

## **DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL**

- Where there are children under the age of 5 years resident in the household.
- Where there are children under the age of 18 years resident in the household.
- Where a victim is pregnant.
- Where victim is a vulnerable adult.
- Where a vulnerable adult is resident in the household.

In accordance with the principles of the 'interests of the child' as contained within the Children Act 1989 and pursuant to the Crime Reduction Partnership Strategy set out by the Crime and Disorder Act 1998.

References to 'vulnerable adult' should be considered in the context of the definition provided by 'No Secrets', namely: "A person over 18 years of age who is or may be in need of community care services by reason of mental health or other disability, age or illness and who is unable to care for himself or herself, or unable to protect himself or herself against significant harm or serious exploitation"

Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. (Published by the Home Office in conjunction with the Department of Health).

"Domestic Violence is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 or over, who are or have been intimate partners or family members, regardless of gender or sexuality." Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in laws or stepfamily.

# **JOINT AGREEMENT**

Between

- Bedfordshire Police
- National Probation Service (Bedfordshire)
- Luton Social Services
- Luton Borough Council (Housing) & (Education)
- Luton & Dunstable NHS Trust
- Luton Primary Care Trust
- Luton Womens Aid
- Victim Support (Bedfordshire)
- Alcohol Services (Luton)
- Luton All Womens Centre
- The Safer Luton Partnership
- CAFCASS (Bedfordshire)
- NSPCC
- Sure Start (Marsh Farm Children's Centre)

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# **SECTION 1**

## **INTRODUCTION**

### **Purpose**

- 1.1 The purpose of this agreement is to explain the procedure whereby Bedfordshire Police provides information in pursuant of the principles of the ‘interests of the child’ as contained within the Children Act 1989, Children Act 2004 and the power contained in Section 115 of the Crime and Disorder Act 1998. It also extends to the provision of information relating to vulnerable adults who are either victims of domestic abuse or are seen to be at risk of abuse. Where certain conditions are satisfied, Section 115 enables any person to disclose information for the purposes of any provision of the Crime and Disorder Act 1998 to a relevant authority or to a person acting on behalf of such an authority.
- 1.2 The primary legislation is the Children Act 1989 and the crime and Disorder Act 1998. Whilst no primary legislation specifically applies to vulnerable adults, a myriad of existing law does seek to protect all persons who are vulnerable by reason of their age; mental or other physical disability; illness/frailty; inability to take care of themselves or protect themselves against serious harm or exploitation. However this legislation does not override existing legal safeguards on personal information.
- 1.3 By signing this agreement, we declare our commitment to the procedures it sets out. The manner in which information can be exchanged takes into account the following legislation.
  - (a) The Data Protection Act 1998 (the processing of personal information).
  - (b) The Human Rights Act 1998, Articles 2, 3 and 8 for the rights of life, to be free from torture and the right to have a private life without suffering violence.
  - (c) Race Relations Amendment Act 2000
  - (d) Section 325 Criminal Justice Act 2003 (Duty to co-operate)
  - (e) Sections 39 and 39a Police Act 1996 (Codes of Practice on the Management of Police Information)

1.4 The following legislation, codes of practice and guidance will also be relevant to us:-

- (a) Common Law Duty of Confidence (Social Services, medical profession, patient confidentiality, Police, Nurses, Health Visitors and Midwives).
- (b) Professional Codes of Conduct
- (c) The Freedom of Information Act 2000
- (d) The Mental Health Act 1983 (The Health Sector)
- (e) Health and Social Care Act 2001 (For Health/Social Services).
- (f) Children Act 1989 & 2004
- (g) NHS and Community Care Act 1990
- (h) Sections 37 and 39 Crime and Disorder Act 1998
- (i) Adoption and Children Act 2002

1.5 The scope of this agreement is to clarify as far as possible, under which circumstance information will be provided by the Police and later, exchanged (including voluntary organisations that can increase victim safety, in accordance with paragraph 4.12 (MARAC). The intention is that a single, joint approach to exchanging information is a highly efficient mechanism for reducing crime and disorder, including the protection of all vulnerable persons

1.6 It is the purpose of this agreement to clarify the understanding between:

Bedfordshire Police  
National Probation Service (Bedfordshire)  
Luton Social Service  
Luton Borough Council  
Luton & Dunstable NHS Trust  
Luton Primary Care Trust  
Luton Womens Aid  
Victim Support (Bedfordshire)  
Alcohol Services (Luton)  
Luton All Womens Centre  
The Safer Luton Partnership  
CAFCASS (Bedfordshire)  
NSPCC  
Sure Start (Marsh Farm Children's Centre)

On each party's responsibilities and duties towards each other. We are fully

aware of the process for information exchange and will comply with all legal requirements.

- 1.7 Any partner may withdraw from this agreement upon giving written notice to the other signatories. Information, which is no longer relevant, should be destroyed in accordance with agency guidelines. This relates to any information that the partner has obtained through being a signatory. In accordance with the fifth Data Protection Principle, 'Personal data processed for any purpose or purposes shall not be kept longer than is necessary for that purpose or other purposes'.
- 1.8 We agree no exchange of information, especially personal information, should take place until each and every party to the exchange has signed up to this agreement, unless there are exceptional circumstances.

## **SECTION 2**

### **INFORMATION**

- 2.1 Research and experience have shown repeatedly that keeping children and pregnant women safe from harm requires professionals to share information about a child's health, development and exposure to possible harm; about a parent who may need help to/or may not be able to care for a child adequately and safely; and about those who may pose a risk of harm to a child. Often it is only when information from a number of sources has been shared and then put together, that it becomes clear that a child is at risk of/or is suffering harm. "Working Together to Safeguard Children 2000" and 'Safeguarding Children working together for positive outcomes' lessons from Serious Case Reviews supports this stance. This agreement is designed to help staff from all agencies to work together by sharing information.
- 2.2 Those providing services to adults and children will be concerned about the need to balance their duties to protect children and vulnerable adults from harm and their general duty of care towards other members of the household. Where there are concerns that a child or vulnerable adult may be at risk of significant harm, the needs of the child and vulnerable adult must come first. In all circumstances the overriding objective must be to safeguard the child/vulnerable adult.
- 2.3 In addition there is a need for all agencies to hold information securely. Any agency receiving any Confidential Information or Personal Data from any other agency hereto must keep such information confidential and take steps to prevent unauthorised access or disclosure of the same and in this regard each agency must ensure the security of such information it receives by ensuring that care is taken to avoid any breach (intentional or otherwise) or disclosure to third parties outside the remit of this agreement. In accordance with the seventh Data Protection Principle 'Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data'.

- 2.4 Domestic Abuse is hugely under reported. It is well known that the risk of domestic abuse can increase during pregnancy. It is important that the midwifery professionals involved in antenatal care are informed of all domestic abuse incidents where the victim is pregnant.
- 2.5 Abuse of vulnerable adults is an occurrence that can generally go unnoticed and under reported. It is therefore essential for all professionals to be vigilant in identifying and reporting this type of abuse.



## SECTION 3

### GOVERNING PRINCIPLES

- 3.1 Local Authority Social Services will be notified by the Police of every incident of domestic abuse where there is a child/children under the age of 18 years resident in the household, also where the victim has been identified as a vulnerable adult, regardless of where the abuse occurs.
- 3.2 The relevant NHS Trust will be notified by the Police of every incident of domestic abuse where there is a child/children under the age of 5 years resident in the household.
- 3.3 The relevant NHS Trust will be notified by the Police of every incident of domestic abuse where the victim is or is believed to be pregnant. Appendix 'B' provides guidance for the evaluation of the Risk Assessment.
- 3.4 The risk indicator tool relates to the victim and is an indicator only of the level of perceived risk of serious harm or death. It should be clear from the outset that there is no expectation that those completing the initial risk indicator section will have high levels of knowledge about domestic abuse and its analysis. Even amongst researchers, academics and those working in the field of domestic abuse there is an acceptance that risk analysis is not an exact business. Risk analysis is more about balancing information with previous practice, knowledge and experience and then making a judgement about whether there is a possibility that a person is at risk of serious harm. Therefore, it is highly likely that some medium risks will be considered by the referrer as very high/high risk and vice versa. The referrer should not be overly concerned of the absence of precise information. **The referrer should provide all relevant information.**
- 3.5 The Domestic Violence Unit will have the responsibility for evaluating the level of risk relating to the victim.

## SECTION 4

### PROCESS

- 4.1 This section provides guidance to Police Officers, Nurses, Health Visitors, Midwives and Local Authorities concerning the method and responsibility for sharing information.
- 4.2 Police Officers who attend domestic abuse incidents where there is a child/children/vulnerable adult residing in the household, will inform the parent/carer/vulnerable adult that details of the incident will be shared with partner agencies in accordance with these procedures. The Officer will complete a Domestic Violence Book indicating this information including full details of the age(s) of the child/children/vulnerable adult. The Officer will then forward the DV Book to the Domestic Violence Unit.
- 4.3 Police Officers must indicate in the summary of the DV Book where a parent/guardian refuses to provide details of the family General Practitioner.
- 4.4 Upon receipt of the DV Book the Domestic Violence Unit will fax (or send by secure e-mail) a referral to the relevant Local Authority Children's Services Department as soon as possible.
- 4.5 The Vulnerable Adult Protection Officer/Unit will be responsible for referring any victim details or concerns they have about any vulnerable adult to the relevant Local Authority Adult Services Department by fax or secure e-mail using the Referral forms.
- 4.6 Social Services Department will have the option to determine the level of risk to the victim by applying the Initial Risk Indicator guidance (**Appendix 'B'**) or by liaising with the Police Domestic Violence Unit.

- 4.8 The nominated representative within the NHS Trust has responsibility for identifying and allocating the report to the relevant Health Visitor/Midwife.
- 4.9 The Domestic referral is intended to raise agency awareness of a situation that they would not or might not be aware of. It is important however that no agency makes assumptions about the action another party to the protocol may take to protect children and vulnerable adults. If on receipt of the referral this raises the concern with an agency, they are responsible for considering whether a referral under child protection procedures, or as a child in need, should be made to the Local Authority. This will also apply to adult protection procedures.
- 4.10 Where the Nurse, Health Visitor/Midwife, Local Authority Social Services require more information, contact can be made with the relevant Police Domestic Violence Officer.
- 4.11 Where the level of risk is indicated as being ‘very high’ consideration will be given to holding a Domestic Abuse ‘Multi-Agency Risk Assessment Conference’ MARAC.
- 4.12 The MARAC is a formal conference to facilitate the risk assessment process. The purpose is for agencies to share information with a view to identifying those at a ‘very high’ level of risk and thereafter jointly constructing a management plan to provide professional support to all those at risk. Such meetings will be held on a monthly basis (or sooner if a case requires urgent attention). The Domestic Violence Officer will ensure that any Vulnerable Adult is indicated on the list circulated to all invitees to the MARAC. The responsibility for the administration of the processes outlined below will be undertaken by Bedfordshire Police or by a local agreement with the National Probation Service (Bedfordshire Area).

- 4.13 The following agencies will always be invited to a MARAC meeting:-
- Social Services
  - Police
  - Probation
  - Health
  - Education
  - Local Authority Housing
- 4.14 Representatives of other statutory or voluntary agencies may also be invited to attend the meeting depending on whether those agencies have (or may have) any specific involvement with the subject for example, Youth Offending Teams, Women's Aid, Community Psychiatric Nurses, Housing Associations, CAFCASS, Midwives, Victim Support, Alcohol and Drug Support Services etc.
- 4.15 The MARAC meeting will be chaired by either a Police Officer not below the rank of Inspector or a senior representative of the National Probation Service (Bedfordshire Area). All attendees will sign the MARAC attendance declaration form (**Appendix 'G'**). The Police will be responsible for the minutes. The minutes will be copied to all those present at the meeting within two working days of the meeting. All agencies should ensure that they have procedures for the receipt and secure storage of the minutes and that this process complies with confidentiality requirements.
- 4.16 The NHS Trusts, National Probation Service (Bedfordshire Area) and Local Authority Social Services will assume responsibility for the security of the information referred to them by the Police.
- 4.17 There are occasions where an agency other than the Police will have contact with victims of domestic abuse. This joint agreement recognises the need to have the ability to share information when there are concerns for the safety of a victim/child/children or any other vulnerable person. The provision to share information must be proportional and take into account the level of risk to the

victim/child/children or any other vulnerable person. This will be determined by the agency concerned and should be supported by a risk assessment process (**Appendix 'A'**).

- 4.18 Where any agency identifies the need to share information of their concerns (if without consent of the client, the sharing of information should be considered necessary for matters of life and death or for the prevention of serious harm to the individual) (Schedule 2, Paragraph 4 Data Protection Act 1998 - 'The processing is necessary in order to protect the vital interests of the data subject'), the agency will complete a Domestic Referral Form (**Appendix 'I'**) together with the risk assessment (**Appendix 'A'**) and send them to the relevant Police Domestic Violence Unit (DVU).
- 4.19 The information can then be used by the Police as intelligence to inform their actions if called to respond to this individual in the future (Where the information relates to a possible crime as having been committed, the Police will not normally crime the information or progress an investigation unless the victim later gives consent or it is felt necessary to safeguard the life of a victim or another) (As per National Crime Recording Standards). The agency will inform the victim that the information will be shared with the Police for risk assessment purposes only. It is also good practice for the agency to advise the victim of the local support services available. In accordance with the second Data Protection Principle 'Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in a manner incompatible with that purpose or other purposes'.
- 4.20 The reporting agency can discuss with the Domestic Violence Unit as to whether the matter should be referred to a Domestic Violence MARAC. Where a decision is made to refer a case to a MARAC, the Domestic Violence Unit will have responsibility for circulating details of the meeting to the relevant MARAC members.

- 4.21 Where an agency other than the Police has contact with a victim and the victim gives consent for the information to be shared immediately with the Police in order to make a criminal complaint, the agency will contact the local Police without delay. Child Protection overrides any issues of consent. The welfare of the child is paramount and agencies must refer to the “Luton Local Safeguarding Board”.
- 4.22 It is recognised and acknowledged that CAFCASS have an important role in ensuring the safety and wellbeing of children involved in family proceedings. It is therefore important that CAFCASS has access to information regarding a family’s background to assist in the preparation of reports for both public and private proceedings in the Family Courts.
- 4.23 Where a victim has been subject of a MARAC, permission to release information obtained at the MARAC meeting will be sought from the MARAC members prior to its release. Personal information about children and families held by all agencies is subject to the legal duty of confidence and should not normally be disclosed without the consent of the subject. The law permits the disclosure of confidential information where a countervailing public interest can be identified. Such a public interest might relate to the proper administration of justice and to the prevention of wrongdoing. Any disclosure of personal information to others must always have regard to both common law and statute law.

## **SECTION 5**

### **AUDIT, RETENTION AND DELETION OF INFORMATION**

#### **5.1 Audit and Retention of Information:-**

We undertake to ensure that the designated unit/agency will collect, process, store and disclose all information held by us within the terms of this agreement and the relevant legislation. We agree that the designated unit/agency will ensure that all information held by us is accurate, relevant and fit for the purpose for which it is intended. Bedfordshire Police will be responsible for retaining copies of minutes from all MARAC meetings (as per the Code of Practice on the Management of Police Information, Sections 39 and 39A of the Police Act 1996). Partner units/agencies will retain copies of minutes for no longer than a period of two years. Each unit/agency will be responsible for the safeguarding of information in line with the eight principles of the Data Protection Act. When the information is no longer regarded as being relevant, the unit/agency will be responsible for its secure disposal/destruction.

#### **5.2 Audit of Security:-**

We agree to store all information held securely as per the terms of the Security and Data Management Section. We will dispose securely of all information held. We also pledge to conduct six monthly audits of our security arrangements to ensure they are effective.

#### **5.3 Audit of Protocol:-**

We the signatories undertake to conduct the initial audit of this agreement after three months and thereafter at six monthly intervals, in order to amend it and ensure it remains fully effective.

#### 5.4 **Deletion of Information:-**

Information should only be deleted if:-

- The information has been shown to be inaccurate in ways which cannot be dealt with by amending the record; or
- It is no longer considered that the information is necessary for Police or the agency/unit's purposes.



**RESTRICTED**  
**BEDFORDSHIRE POLICE**  
**(Domestic Violence Report)**

**APPENDIX 'A'**

**Victim Initial Risk Indicator: The Domestic Violence Unit will identify the victim's level of risk**

1. Does assailant have a criminal record for violence or drugs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' tick box if domestic abuse related</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
2. Has the current incident resulted in injuries? State injuries in summary	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' does this cause significant concern?</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
3. Has the incident involved the use of weapons?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' does this cause significant concern?</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
4. Is assailant experiencing/recently experiencing financial problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Does the assailant have/had problems with alcohol, mental health and/or drugs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alcohol <input type="checkbox"/> Mental Health <input type="checkbox"/> Drugs <input type="checkbox"/> None <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Is the victim pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Has the assailant expressed/behaved in a jealous or displayed controlling ways?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' does this cause significant concern?</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
8. Has there been/going to be a relationship separation between victim and assailant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Is there any conflict with the assailant over child contact? (State conflict in summary)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Has assailant ever threatened to kill anybody?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' does this cause significant concern?</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
11. Has assailant attempted to strangle/choke/smother past or current partner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Is the abuse becoming worse and/or happening more often?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Has assailant threatened/attempted suicide?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Has the assailant said or done things of a sexual nature that makes the victim feel bad or that physically hurts the victim?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. How frightened is the victim? (Give victim response indicating what they think the assailant will do). Does the victim feel isolated from family/friends? (If yes give details below, include details if victim lives in an isolated area).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the victim suspect he/she is being stalked? (If yes give details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the victim have suicidal thoughts relating to the abuse?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' does this cause significant concern?</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
16. Officers Observations	

Faxed to Social Services  
Faxed to NHS Trust

Time & Date \_\_\_\_\_  
Time & Date \_\_\_\_\_

Name of Victim \_\_\_\_\_

## DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL

### **Initial Risk Assessment**

It should be clear from the outset that there is not an expectation that those completing a referral contained within the Domestic Violence report form (**Appendix 'A'**) will have high levels of knowledge about domestic abuse and its assessment. Even amongst researchers, academics and those working in the field of domestic abuse there is an acceptance that risk assessment is not an exact business. Risk indication is more about balancing information with previous practice, knowledge and experience and then making a judgement about whether there is a possibility that a person is at risk of serious harm.

Over time training, experience and further research will improve our use of risk indicator tools in this area of work. Therefore, what is being asked for in completing the referral is for the referrer to report what they see or is disclosed to them. This will then enable a more informed analysis to take place that may result in an immediate co-ordinated intervention in serious cases or the offer of support services or both and/or where victims fall into 'concern to be significant'.

### **Completion of the Domestic Abuse Report Form**

All the questions need to be completed and where a yes box is ticked then a decision has to be made whether to tick the "causes significant concern" box. Clearly it is hard to be prescriptive here and the ticking of this box comes down to the judgement of the individual completing the form.

### **Evaluation of Initial Risk Indicator Form**

#### **Very High:**

Questions 1 - 14

- Four or more ticks in "causes significant concern" box including Question 1 Domestic Abuse Related box.
- Or seven or more ticks in yes box.
- Or the third completion of the form within twelve months.

## **Cultural/Diversity Issues and Sensitivity**

There is a need for cultural/diversity awareness and sensitivity when dealing with victims. Support needs and victim's opinions may differ for various reasons, including religion; language, culture, insecure immigration status and/or service access issues. For example, not all refugees cater for all victims of domestic abuse regardless of their religion or culture and there are particular financial barriers to some people with insecure immigration status from escaping violent partners.

Sometimes victims from minority communities and victims who reside in isolated areas will face similar difficulties in terms of being socially isolated. In some communities there may be additional barriers to victims seeking support and breaking the silence around domestic abuse (eg, experience of and fear of racism, homophobia or other discrimination). **A victim may be particularly isolated, either due to the physical location of the home or because she/he has become isolated from the support of friends, family and the wider community. This isolation may increase the risk of escalation of violence or murder.**

**For this reason, any victim who reports to the Police in these circumstances could be considered very high risk.**

### **High Risk:**

Questions 1 - 14

- Three ticks in a "causes significant concern" box including Question 1 Domestic Abuse Related box.
- Or four to six ticks in yes box.
- Or the second completion of the form within twelve months.

The victim's own self-assessment in Question 15 **could** constitute a very high or high risk.

### **Medium Risk:**

Questions 1 - 14

- One to three ticks in a "causes significant concern" box including Question 1 Domestic Abuse Related box.
- Or up to four ticks in yes box.

### **Standard Risk:**

Where no question is ticked in the yes box

**APPENDIX 'C'**

**DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL**

**Health** Designated persons facsimile and telephone contact numbers:

**Designation**

**Fax No**

**Tel No**

**DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL**

**Police** Designated Domestic Violence Units (DVU) facsimile, telephone contact numbers and e-mail addresses:

<b><u>Designation</u></b>	<b><u>Fax No</u></b>	<b><u>Tel No</u></b>
Detective Inspector Steve Collin Steve.Collin@bedfordshire.pnn.police.uk	01582 394378	01582 394321
Sergeant Jackie Clarke Jaqueline.Clarke@bedfordshire.pnn.police.uk	No fax	01582 394289

## APPENDIX 'D'

### DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL

**Police** Designated Child Protection Units (CPU) facsimile, telephone contact numbers and e-mail addresses:

<b><u>Designation</u></b>	<b><u>Fax No</u></b>	<b><u>Tel No</u></b>
Detective Sergeant Amanda Swain Amanda.Swain@bedfordshire.pnn.police.uk	01582 394108	01582 394250

**DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL**

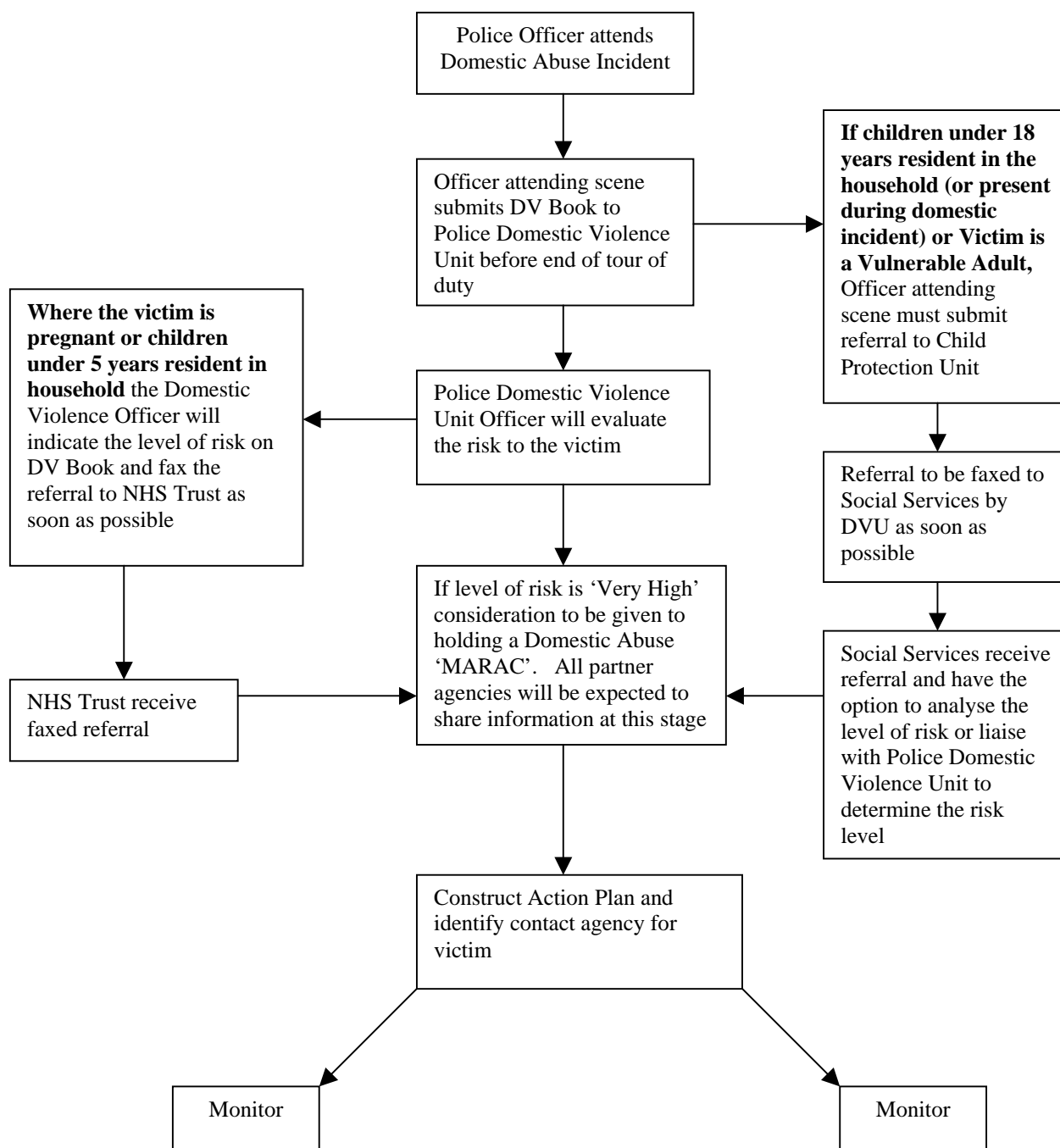
**Children's Services** Designated facsimile and telephone contact numbers:

**Designation**

**Fax No**

**Tel No**

## DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL

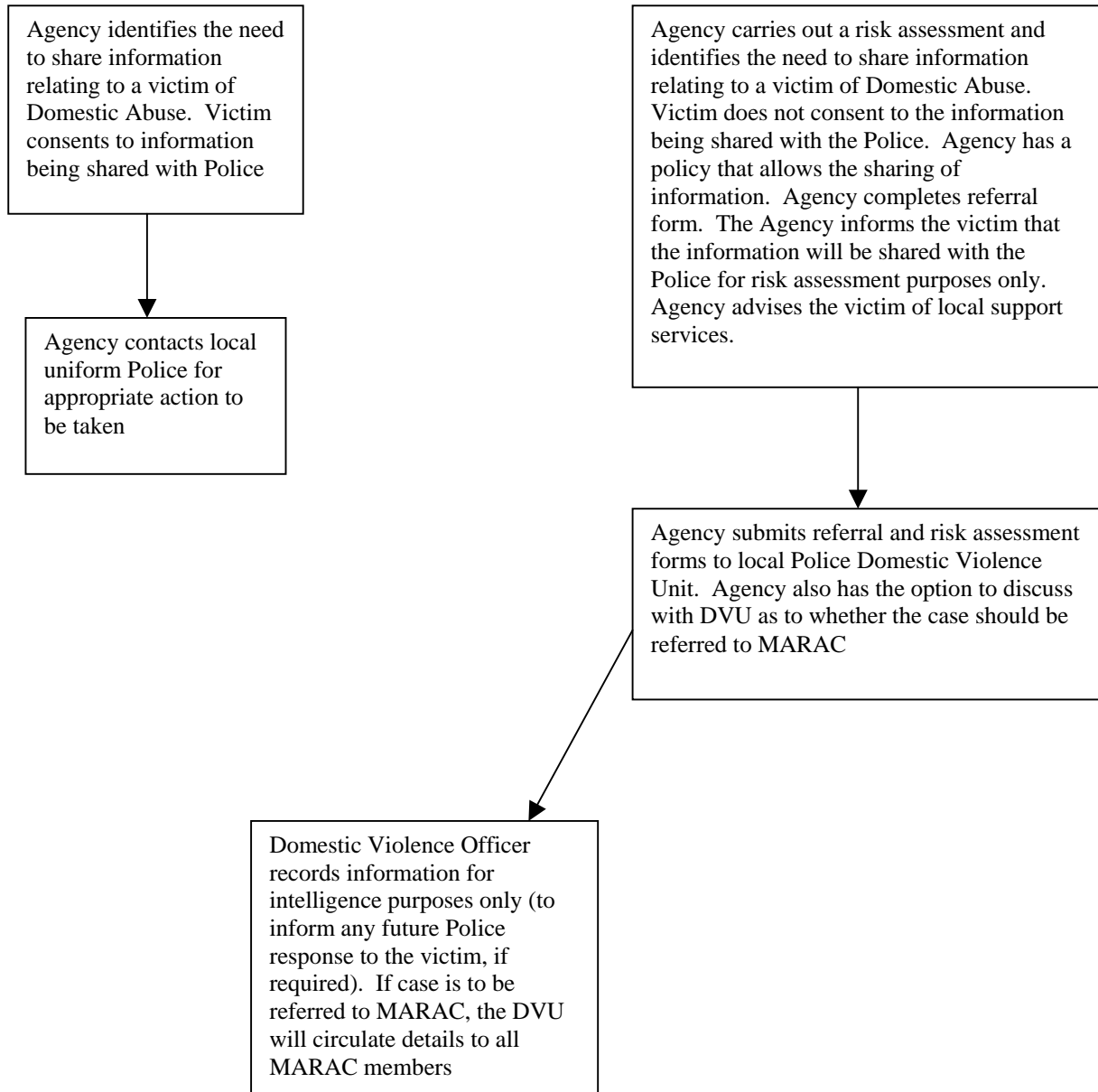
Information Exchange 'Flow Chart'**NB:**

These procedures do not replace the established Child Protection and Adult Protection procedures which may be invoked at any stage if a child or vulnerable adult is perceived to be at risk.



# DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL

## Information Exchange 'Flow Chart'



**MARAC**  
**MULTI-AGENCY RISK ASSESSMENT CONFERENCE**  
**DATE:** \_\_\_\_\_

THE CHAIR OF THE MEETING REMINDS ALL CONCERNED OF THE PROTOCOLS WITHIN THE AGREED DOMESTIC ABUSE SHARING OF INFORMATION DOCUMENT.

INFORMATION DISCUSSED BY THE AGENCY REPRESENTATIVE, WITHIN THE AMBIT OF THIS MEETING IS STRICTLY CONFIDENTIAL AND MUST NOT BE DISCLOSED TO THIRD PARTIES WHO HAVE NOT SIGNED UP TO THE 'DOMESTIC ABUSE INFORMATION SHARING PROTOCOL', WITHOUT THE AGREEMENT OF THE PARTNERS OF THE MEETING.

ALL AGENCIES SHOULD ENSURE THAT THE MINUTES ARE RETAINED IN A CONFIDENTIAL AND APPROPRIATELY RESTRICTED MANNER. THE PURPOSE OF THE MEETING IS AS FOLLOWS:-

- TO SHARE INFORMATION.
- TO DETERMINE WHETHER THE OFFENDER POSES A SIGNIFICANT RISK TO ANY PARTICULAR INDIVIDUAL OR TO THE GENERAL COMMUNITY.
- TO JOINTLY CONSTRUCT AND IMPLEMENT A MANAGEMENT PLAN, TO PROVIDE PROFESSIONAL SUPPORT TO ALL THOSE AT RISK.

BY SIGNING THIS DOCUMENT WE AGREE TO ABIDE TO THESE PRINCIPLES.

**ATTENDEES**

<b><u>Name</u></b>	<b><u>Signature</u></b>	<b><u>Agency</u></b>	<b><u>Address</u></b>

**APPENDIX 'I'**

**DOMESTIC ABUSE REFERRAL FORM**

**Name and Address of Victim:**

.....

.....

.....

.....

**Name and Address of Alleged Perpetrator:**

.....

.....

.....

.....

**Name and DOB of Child/Children (*if known*):**

.....

.....

.....

.....

**REASON FOR REFERRAL (Attach Risk Assessment where completed)**

**Referred by Name and Address:** .....

.....  
**Organisation** .....

**Telephone:** .....

**Date:** .....

## DOMESTIC ABUSE 'SHARING OF INFORMATION' PROTOCOL

### Signatories to Agreement:

### APPENDIX 'J'

Bedfordshire Police:

Ivor Twydell

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Superintendent

National Probation Service (Bedfordshire):

Lis Pace

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Luton Social Services:

Richard Fountain

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Luton Borough Council (Housing) & (Education)& (Social Services): Jenny Coles

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Luton & Dunstable NHS Trust:

tba

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Luton Primary Care Trust:

Regina Shakespeare

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Luton Womens Aid:

Jenny Moody MBE

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Victim Support (Bedfordshire):

Geoff Gardner

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

**Signatories cont.....**

Alcohol Services (Luton):

Breege Begely

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

The Safer Luton Partnership:

Joan Bailey

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Children and Family Court Advisory and Support Services (CAFCASS): Tba

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

NSPCC:

Tba

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Sure Start – Marsh Farm Luton:

Mary Armour

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **LIST OF MARAC REPS/DEPUTY/SEC/GENERAL INFO;**

### **Bedfordshire Police:**

Detective Inspector Steve Collin REP. 01582 39321  
e-mail: [steve.collin@bedfordshire.pnn.police.uk](mailto:steve.collin@bedfordshire.pnn.police.uk)

Sergeant Jackie Clarke REP. 01582 394289  
e-mail: [jacqueline.clarke@bedfordshire.pnn.police.uk](mailto:jacqueline.clarke@bedfordshire.pnn.police.uk)

Luton Police Station, Buxton Rd, Luton. LU1 1SD

### **National Probation Service (Bedfordshire)**

Lis Pace REP. Chief Executive 01234 213541  
e-mail: [lis.pace@bedfordshire.probation.gsi.gov.uk](mailto:lis.pace@bedfordshire.probation.gsi.gov.uk)

Sandra Cadore REP. IDAP Womens Support Officer 01234 844291  
e-mail: [Sandra.Cadore@bedfordshire.probation.gsi.gov.uk](mailto:Sandra.Cadore@bedfordshire.probation.gsi.gov.uk)

Josie Ince – MAPPA Co-ordinator. 01234 844285  
e-mail: [josie.ince@bedfordshire.probation.gsi.gov.uk](mailto:josie.ince@bedfordshire.probation.gsi.gov.uk)

### **Luton Borough Council Children and Learning Dept.**

Jenny Coles REP Chief Executive 01582 547502  
e-mail: [jenny.coles@luton.gov.uk](mailto:jenny.coles@luton.gov.uk)

Richard Fountain 01582 547560  
e-mail: [richard.fountain@luton.gov.uk](mailto:richard.fountain@luton.gov.uk)

Unity House, 111 Stuart St, Luton. LU1 5NP

Ruth Quine Children and Learning 01582 548035  
e-mail: [ruth.quine@luton.gov.uk](mailto:ruth.quine@luton.gov.uk)

### **Luton Borough Council – Housing**

Mike Dolan – Housing Needs Manager 01582 546960

e-mail: [Mike.Dolan@luton.gov.uk](mailto:Mike.Dolan@luton.gov.uk)

Sec/PA Natalie McDade 01582 546960

e-mail: [mcdaden@luton.gov.uk](mailto:mcdaden@luton.gov.uk)

Secretary: Erika Meager – can use if Natalie not available

e-mail: [Meager.Erika@luton.gov.uk](mailto:Meager.Erika@luton.gov.uk)

### **Luton & Dunstable NHS Trust**

Tracey Scivier and Martina McIntyre – Midwives tel: 0845 1270127

e-mail: [scivier-mcintyre@ldh.nhs.co.uk](mailto:scivier-mcintyre@ldh.nhs.co.uk)

### **Luton Primary Care Trust**

Mrs Regina Shakespeare - Chief Executive PCT 01582 528847

PCT Nightingale House, 94 Inkerman St, Luton. LU11JD

Ian Winstanly REP - Director of Patient Services 01582 55781

e-mail: [Ian.Winstanley@LUTON-PCT.NHS.UK](mailto:Ian.Winstanley@LUTON-PCT.NHS.UK)

Ismael Oozeerally DEP – Associate Director Patient Services 01582 556843

e-mail: [Ismael.Oozeerally@LUTON-PCT.NHS.UK](mailto:Ismael.Oozeerally@LUTON-PCT.NHS.UK)

### **Luton Womens Aid**

Jenny Moody REP M.B.E Chief Executive 01582 725045

e-mail: [jennymoodylutonwomensaid@ntlworld.com](mailto:jennymoodylutonwomensaid@ntlworld.com)

Rosemary Jackson DEP. Treasurer. 01582 725045

Marlborough House, 33 Park Street West, Luton. LU1 3BE

### **Victim Support**

Geoff Gardiner/Jenny Goodman 01582 723779

e-mail: [jennygoodman@bt.com](mailto:jennygoodman@bt.com)

(Michael Rouse – manager)

e-mail: [rouse.m@bedsvs.co.uk](mailto:rouse.m@bedsvs.co.uk)

64-66 Stuart St, Luton. LU1 2SW

### **Alcohol Services**

Breege Begely REP - Director. 01582 506310 mob: 07835 488319 fax: 01582 417745  
e-mail: [breege.begley@alcohol-services.co.uk](mailto:breege.begley@alcohol-services.co.uk)

26-30 John Street, Luton. LU1 2JE

### **The Safer Luton Partnership**

Joan Bailey DEP Programme Manager 01582 480770 Fax: 01582 483627  
e-mail: [joan.bailey@theslp.co.uk](mailto:joan.bailey@theslp.co.uk)

The Domestic Violence Co-ordinator REP (at present Sue Baker)  
e-mail: [sue.baker@theslp.co.uk](mailto:sue.baker@theslp.co.uk)

6 Cardiff Rd, Luton. LU1 1PP

### **Children and Family Court Advisory and Support Services (CAFCASS)**

Sue Billington Manager 01582 735265  
e-mail: [susan.billington@cafcass.gov.uk](mailto:susan.billington@cafcass.gov.uk)

1<sup>st</sup> Floor, Cresta House, Alma St, Luton.

### **National Society for the Prevention of Cruelty to Children – NSPCC**

Evadne Payne South East Head Office –0207 5963700  
e-mail: [epayne@nspcc.org.uk](mailto:epayne@nspcc.org.uk)

### **Sure Start (Marsh Farm Children's Centre)**

Mary Armour REP. tel 01582 515300  
e-mail: [Mary.Armour@luton.gov.uk](mailto:Mary.Armour@luton.gov.uk)

Childrens Centre, Redgrave Gdns, Luton.LU3 3QN



**Luton All Womans Centre**

Tabish Saad                      01582 416783  
e-mail: [tabishwork@yahoo.co.uk](mailto:tabishwork@yahoo.co.uk)

106 Old Bedford Rd, Luton. LU2 7PD

Jaswinder Challi – Service Manager. e.mail: [jaschalli@yahoo.co.uk](mailto:jaschalli@yahoo.co.uk)  
Saeeda Khan – Specialist Advisor. e.mail: [saeeda\\_lawc@yahoo.co.uk](mailto:saeeda_lawc@yahoo.co.uk)