

Referral

	Actions	Who	Comments
Step 1	Assess the risk posed to the client and anyone else who may be at risk.	All	
Step 2	If you believe that the threshold for a MARAC referral has been met please navigate to the MARAC referral page and click start referral using the following link https://app.oasiscloud.co.uk/OASISDA/Core/Public/Referral/marac_web_referral.aspx?apikey=c56b468c-0d9d-4c81-89e8-91b774832ba7	All	
Step 3	Fill in the Victim details (Check spelling as this affects the merging process on the CMS)- some fields are mandatory.	Referer	Safelives reporting extracts data relating to the victim, age, ethnicity etc without these fields the Safelives data may be incorrect. Please support the MARAC hub team by researching as many details as possible, DOB, Address etc - the address of the victim will dictate the area they are heard. Please include POSTCODE for all cases due to area boundary lines.
Step 4	Navigate to the Referral Tab - Fill in the referral information and upload any documents i.e. the recent DASH/DARA, at the bottom of this page. For out of area MARAC2MARAC Referrals coming into area (Kent and Medway), previous MARAC minutes will be attached.	Referer	The referral should contain details of the CURRENT risk to the victim, recent incidents and reason for current referral.
Step 5	Navigate to the Children Tab - Add all children linked to either the victim or perpetrator that you are aware of (regardless of whether they live with victim/perp) if address is known please add, including details re any CAO/SGO/LAC and relationship to victim/perp.	Referer	Safelives data captures children who reside in the household under the age of 18
Step 6	Navigate to the Perpetrator Tab - Add all abusive people linked to either the victim or children that you are aware of.	Referer	Please ensure accuracy - DOB, Full name, Address this affects Agencies ability to research the perp and gauge risk, it also affects the search option in the CMS to show perps history
Step 7	Navigate to Additional Questions Tab - Add any further detail. Completing as much information as possible in these fields will aid the risk assessment process	Referer	Ensure repeat box is completed where relevant as this is a reportable field
Step 8	Navigate to Complete Tab - Click Submit. You will be advised at this point if any of the mandatory fields are missing. Once complete submit referral. You can click on the download button to save a copy of the referral if you wish however, you will receive a receipt for your submission via email (please also consider how you will store the downloaded version in order to conform with Data Protection). If your referral is not accepted you will receive a receipt, followed by an email with a rationale or further instructions/request for further information. The referral will remain on the CMS and can be re-reviewed at any time. It will also contain a rationale for non-acceptance for audit purposes.	Referer	