

# Procedure for Electronic Recording of Minutes and Documents for Multi-agency Public Protection Arrangements (MAPPA) and Multi-agency Risk Assessment Conference (MARAC)

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# 1. Introduction

- 1.1 It is the County Council's Policy that Multi-agency Public Protection Arrangement (MAPPA) and Multi-agency Risk Assessment Conference (MARAC) meeting documents and minutes are stored on the Electronic Social Care Recording system to ensure that:
- The relevant staff has efficient and timely access to MARAC and MAPPA minutes regardless of their team or district.
  - The minutes are held in a secure way with an audit function accessible.
- 1.2 Up to date records contribute towards the effectiveness of keeping children and families safe.
- 1.3 The requirement for storing such minutes is only that they are restricted to Children's Social Care & Safeguarding and that any member of the public who requests access has to go via the MAPPA or MARAC co-ordinator.
- 1.4 Warwickshire County Council have a secure countywide ESCR in which to store MAPPA & MARAC records more securely, while allowing rapid access at need. The system does also have the advantage of having an audit function to see who accesses the records, making it more secure.
- 1.5 This procedure applies to all social care workers and managers in Children's Social Care and Safeguarding.

## 2. Multi-agency Risk Assessment Conference (MARAC)

### 2.1 Procedure for updating Carefirst following a MARAC meeting.

- 2.1.1 Following the monthly MARAC meetings the minutes will be emailed to the Service Manager's Personal Assistant by the person who attended the meeting.
- 2.1.2 The **perpetrator**, **victim** and any **children** are to be created on Carefirst, if not done so already. Ensure **networks**, **addresses** and **dates of birth** are all up to date.

- 2.1.3 If there are no children in the family then just create the **perpetrator** and **victim**.
- 2.1.4 Add a **warning indicator** to the perpetrators record. This can be found under the '**person details**' section of Carefirst.
- 2.1.5 Type in the **warning indicator notes** field '**Please see life events**'.
- 2.1.6 Go to the **Biography** section of Carefirst, **select life events** and **click add**.
- 2.1.7 Select, **Multi Agency Risk Assessment Conference** from the drop down list and add the date of the meeting as the event date. Add the date the minutes were received as the notified date.
- 2.1.8 In the notes section, type '**Case discussed at MARAC. Minutes stored on ESCR**' and click save.
- 2.1.9 Repeat the above process for the victim and children in the family.
- 2.1.10 **DO NOT add a warning indicator to children or victims.**
- 2.1.11 Add a **key event** to the perpetrator, child and victim stating '**Case discussed at MARAC, life event added and minutes uploaded to ESCR.**

## **2.2 Procedure for uploading MARAC minutes to Children's Electronic Social Care Records**

- 2.2.1 Following the Carefirst record being updated the minutes are to be uploaded to ESCR and marked as **Confidential Restricted (Third Party Information – Agency)** and saved under the **MARAC folder heading**.
- 2.2.2 The minutes should be **duplicated to each child in the family**, the **perpetrator** and the **victim**.
- 2.2.3 **IMPORTANT.** Minutes of the meeting are **NOT** to be shared with any other agency or member of the public without the prior agreement of the MARAC co-ordinator. **This includes Freedom of Information requests.**

### **3. Multi-agency Public Protection Arrangement (MAPPA)**

#### **3.1 Procedure for updating Carefirst following a MAPPA meeting**

- 3.1.1 The same procedure is to be followed as detailed in **Section 4**. However when choosing from the pick list of life events, please select '**Area Risk Management Meeting**'.
- 3.1.2 Type in the notes field '**Case discussed at MAPPA. Minutes stored on ESCR**'.
- 3.1.3 The life event only needs to be added to the offender discussed at MAPPA rather than any victims or children.

#### **3.2 Procedure for uploading MAPPA minutes to Children's Electronic Social Care Records**

- 3.2.1 The same procedure is to be followed as detailed in **Section 3**, with the minutes saved under the **MAPPA folder heading**.
- 3.2.2 **IMPORTANT.** Minutes of the meeting are **NOT** to be shared with any other agency or member of the public without the prior agreement of the MAPPA co-ordinator. **This includes Freedom of Information requests.**

### **4. Roles and Responsibilities**

- 4.1 Service Manager or delegated person to be responsible for emailing the minutes of MARAC and MAPPA minutes to the Service Manager's PA.
- 4.2 PA to upload minutes to C-ESCR and update Carefirst records.

### **5. Monitoring and Review**

- 5.1 The procedures will be reviewed annually by the PA to the Service Manager for the North of the County, Children's Social Care & Safeguarding.

## 6. Further Information

### **Queries or further advice**

Please contact Michelle Warren, PA, Children's Social Care & Safeguarding (North) for any advice or question on 01926 413228 or alternatively, Helen Colvin Apprentice PA on 01926 413359.

### **Information in other formats**

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