individual. 'Honour' based violence is a term that is widely used to describe this sort of abuse however it is often referred to as so called 'honour' based violence because the concept of 'honour' is used by perpetrators to make excuses for their abuse. There is a very strong link between 'honour' based violence, forced marriage and domestic abuse. Examples of damaged honour are:

- Defying parental authority
- Becoming overly westernised in style (e.g. clothing, make up, behaviour, attitudes, etc.)

¹ <http://www.fco.gov.uk/resources/en/pdf/3849543/forced-marriage-guidelines09.pdf>

² <http://www.homeoffice.gov.uk/crime/violence-against-women-girls/domestic-violence/> This is the new definition to be implemented in March 2013

- Having sex/relationships/pregnancies outside marriage
- Using drugs, alcohol, cigarettes
- Gossip – family honour can be damaged by unfounded or untrue gossip or rumours
- Interfaith or intercommunity relationships
- Leaving a spouse or seeking a divorce

Forms of ‘honour’ based violence can include, but are not limited to:

- Being disowned or ostracised by the community
- Physical abuse of the victim by family members including spouse and in laws
- Restriction of freedom or loss of independence – being “policed” by family members
- Isolation from wider family or community, e.g. stopped from seeing friends
- Forced marriage
- Murder

Internalisation of guilt or shame by the victim can cause internal conflict for them, and not wanting to cause further shame can result in self harm and suicide attempts.

One Chance Rule

All practitioners working with victims of forced marriage and HBV need to be aware of the “**one chance**” rule. That is, they may only have **one chance** to speak to a potential victim and may only have **one chance** to save a life. This means that all practitioners working within statutory agencies need to be aware of their responsibilities and obligations when they become aware of potential forced marriage cases / “honour” based violence. If the victim is allowed to walk out the door without support being offered, that **one chance** might be wasted.

Coercion is likely to be used to one or both spouses, by family members, friends and the wider community. This may include; threats of violence, being held against their will, emotional threats and other forms of coercion and harassment, such as not being allowed to go anywhere without being accompanied by someone.

There is a common misconception that forced marriages are confined to certain religious group and cultures, however this is not the case. The practice of forced marriage is not confined to one culture or religious group and any persons regardless of ethnicity, culture, religion, disability, age, gender and sexuality can find themselves in a situation where they are offered no choice but to proceed with the marriage.

Domestic Homicide Reviews (DHRs)³

Implemented in 2011 under the 2004 Domestic Violence Crime and Victims Act, DHRs are the review of the circumstances in which the death of a person aged 16 years or over has, or appears to have, resulted from violence, abuse or neglect by –

- A person to whom s/he was related or with whom s/he was or had been in an intimate personal relationship; or
- a member of the same household as him/herself,
- held with a view to identifying the lessons to learnt from the death.

A death that could be related to ‘honour’ based violence would therefore trigger the possibility of a DHR. All statutory agencies are required to participate as are agencies commissioned by the Council etc. to provide services to people affected by domestic abuse.

³ <http://www.homeoffice.gov.uk/crime/violence-against-women-girls/domestic-violence/domestic-homicide-reviews/>

Indicators

Potential indicators of 'honour' based violence and/or forced marriage:

Cases will rarely present as forced marriage and/or 'honour' based violence, and the victim (particularly children and young people) will not usually mention either forced marriage or 'honour' based violence.

Education

- Withdrawal of student from school by those with parental responsibility
- Removal of day centre for person with physical or learning disability
- Sudden announcement of engagement to a stranger
- Student being prevented from attending higher or higher education
- Truancy or persistent absences⁴
- Request for extended leave or student not returning from an overseas visit⁵
- Surveillance by siblings/cousins/extended family members at school
- Decline in behaviour, engagement, performance or punctuality, poor exam results – in particular for previously motivated student
- Decline in physical presentation or demeanour

Health

- Patient constantly being accompanied on visits to doctor, midwife and/or clinics
- Self harm and/or eating disorders
- Attempted suicide
- Depression
- Isolation
- Alcohol or substance misuse
- Early, unwanted or constant pregnancy
- Female genital mutilation (an offence under the Female Genital mutilation Act 2003)

Family History

- Siblings being forced to marry
- Early marriage of siblings
- Self harm or suicide of siblings
- Death of a parent
- Family disputes
- Domestic Violence and abuse
- Running away from home
- Unreasonable restrictions (e.g. house arrest)
- Never being allowed to leave the home unescorted
- Financial restrictions (e.g. not being access to own money or bank account)

Employment

- Poor performance
- Poor attendance
- Limited career choices
- Unable to attend business trips or functions
- Not allowed to work
- Subject to financial control (e.g. not being given access to own money or bank account)

⁴ Please refer to Sheffield's Attendance Strategy : <https://www.sheffield0to19.org.uk/professionals/masts.html>

⁵ Please refer to Sheffield's 'term time Leave' Policy <https://www.sheffield.gov.uk/education/information-for-parentscarers/at-school/attendance/term-time-leave.html>

Police Involvement

- Victim or other sibling being reported as missing
- Reports of domestic abuse, violence harassment or breaches of the peace in the family home
- Reports of other offences such as rape or kidnap
- Victim reported by family for alleged offences (e.g. substance misuse, shoplifting)
- Threats to kill
- Attempts to kill or harm
- Acid attacks
- Female genital mutilation (an offence under the Female Genital mutilation Act 2003)

Risk Factors and Motivations

Many young people, throughout their childhood, expect their parents to choose or select their marriage partner for them, and may not realise they have a fundamental human right to choose their spouse. Motives behind forced marriage can be justified, by the perpetrators, as protection of their children or preservation of cultural or religious traditions, and they are unlikely, therefore, to see anything wrong with their actions. Some of the key motivations, identified by practitioners working with victims of forced marriage and “honour” based violence, include:

- Controlling unwanted or perceived promiscuity
- Controlling sexuality
- Preventing “unsuitable” or undesirable relationships (e.g. outside ethnic, cultural, religious or caste group)
- Protecting family ‘honour’ and pride/izzat
- Responding to peer group or family pressure
- Fulfilling long standing family commitments and/or to strengthen family links or ties
- Protecting perceived cultural ideals
- Protecting perceived religious ideals which are misguided
- Ensuring care for a child or vulnerable adult with special needs
- Assisting claims for UK residence and/or citizenship
- Protecting family wealth, land or property or increasing wealth

Some factors increase the risk of someone being forced into marriage and can include:

- Bereavement within a family – occasionally, when a parent dies, the remaining parent feels an urgency to ensure the children are married
- When a step parent moves in with the family
- When an older child refuses to marry a younger child may be forced in to the marriage to protect the family ‘honour’ or fulfil the original contract
- When a disclosure of sexual abuse is made – parents may feel the marriage will restore the family ‘honour’ or stop the abuse

These motivations may help practitioners understand why parents may force their children to marry but cannot be used as justification for denying their children their human right to choose their own marriage partner.

Every major faith group, including Islam, Sikh, Hindu and Christian, condemns forced marriage and all require freely given consent as a pre requisite for a valid marriage to take place.

Initial steps – all agencies

Remembering the ‘**one chance rule**’ the agency should carefully question the person concerned as cases are frequently complex and highly sensitive to the individual.

The reason behind a forced marriage or “honour” based violence may be due to sexuality or disability as well as cultural belief. The majority of victims will be women but this does not mean that there are not male victims. All cases should be dealt with seriously.

There is no specific offence of forced marriage or “honour” based violence but the victim concerned may have been subjected to a number of offences (please see section Legislation).

Initially agencies will need to take the following **essential** action:

- Ensure the victim is seen in a safe and private place (if there is imminent risk phone 999),
- See the victim on their own, if an interpreter is needed take steps to ensure that the interpreter is not connected with the individual or community,
- Where victim is under 18, refer to child safeguarding procedures
- Where the victim is over 18, refer to adult safeguarding procedures if the person is a vulnerable adult and the threshold for MARAC has not been met.
- Inform the victim of their right to seek legal advice and representation,
- Identify any potential criminal offences and refer to the police if appropriate,
- Reassure the victim, this will include ensuring that their confidentiality⁶ is maintained
- Establish a safe way of maintaining contact with the victim

Agencies also need to consider taking the following **desirable** action:

- Undertaking the ACPO DASH (Appendix 3) risk assessment and referring cases assessed as high risk to the MARAC (Multi Agency Risk Assessment Conference⁷) and local Independent Domestic Violence Advocates
- Provide accurate information to the victim about their rights and choices and respect their wishes when possible. Remembering that in certain instances information may be shared without consent for example, child protection, adult protection or MARAC referral.
- Contact a specialist in forced marriage for further advice and support (see Appendix 5), and
- Consider the need for immediate protection and placement away from the family.
- Referring all cases of based violence to the South Yorkshire Police Public Protection Unit in Snig Hill (0114...) and the Independent Domestic Violence Advisors (0114 249 3920)
- Refer them, with their consent, to appropriate local and national support groups, counselling services and women’s groups that have a history of working with survivors of domestic abuse and forced marriage

Additional steps to take include:

- Offer them the option of applying for a **Forced Marriage Protection Order** (see p.15)
- Give them, where possible, the choice of the ethnicity and gender of the specialist who deals with their case
- Inform them of their right to seek legal advice and representation
- If necessary, record any injuries and arrange a medical examination
- Give them personal safety advice
- Develop a safety plan in case they are seen when accessing support (i.e. prepare another reason why you are meeting)
- Establish if there is a family history of forced marriage or ‘honour’ based violence, e.g. siblings forced to marry. Other indicators may include domestic violence, self-harm, family disputes, unreasonable restrictions (e.g. withdrawal from education or “house arrest”) or missing persons within the family

⁶ It is important to remember that in these instances family members, friends and the community may pose the biggest risk to the victim.

⁷ Multi Agency Risk Assessment Conference
FMHBV Protocol/November12/FINAL draft

- Advise them not to travel overseas. Discuss the difficulties they may face (see below)
- Identify any potential criminal offences and refer to the police if appropriate
- Give them advice on what service or support they should expect and from whom
- Ensure that they have the contact details for any trained specialist they will be referred to
- Maintain a full record of the decisions made and the reason for those decisions
- Information from case files and database files should be kept strictly confidential and preferably be restricted to named members of staff only

Do Not (all agencies)

- Do not attempt to mediate,
- Do not send the victim away without having taken appropriate action,
- Do not send the victim back to the family home as part of the routine safeguarding or domestic abuse procedures – practitioners need to be sure that such action will be safe for the victim and, if it is, that the victim has a safety plan and is clear on how to access support when it is needed at any point in the future
- Do not approach family members and/or members of the community without an express request from the victim,
- Do not breach confidentiality or share information inappropriately, unless due to safeguarding concerns for a child or vulnerable adult or an adult at risk of serious harm or homicide (MARAC referral).
- Do not use friends, family members, community leaders or members as interpreters even if they give reassurances of their support for the victim
- Do not share information from any strategy meetings or MARAC discussions without the agreement of partners at those meetings and the expressed consent of the victim
- Do not contact the family in advance of any enquiries by the police, the Forced Marriage Unit, adult or children's social care, either by telephone or letter

Remember

Cases of 'honour' based violence and forced marriage may not fit with some of the principles of working with children and families, as they may, inadvertently, place the victim at greater risk of harm. This includes the principle that the best place for a child or young person is with his/her family. It also includes the practice of attempting to resolve cases through family mediation, counselling, arbitration or reconciliation.

Information to be gathered – by all agencies:

Gather as much information as possible about the family (this will need to be gathered discreetly) including:

Essential

- Full name and date of birth of the person under threat, including a description of the victim
- A safe means by which to contact them e.g. a mobile telephone that will function overseas if necessary. Record the number
- Their parent's names, addresses, DOBs
- Details of any siblings
- Any address where they may be staying overseas

Desirable

- Potential spouse's name and spouse's father's name (if known)
- Details of any potential risks e.g. date of any proposed wedding (if known), any threats made etc.

- Details of any other known, alleged or potential perpetrators / abusers – in cases of forced marriage and “honour” based violence it is likely there are multiple perpetrators
- Addresses of the extended family in the UK and overseas and any known phone numbers
- Information that only they would be aware of (if the victim is a British national, this may assist any subsequent interview at an Embassy/British High Commission in case another person of the same age and gender is produced pretending to be them)
- Names and addresses of any close relatives in the UK
- Record any current contacts / disclosures with other professionals, health, social services, voluntary sector agencies etc.

If a victim is being taken overseas

Some forced marriages take place in the UK with no overseas element, but there may be others that involve a partner coming from overseas or a British citizen being taken abroad. Or there may be situations where a person may be told they are going abroad for a holiday or family visit and then find out the purpose of the travel was their marriage.

Where a victim is being taken overseas, often it is education or health professionals rather than the Police or Social Care staff, who will hear of the travel plans. If foreign travel with the family becomes unavoidable, the following precautions should be taken:

- A photocopy of their passport for retention. Encourage them to keep details of their passport number and the place and date of issue
- Gather information about the travel plans – dates, places they will be staying, full names of who they will be travelling with and staying with and phone numbers
- An estimated return date. Ask that they contact you without fail on their return
- A written statement by the person explaining that they want the police, adult or children’s social care, a teacher or a third party to act on their behalf if they do not return by a certain date.
- Details of the third party in order to maintain contact in case the person contacts them whilst overseas or on their return

Remember:

If the family are approached, they may deny that the person is being forced to marry, move them, expedite any travel arrangements and bring forward the forced marriage.

Report details of the case, with full family history, to the Public Protection Unit and inform the Forced Marriage Unit.

Encourage the person to get in touch with the Forced Marriage Unit. The Unit gives confidential advice and support to anyone who fears they may be forced to marry.

The person may be a dual national and have two passports or if they are under 18 years, they may be listed on their parents’ foreign passport.

If foreign travel with the family becomes unavoidable, the following precautions should be taken:

- Give them the contact details of the department and practitioner handling their case
- Encourage them to memorise at least one telephone number and e-mail address, preferably (if they are a British national) those of the British Embassy or British High Commission
- Supply the address and contact number for the nearest British Embassy or High Commission

Dual Nationality

If a person is a British national and also holds the nationality of another country, they are considered to be a dual national. This can mean that when the individual is in the country of their other nationality, the

authorities in that country will not recognise that the British Embassy or high Commission has any right to assist them or permit any assistance to be given.

However, where the Foreign and Commonwealth Office considers there is a special humanitarian reason to do so, it will consider offering assistance to dual nationals in the country of their other nationality.

Role of Children's Services

Children's Social Care has a duty to investigate allegations of abuse and is seen as one of the agencies with a key role to play in the statutory guidance 'Handling Cases of Forced Marriage'⁸. If an allegation of forced marriage or "honour" based violence is made or a child/young person discloses that they are at risk a section 47 investigation should take place. This will be done **without parental consent**. Notification to the Legal Department and a strategy discussion will need to take place as a matter of urgency.

A referral should be made to the relevant area office Access and Assessment Team or via the 24 hour number **(0114) 273 4855** or the online enquiry form on the SCC website. As well as the information to gather listed on page.... the following information is needed for the referral:

- Special circumstances, for example, language barriers, context disclosure took place etc. What prompted the concerns (include as much detail as possible, including dates, times etc),
- Any physical or behavioural signs,
- Is the person making the report expressing their own concerns or passing on those of someone else? If so record details.
- Has the child/young person been spoken to? If so, what was said?

Any professional or member of the public concerned that a child may be at risk of significant harm, should make a referral to Sheffield's Children's Services, by telephone without delay (0114 273 4855).

Where the child concerned already has an allocated social worker. Referrals to Children's Services should be made to the child's social worker, the team leader or a team colleague.

The strategy discussion should determine whether the risk to the child is imminent, if yes, immediate legal advice should be sought and agreements made on how to keep the child/young person safe. Police and Children's Services should consider at this stage the legal options available to them by way of Police Protection Order, Emergency Protection Order and/or a 'Forced Marriage Protection Order'.

In the event that a Local Authority placement is perceived as appropriate, the carer who the child/young person is being placed with should be given information and advice on the possible risks associated to the child/young person by close family members, extended family members and community groups, and consideration of this should be made when identifying a placement. South Yorkshire Police should also consider placing a location of interest marker on the address where the child/young person is accommodated. **(See Role of the Police pg 12)**

Once the initial strategy discussion and/or any actions agreed to keep the child/young person safe have been undertaken, a referral to the Safeguarding Unit should be made and a strategy meeting convened as quickly as possible and within 7 days.

The strategy meeting should involve representatives from Children's Services, referring agency, Legal Department of the Local Authority, Police, Education, Health, Investigations Support Unit (ISU) and, **where appropriate**, UK Border Agency (UKBA). The strategy meeting should discuss the allegation of forced marriage or "honour" based violence and agree strategies to address the risks to the child/young person and any other children residing within the property/ living with the parents.

Flow chart for the process is included in appendix 1.

⁸ <http://www.fco.gov.uk/resources/en/pdf/3849543/forced-marriage-guidelines09.pdf>

Safeguarding Children – Policies & Procedures can be found at

<https://www.safeguardingsheffieldchildren.org.uk/welcome/safeguarding-children-board/procedures-and-protocols.html>

Please note: **if the young person at risk is 16 or 17 years of age** then an ACPO DASH risk assessment should be completed (see appendix 3) and, if they are found to be at high risk of serious harm or homicide, then a referral should be made into the MARAC process. Safeguarding procedures should still be followed.

Role of Adult Services

The following section is based on the statutory guidance The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage⁹, and South Yorkshire Adult Safeguarding Procedures.

The Right to Choose Guidance sets out the audience who has responsibility under the guidance;

'This guidance is also given to all persons and bodies in England and Wales who exercise public functions to protect adults with support needs from abuse'¹⁰

The guidance is also given to:

'any third party who is exercising public functions on behalf of a person or body mentioned in paragraph 14'¹¹

South Yorkshire's Adult Safeguarding Procedures have been developed in accordance with No Secrets. No Secrets defines a vulnerable adult as someone:

"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".¹²

The response from Adult Services will depend if the adult at risk of forced marriage is deemed to be vulnerable under the remit of South Yorks Adult Safeguarding Procedures.

South Yorks Adult Safeguarding Procedures

Information relating to a vulnerable adult at risk of being forced into a marriage should go through the normal process in line with existing Safeguarding Adults process.¹³

- Imminent threat or risk dial 999
- Outside of immediate risk advice should be sought from the Sheffield Adult Safeguarding Office (0114 273 6870)
- And / or a referral should be made to the Adult Access Team (0114 273 4908)
- The referral will go to the appropriate social work team for investigation
- In addition to the normal risk assessments, in the case of forced marriage and "honour" Based Violence the allocated social worker **must** follow the guidance on page 8 of this document
- Practitioners should risk assess all adults over 18 using the Domestic Abuse ACPO DASH risk indicator checklist (Appendix 3) which includes questions considering the additional risks posed by "honour" based violence. If they feel the person is at high risk of serious harm or homicide a referral to MARAC should be made.

⁹ HM Government Foreign and Commonwealth Office, Home Office et al www.fco.gov.uk/forcedmarriage

¹⁰ The Right to Choose, Chapter Two; page 6, point 14

¹¹ The Right to Choose, Chapter Two; page 6, point 15

¹² No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse, Section 2 page 8

¹³ <https://www.sheffield.gov.uk/caresupport/policy/abuse/adultabusepolicy.html>

- If a MARAC referral is made this will take precedence over an adult safeguarding strategy meeting, however an adult safeguarding strategy meeting will in most circumstances also be appropriate.
- If a MARAC referral is not made a strategy meeting should be called to establish a protection plan for the person's long term safety

Forced Marriage – Adults with Learning Disabilities

There is specific Government Guidance in relation to adults with a learning disability. This document is research based and offers good practice guidance. The document can be found at:

<http://www.fco.gov.uk/resources/en/pdf/travel-living-abroad/when-things-go-wrong/fm-disability-guidelines>

First Point response for Adults who fall Outside of the Safeguarding Procedures

A victim who has contacted First Point for assistance is likely to be at crisis point, and in need of support. Incidents should be dealt with sensitively and the person supported through to a place of safety.

A person at risk may contact First Point rather than the police for a number of reasons. They may not want to get their families into trouble. They may have arrived in Sheffield having left their home in another part of the country or overseas and not know how to access help. In these cases some basic rules should apply in line with the '**one chance rule**':

- Establish if there is any imminent danger, you may need to dial 999 on behalf of the person
- Your conversation with the person should establish if police involvement is necessary
- You may need to contact the police and request that they dispatch officers to the person. The person may not have money for transport or know how to get to the nearest police station
- If a person is signposted to another support agency the same may apply. They may need direction and advice on how to access support networks

Role of Domestic Violence Support Services

Domestic Violence Support Services will be used to working with women (and men) who are fleeing violence or threats of violence from family. Forced Marriage and 'honour' based violence will have some additional complexities in relation to potential threats from the wider community. Services should use ACPO DASH (2009). The ACPO DASH (appendix 3) has questions that relate to 'honour' based violence, so may help to highlight risk.

Relevant policies should be followed including referral into Multi Agency Risk Assessment Conference (MARAC) if needed. This will provide a co-coordinated response for the victim and their family.

Role of the Police

Police responsibilities in relation to forced marriage include protecting victims, investigating and assisting in the prosecution of any crimes associated with forcing someone to marry, and supporting witnesses.

South Yorkshire Police officers and staff who have been made aware of a case of forced marriage or potential forced marriage should refer to the Force 'honour' Based Violence and Forced Marriage Policy, ensuring that all initial steps are carried out in accordance with force policy and this protocol.

In particular, officers and staff should ensure:

- Any immediate risk has been identified and steps taken to reduce the risk.
- Where appropriate, consideration should be given to taking out a Forced Marriage Protection Order
- Where the victim is under 18, consideration is given to taking out a Police Protection Order.

- All cases are referred to the Public Protection Unit as a matter of urgency, for referral to partner agencies and joint investigation where appropriate
- Form CMS11 is completed, including DASH risk assessment.
- Consideration is given to placing an LOI (Location of Interest) marker on relevant address(es) (refer to force policy for suitable wording)
- With the victim's consent, fingerprints, photograph and DNA are obtained, according to ACPO guidance.
- All crimes are recorded and investigated in line with National Crime Recording Standards.

Officers and staff should be aware that a victim who has contacted police for assistance is likely to be at crisis point, and should therefore ensure that incidents are dealt with sensitively, safely and effectively. The 'One Chance Rule' must be adhered to.

Agencies referring cases to police should do so in accordance with Safeguarding procedures, by making referral direct to the PPU. Where the case is of an urgent nature, and is outside office hours, the report should be made to South Yorkshire Police switchboard and the call operator informed that the log should be marked as a Forced Marriage or 'honour' Based Violence case.

Key contacts for Police:

Non emergency number 101

In an emergency, always dial 999.

Role of Schools, Colleges and Universities

Schools (including independent schools and non-maintained special schools) and FE institutions should give effect to their duty to safeguard and promote the welfare of their pupils (students under 18 years of age in the case of FE institutions) under Working Together to Safeguard Children, the Education Act 2002 and, where appropriate, under the Children Act 1989.

Education staffs have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect, at an early stage. They should refer those concerns to the appropriate organisation, normally local authority children's social care, contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

Schools & colleges should create and maintain a safe learning environment for children and young people and also contribute through the curriculum by developing children's understanding, awareness and resilience, creating an open and supportive environment.¹⁴

WHAT TO DO WHEN YOU ARE CONCERNED THAT A STUDENT MAY BE FORCED TO MARRY:

Staff may be concerned about a student because they are exhibiting some of the behaviour shown in the chart of potential warning signs and indicators

Alternatively, a student may approach a member of staff because they are going on a family holiday overseas and they are concerned about this. They are often told that the purpose is to visit relatives, attend a wedding or because of the illness of a grandparent or close relative. The student may suspect that this is a ploy and that there is an ulterior motive, which is to force them to marry.

Do not assume that a student is at risk of being forced into marriage simply on the basis that they are being taken on an extended family holiday. These assumptions and stereotyping can cause considerable distress to families. All efforts should be made to establish the full facts from the student at the earliest opportunity.

¹⁴ Working together to safeguard children 2010
FMHBV Protocol/November12/FINAL draft

Once the full facts have been established, the member of staff should be able to decide on the level of response required. This may be to offer the student advice or to provide them with all information about specialist advice and services. However, there may be occasions when the level of concern becomes a **child protection issue**; in these cases, the appropriate child protection procedures will need to be followed.

- Staff must collect as much information as possible as set out in 'Information to be gathered' p.
- Recognise and respect the student's wishes. If the student does not want any referral to be made, e.g. to social services, the teacher, lecturer or other member of staff will need to consider whether the student's wishes should be respected or whether the student's safety requires that further action be taken. If you do take action against the student's wishes, you must inform them.
- Staff must liaise immediately with the designated teacher with responsibility for safeguarding children at their institution and seek advice from the Forced Marriage Unit
- Liaise with the local police and social services to establish if any incidents concerning the family have been reported (e.g. missing persons or domestic violence etc.)
- If an allegation of forced marriage is made or a child/young person under 18 years old discloses that they are 'at risk' then the designated safeguarding officer **must** make a referral to Children's Services.
- Refer to the local police child protection unit or domestic abuse unit if there is any suspicion that a crime has been, or may be, committed. Liaise with the police if there are concerns about the safety of the student or the student's siblings.
- Consider whether a communication specialist is needed if the student is deaf, visually impaired or has learning disabilities
- There are legal remedies that Children's Social Care or the Police can take to prevent young people being taken overseas. These include making the student a ward of court or surrendering their passport or passports (if they are a dual national) or a Forced Marriage Protection Order.
- if the young person at risk is **16 years of age or over** then if possible an ACPO DASH risk assessment should be completed (see appendix 3) and, if they are found to be at high risk of serious harm or homicide, then a referral should be made into the MARAC process. Safeguarding procedures should still be followed.

WHAT TO DO WHEN A STUDENT STOPS ATTENDING SCHOOL

Local authorities in England have a duty to identify all children of statutory school age (5-16) not receiving a suitable education. This relates to children who are not on a school roll and who are not receiving a suitable education otherwise than being at school (this could involve, for example, home education, private education, alternative provision). In Sheffield, the Children Missing from Education (CME) team is responsible for receiving details of any child who is not receiving a suitable education. The CME team can be contacted on 0114 2736462 or via email ed-missingchildren@sheffield.gov.uk.

The Sheffield CME Handbook details the locally agreed multi-agency procedures which meet the requirements of the duty are described in "Statutory Guidance for local authorities in England to identify children not receiving a suitable education".¹⁵

There may be occasions when a student does not return to education after a holiday or they may stop attending school during term time. In these situations, staff may have a suspicion that forced marriage is an issue.

If a teacher or other member of staff suspects that a student has been removed from, or prevented from, attending education as a result of forced marriage, a referral **must** be made to the relevant area office or via the 24 hour number **(0114) 273 4855** or the online enquiry form on the SCC website.

¹⁵ - www.everychildmatters.gov.uk/resources/IG00202
FMHBV Protocol/November12/FINAL draft

Role of Housing Solutions

Where the person is eligible for assistance, unintentionally homeless and falls within a priority need group, frontline staff in Housing Solutions will be well placed to ensure the person's safety by providing timely, safe accommodation as the local housing authority will have a duty to secure accommodation under the homelessness legislation.

Some people (particularly women) may not have the correct documents to prove their identity; some may be British nationals but again may not be able to prove this. Others may not have leave to remain in the UK and therefore will not have recourse to public funds – however there are provisions relating to Domestic Violence Provisions in the Immigration Rules. Whatever their situation, front line staff Housing Solutions should be aware of the risk of harm facing those who have been or may be forced to marry.

16 and 17 year olds

Young people under 18 will be referred to the Young People's Pathway. They will be offered a homelessness interview conducted jointly by Housing Solutions and Children's Services.

Over 18s

A person approaching Housing Solutions as a result of Forced Marriage or 'Honour' Based Violence will be assessed under the homelessness legislation. They can expect an immediate appointment when they present the service.

Adults with Support Needs

Although an adult with support needs may fall within the priority need categories above, local authorities may also have responsibilities to provide them with safe accommodation under community care legislation¹⁶. A person who may need community care services has a right to be assessed by a local authority as to his needs under section 47 of the NHS and Community Care Act. They may be referred to a specialist housing provider for Adults with Support Needs.

If a person is not able to attend Howden House or it is not safe for them to do so, they can have an interview over the telephone or an interview can be arranged at an alternative venue.

Consideration should be given to:

- Completing an ACPO DASH risk assessment and referring to MARAC as appropriate
- Making a safeguarding alert for either adults or children involved as appropriate

Housing staff need to be extremely careful regarding who they contact in order to obtain information about the person's previous housing history. In some circumstances a family member may have also been the person's landlord. See guidance pages 9 and 10.

Remember:

There may be occasions when a victim's family ask a third party e.g. a family friend, councillor, GP, MP, or those with influence within the community to request information from a local housing authority. The third party may have been given a very plausible reason by the family for needing to know the whereabouts of the person e.g. the illness of a close relative, and the third party may unwittingly think they are helping the victim. These requests are often made by telephone and rely on the person making the request persuading frontline staff in local housing authorities that they are authorised to receive information. If you are in any doubt about such a request, consult an experienced colleague or manager.

Working with other agencies

If a person has approached another agency for support as a result of Forced Marriage or 'Honour' Based Violence, Housing Solutions can work with the agency to find the individual suitable safe accommodation rather than the person having to approach Housing Solutions directly.

¹⁶ Sections 21 and 29 of the National Assistance Act 1948

NO RECOURSE TO PUBLIC FUNDS

Some people's immigration status may mean that they have no recourse to public funds. However, women and men who have been victims of domestic abuse can apply for Indefinite Leave to Remain (ILR) if they meet the criteria set out in the Domestic Violence Provisions in the Immigration Rules. While their application is processed they may be eligible for temporary access to public funds in order to enable them to pay housing costs and have funds for general living costs please see:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/while-in-uk/domesticviolence/>

Some victims of domestic abuse could have specific needs for care and attention and/or have dependent children, which may make them eligible for assistance under s.47 NHS & Community Care Act, s.2 Local Government Act, the Children Act 1989 or other relevant legislation.

Role of Health Professionals

Women trapped in forced marriage often experience, violence, rape, forced pregnancy, and forced childbearing. Many girls and young women are removed from education early. Some may be unable to leave the household unescorted – living virtually under house arrest. This guidance is relevant for both male and female victims, however because 85% of those seeking help concerning forced marriage are women the consequences are different than those for men.

Many women are the main carers at home and the abuse they suffer can have a devastating impact on their children.

There are many ways that a woman can come to attention of health services including:

- Accident & Emergency Departments, rape crisis centres or genito-urinary clinics with injuries consistent of rape or other forms of violence
- Dental surgeries with facial injuries consistent with domestic abuse
- Mental health services, counselling services, school nurses, health visitors, A&E, GP with depression and self-harming behaviour (including anorexia, cutting, substance misuse or attempted suicide) as a result of forced marriage
- Family planning clinics and GP for advice on contraception or termination
- Maternity services if pregnant

Health services can create an 'open' and supportive environment by:

- Displaying relevant information e.g. Sheffield Domestic Abuse Partnership helpline, National Domestic Violence Helpline, NSPCC, Child Line and appropriate black and minority ethnic women's groups (see appendix 5: useful contacts)
- Circulating and displaying copies of the Forced Marriage Unit's leaflet on forced marriage
- Educating health professionals on issue of forced marriage

Some health professionals have more opportunities, or are able to create opportunities, to see a woman on their own. If there are concerns that forced marriage or "honour" based violence is an issue, the health professional might ask questions about family life and whether the woman faces restrictions at home.

There are all sorts of questions a health professional could ask to establish whether a woman is trapped in a forced marriage or experiencing "honour" based violence which include:

- How are things at home?
- Do you get out much?
- Can you choose what you want to do and when you want to do it such as seeing friends, working or maybe studying?
- Do you have friends and family locally who can provide support?

- Is your family supportive?

If a health professional does elicit information that suggests a woman is facing a forced marriage or a victim of 'honour' based violence, they should use careful questioning to establish the full facts and decide on the level of response required. Health professionals should be mindful if a disclosure is made that this may be the one and only chance of helping the patient.

Health professionals may be able to offer advice and provide them with information about specialist advice and information services, or assist women by referring them onto police, social care services, support groups, counselling services and black and minority ethnic women's groups. However, there may be occasions when the level of concern, or the imminence of the marriage, is such that it becomes a child or vulnerable adult protection issue and appropriate procedures must be followed. This includes referral to Children's Social Care, MARAC and the Police. Please note that in Sheffield pathways have been developed (in A and E, Maternity, GUM and Primary Care) for referrals to specialist domestic violence services such as IDVAS. Please see NHS Sheffield website for more details.

Within each organisation there is a named person with the lead for supporting staff around forced marriage issues who can also support contact with the Forced Marriage Unit (a joint Home Office/Foreign and Commonwealth Office Unit).

Accurate records must be maintained at all times documenting what has been said and done.

Role of the Forced Marriage Unit

The FMU is a joint Foreign and Commonwealth Office and Home Office venture. It works in collaboration with a number of other government departments and key agencies nationally. The FMU produced multi agency guidance in 2009 <http://www.fco.gov.uk/resources/en/pdf/3849543/forced-marriage-guidelines09.pdf>. The practice guidelines supplement the statutory guidance outlined below. It provides advice and support to frontline staff who have responsibilities to safeguard children and protect adults from the abuses associated with forced marriage. The guidelines recognise that more than one agency will be required to meet the needs of someone affected by forced marriage. It sets out a multi-agency approach and encourages agencies to work together to protect victims.

The practice guidelines were developed alongside statutory guidance, "The Right to Choose" <http://www.fco.gov.uk/resources/en/pdf/3849543/forced-marriage-right-to-choose> the guidance sets out the responsibilities of agencies involved in handling cases of forced marriage. It covers staff training, developing inter-agency policies and procedures, raising awareness and developing prevention programmes through outreach work.

Legislation

There are criminal sanctions and civil remedies in relation to forced marriage. It is important to be guided by victim as to which route they wish to take. This is not an exhaustive list. In the case of safeguarding concerns any action taken should be supported by multi agency support through relevant policies

Criminal

There is no specific offence of "forcing someone to marry" or based violence but criminal offences may be committed, these could include threatening behaviour, harassment, assault, threats to kill, false imprisonment, sexual violence and murder.

Domestic Violence, Crime and Victims Act (2004) introduced the specific offence of causing or allowing the death of a child or vulnerable adult. There have been a number of prosecutions related to forced marriage.

Protection from Harassment Act (PHA) (1997) makes harassment and putting people in fear of violence an offence. The PHA covers both criminal and civil offences.

Civil

Children Act 1989

- Application for care or supervision order – Children Act 1989
- Wardship proceedings issued by the High Court

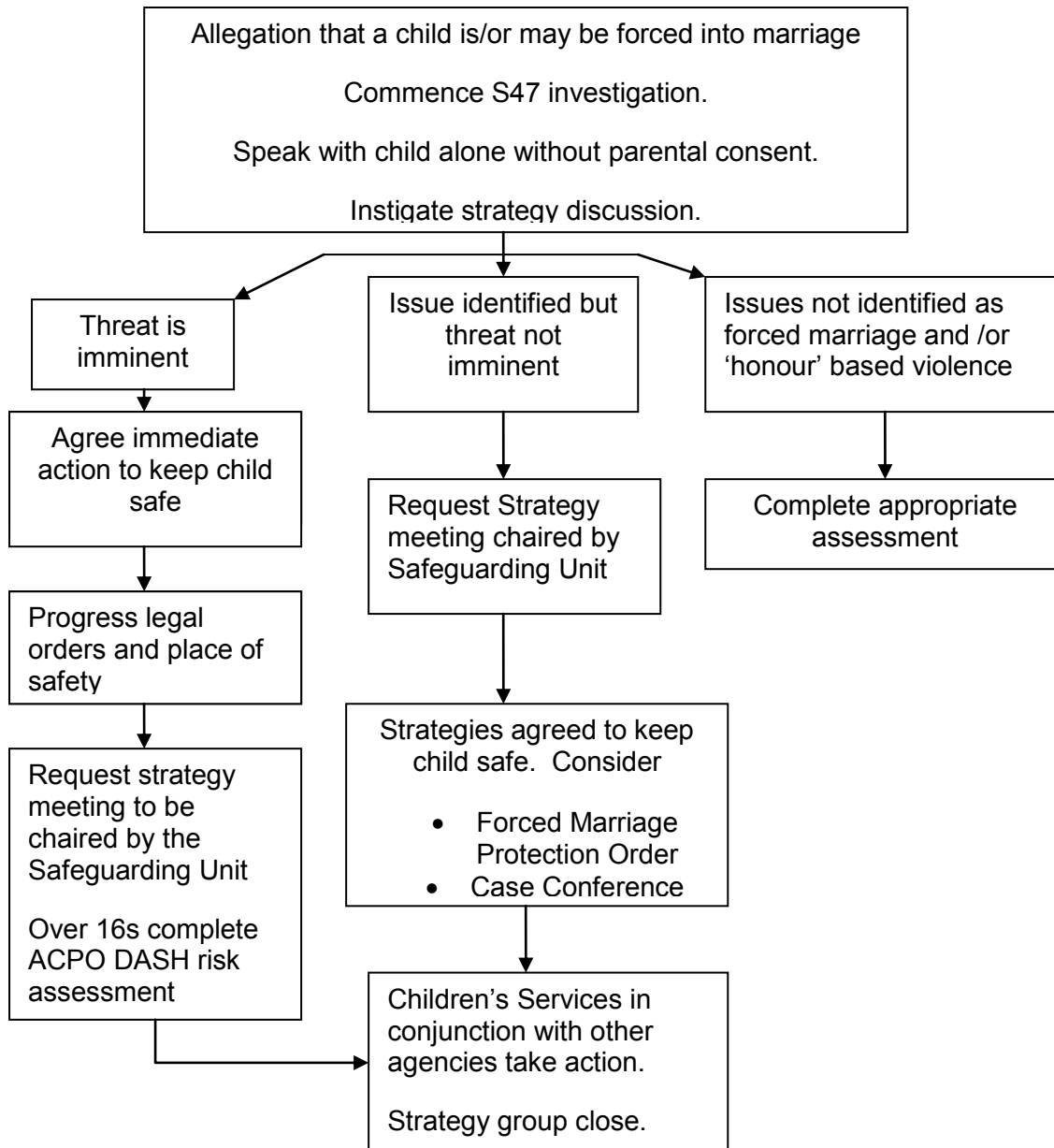
Matrimonial Causes Act (1973) legislates for a marriage not being valid if the parties have not freely consented to the marriage taking place or were under duress when the marriage took place. The Act also covers the area of mental capacity and whether or not the young person or vulnerable adult is able to make a decision in relation to marriage. The minimum age of consent under this legislation is 16 years of age.

Forced Marriage (Civil Protection) Act 2007 enables the courts to make Forced Marriage Protection Orders (FMPO) to prevent or pre-empt forced marriage from occurring and to protect those who have already been forced into marriage. The order can include restrictions or requirements to protect a victim from a spouse, family member or anyone involved. It can relate to conduct either within or outside of England and Wales. In cases involving children, FMPOs can be used alongside wardship. Applications for a FMPO can be made direct to the court by the persons seeking protection. The Local Authority can also make an application as a 'relevant third party'. Other agencies or individuals can make an application after obtaining 'leave to apply' from the court. Applications for orders within South Yorkshire will be heard at the specialist court in Manchester, Leeds or Derby however if the person to be protected is a British national who is outside the jurisdiction of the UK then applications will be heard at the High Court in London. An FMPO is a broad preventative tool – the risk **does not have to be imminent** for a court to grant one.

Appendix 1 - Flowchart for referral of a child/young person

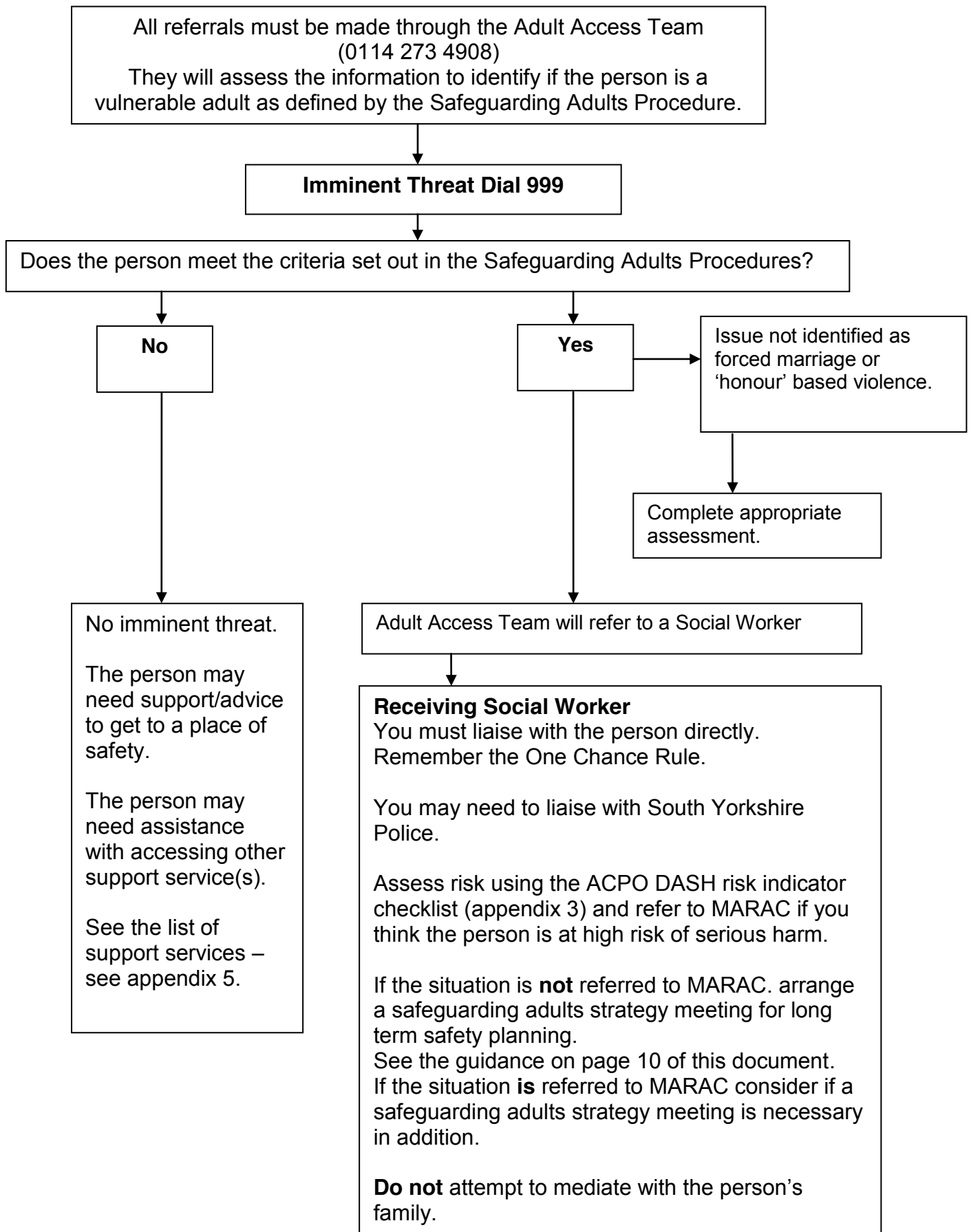
All referrals must be made through the Children Young People and Families Service Access and Assessment Team

The Access and Assessment Team will assess the information to identify if the child is at risk in line with the Safeguarding Procedures.



Access and Assessment Teams	Area	Telephone numbers
North - Meade House	Parson Cross / Ecclesfield; Shiregreen / Burngreave	(0114) 203 9594 (0114) 203 9591
East – Stadia	Arbourthorne / Manor / Darnall; Mosborough / Handsworth	(0114) 203 7506 (0114) 203 7463
West - Redvers House	Greenhill / Gleadless; Rivelin to Sheaf; Hillsborough / Upper Don	(0114) 273 4965 (0114) 273 5114
Out of Hours Team		(0114) 275 4855

Appendix 2 – Process for Adult Services



DASH RISK ASSESSMENT

DOMESTIC ABUSE, STALKING, HARASSMENT & 'HONOUR' BASED VIOLENCE

AFTER COMPLETING DASH, CIRCLE RISK LEVEL HERE: **High** / Medium / Standard

Date:

↓
complete MARAC
Referral section

Name of person completing DASH:

Agency:

VICTIM'S DETAILS

NAME :	DATE OF BIRTH:	Gender: M / F
ADDRESS OF VICTIM: Is it safe to post to this address Y/N If no please provide an alternative	TELEPHONE NO: IS IT SAFE TO CALL? Y / N	Diversity Data (if known):
		Black & Minority Ethnic
		Lesbian, Gay, Bisexual, Trans
		Disabled (inc. learning disability)

PERPETRATOR'S DETAILS

NAME :	DATE OF BIRTH:	Gender M / F
ADDRESS OF PERPETRATOR:	RELATIONSHIP TO VICTIM?	

CHILDREN'S DETAILS (IF ANY)

IF YOU RUN OUT OF ROOM PUT DETAILS IN REASONS FOR REFERRAL

NAME	ADDRESS	DATE OF BIRTH	RELATIONSHIP TO VICTIM	RELATIONSHIP TO PERPETRATOR	SCHOOL (If known)

RISK ASSESSMENT CHECKLIST- DASH TOOL

THE CONTEXT AND DETAIL OF WHAT IS HAPPENING IS VERY IMPORTANT.

THE QUESTIONS HIGHLIGHTED IN **BOLD** ARE **HIGH RISK FACTORS**.

TICK THE RELEVANT BOX AND ADD CONTEXT WHEREVER YOU TICK YES

YES

NO

CURRENT SITUATION	YES	NO
1. Has the current incident resulted in injury? (please state the date this occurred, what the injury was and whether this is the first injury)		
2. Are you very frightened? Comment on the level of fear and reasons:		
3. What are you afraid of? Is it further injury or violence? (please give an indication of what you think (name of abuser (s)might do and to whom) Kill: Self Children Other (please specify) Further injury & violence: Self Children Other (please specify) Other (please clarify): Self Children Other (please specify)		
4. Do you feel isolated from family / friends i.e. does (name of abuser (s)) try to stop you from seeing friends / family / others?		
5. Are you feeling depressed or having suicidal thoughts? (Give reasons)		
6. Have you separated or tried to separate from (name of abuser (s)) within the past year?		
7. Is there conflict over child contact (please state what)		
8. Does (.....) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this done deliberately to intimidate you? Consider the context and behaviour of what is being done)		
CHILDREN / DEPENDENTS (if no children/dependants, please go to the next section)	YES	NO
9. Are you currently pregnant Due date :		
Have you recently been pregnant/had a baby (in the past 18 months)?		

10. Are there any children, step-children that aren't (.....) in the household? Or other dependants in the household (e.g. older relative)?		
11. Has (.....)ever hurt children / dependants?		
12. Has (.....) ever threatened to hurt or kill the children / dependants?		
DOMESTIC VIOLENCE HISTORY	YES	NO
13. Is the abuse happening more often? (Give details and frequency)		
14. Is the abuse getting worse? (Give details)		
15. Does (.....) try to control everything you do and/or are they excessively jealous? (in terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider honour based violence and stalking and specify the behaviour including the behaviour of extended family)		
16. Has (.....) ever used weapons or objects to hurt you		
17. Has (.....) ever threatened to kill you or someone else and you believed them?		
18. Has (.....) ever attempted to strangle / choke / suffocate / drown you?		
19. Does (.....) do or say things of a sexual nature that makes you feel bad or that physically hurt you or someone else? (specify who/what)		
20. Is there any other person that has threatened you or that you are afraid of? (If yes, consider extended family if honour based violence. Please specify who)		
21. Do you know if (.....) has hurt anyone else? (for example children/siblings/elderly relative/stranger. Consider HBV. Please specify who and what: Children? Another family member ? Someone from a previous relationship? Other (please specify)		
22. Has (.....) ever mistreated an animal or the family pet?		

ABUSER(S)	YES	NO
23. Are there financial issues? For example, are you dependant on (.....) for money/have they recently lost their job/other financial issues e.g. debt or rent arrears ? Give details.		
24. Has (.....) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (Please specify what) Drugs? Alcohol? Mental Health?		
25. Has (.....) ever threatened or attempted suicide?		
26. Has (.....) ever breached bail/an injunction and/or any agreement for when they can see you and /or the children? (please specify) Bail conditions? Non Molestation/Occupation order? Child contact arrangements? Forced Marriage Protection Order? Other (please specify)		
27. Do you know if (.....) has ever been in trouble with the police or has criminal history? (If yes, please specify) DV? Sexual violence? Other Violence? Other?		

RISK LEVEL: STANDARD: **MEDIUM:** **HIGH:**

THE RISK LEVEL MUST BE BASED ON PROFESSIONAL JUDGEMENT, NOT No. of ticks

ALL HIGH RISK CASES MUST BE REFERRED TO MARAC ON REFERRAL FORM ATTACHED

MARAC REFERRAL FORM – FOR HIGH RISK CASES ONLY

REFERRAL FROM (AGENCY):	
TO LEAD AGENCY: SOUTH YORKSHIRE POLICE TEL: 0114 252 3682 / 0114 252 3597 FAX: 0114 252 3095	
DATE:	
NO. OF RISK ASSESSMENTS COMPLETED BY REFERRER IN LAST 12 MONTHS (with this victim):	
IS THIS REFERRAL A MARAC REPEAT?	YES / NO
REASON(S) FOR REFERRAL:	
IDENTIFY CURRENT KEY RISKS TO THE VICTIM:	
OTHER RELEVANT INFORMATION (From victim or officer/worker) WHICH MAY ALTER RISK LEVELS. DESCRIBE: (Consider for example victim’s vulnerability – disability, mental health, alcohol/substance misuse and/or the abuser’s occupation/interests-does this give unique access to weapons i.e. ex-military, police, pest control)	
IF ANY OTHER AGENCY IS KNOWN TO BE INVOLVED, PLEASE SUPPLY CONTACT DETAILS (NAME, ADDRESS, PHONE NUMBERS ETC)?	
IS THIS PERSON AWARE OF THE MARAC REFERRAL? YES / NO IF NO WHY NOT?	
HAS THE VICTIM BEEN REFERRED TO ANY OTHER MARAC? YES / NO IF YES WHERE / WHEN?	
REFERRING PERSON’S DETAILS	
NAME & ROLE IN AGENCY:	
ADDRESS:	
TELEPHONE:	FAX:
MOBILE:	
EMAIL:	IS EMAIL ADDRESS SECURE? YES/NO
The MARAC Referral should ideally be made by a trained practitioner. If individual staff have not attended DASH training but have good knowledge of the case, they should record the known risk issues and discuss the case with a manager, or their agency MARAC rep, before referring to MARAC.	
NAME OF MANAGER/MARAC REP CONSULTED:	
THIS MARAC REFERRAL MUST <u>ALSO</u> BE FORWARDED TO THE LOCAL IDVA SERVICE – see below	

NOTES FOR GUIDANCE:

- Please **type** the form wherever possible, if hand written please use BLOCK capitals.
- Please **complete all parts** of the form in as much detail as possible. **Add relevant information whenever you tick 'yes'** in answer to any of the questions.
- **One** form must be used per victim.
- **For MARAC Referrals** - in the 'reasons for referral' put as much information in but be brief and concise (for police officers information should be included from all police systems).
- **NO** extra paperwork is to be sent with the form, just send the referral form only.

WHERE TO SEND THE MARAC REFERRAL FORM:

To refer a **High Risk** case to the MARAC process, the completed form should be returned to the MARAC administrators at South Yorkshire Police Public Protection Unit.

This can be done by:

- (a) **E-MAIL.** This is the preferred method and should be used all the time **BUT ONLY** if you have a secure e-mail. If you do not you cannot use e-mail. The email addresses are:

MARAC_sheffield@southyorks.pnn.police.uk

MARAC_rotherham@southyorks.pnn.police.uk

MARAC_barnsley@southyorks.pnn.police.uk

MARAC_doncaster@southyorks.pnn.police.uk

- (b) **FAX.** Send by FAX to 0114 252 3095 or 8095 (Police internal number)

- (c) **POST.** Post should only be used if you cannot use E-MAIL or FAX. If you post the form **you must** use 1st class registered post and send the form to:

South Yorkshire Police
Headquarters Public Protection Unit
3rd Floor, Snig Hill
Sheffield S3 8LY

ALL MARAC REFERRALS MUST BE ALSO FORWARDED TO THE LOCAL IDVA SERVICE:

Sheffield - idvas.groupmailbox@sheffdap.cjsm.net Tel: (0114) 249 3920 Fax: 252 3821

Rotherham – Denise.Carey@rotherham.gov.uk.cjsm.net Fax 01709 371637

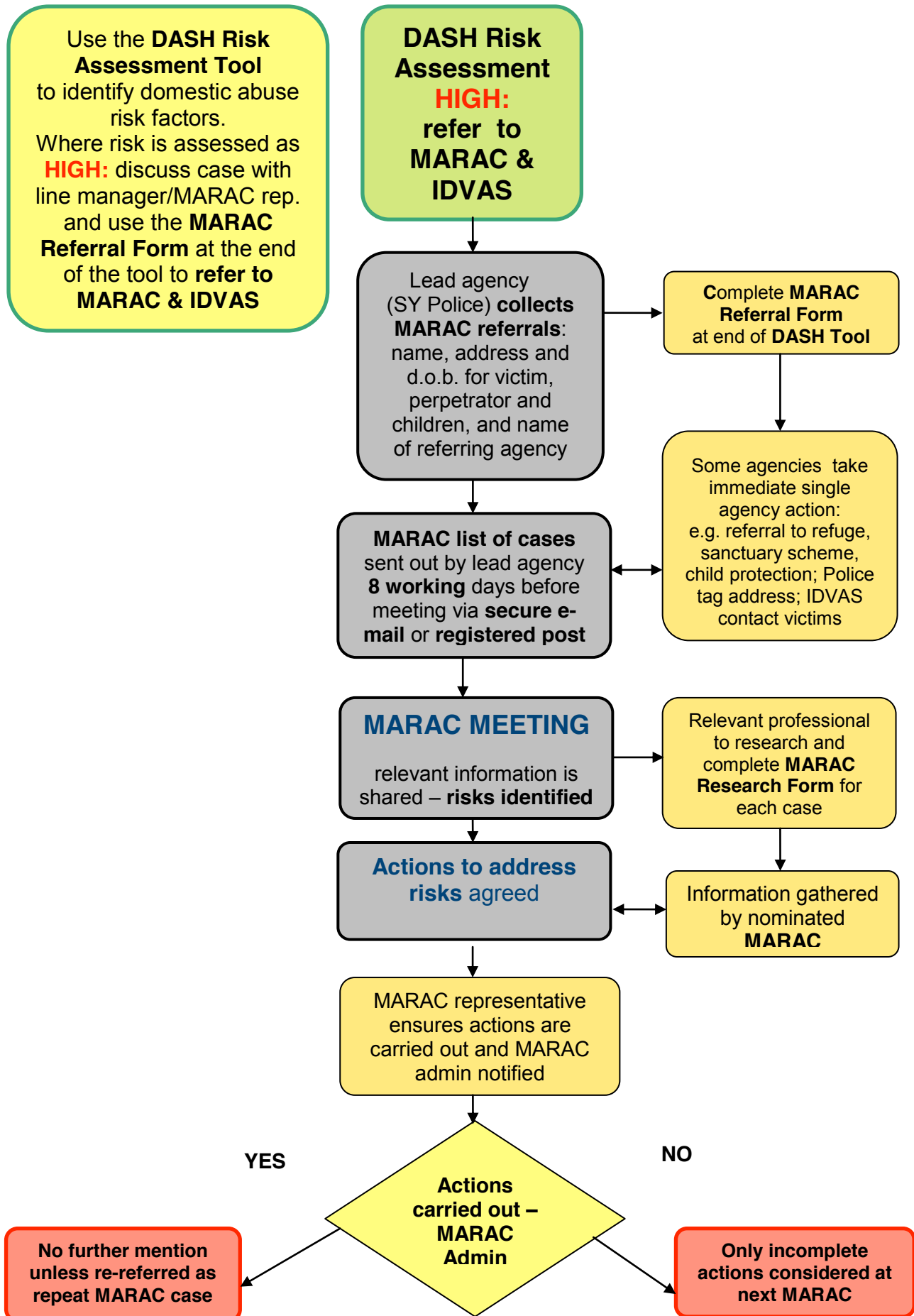
Barnsley – kath.huckle@barnsley.cjsm.net Tel/Fax 01226 731812

Doncaster - idvas@doncaster.gcsx.gov.uk Fax 01302 862354

WHEN TO SEND THE FORM:

1. MARAC Referral Forms must be with the MARAC administrators **NO LATER** than 9 working days before the date of the MARAC
2. If a case is urgent then you must consider calling an emergency MARAC outside of the normal MARAC framework.

Appendix 3 Multi-Agency Risk Assessment Conference (MARAC) PROCESS FLOWCHART



Appendix 4 Local Contacts

Children's Social Care Access and Assessment Teams	Area	Telephone numbers
North Meade House	Parson Cross / Ecclesfield; Shiregreen / Burngreave	(0114) 203 9594 (0114) 203 9591
East Darnall Office	Arbourthorne / Manor / Darnall; Mosborough / Handsworth	(0114) 203 7506 (0114) 203 7463
West Redvers House	Greenhill / Gleadless; Rivelin to Sheaf; Hillsborough / Upper Don	(0114) 273 4965 (0114) 273 5114
Out of Hours Team		0114 275 4855

Safeguarding Children Advisory Service 0114 205 3535

Children Missing from Education Team 0114 2736462

Safeguarding Adults Office 0114 273 6870

Adult Access Team 0114 273 4908

Ashiana Sheffield
(DV support for BME communities) 0114 255 5740

Domestic Abuse Outreach Service
(with specialist BME worker and Men's worker) 0114 241 2749

Independent Domestic Violence Advocacy Service 0114 249 3920

Sheffield Domestic Abuse Helpline 0808 808 2241

help@sheffdap.org.uk

www.sheffdap.org.uk

(Community languages offered Wednesday mornings 10am -1pm for Urdu, Punjabi and Mirpuri speakers)