**Swindon Locality Multi-Agency Risk Assessment Conferences (MARAC) Process Map for GP surgeries in Swindon**

Confidential MARAC case list received from the (Swindon) Community Safety Partnership (CSP) Coordinator (usually 3-4 working days pre meeting, and with updated versions shared)

**SwindonMARAC@swindon.gov.uk** Direct line: 01793 466538

from LeDeR Site

MARAC case list names are checked on the [**NHS Spine**](https://portal2.national.ncrs.nhs.uk/summarycarerecord/patientsearch) to check:

1. If the named individuals can be found (accuracy of MARAC data dependant)
2. Which GP practice they are registered with
3. Whether the practice has authorised CCG data access to their IT system

Following the case discussion at MARAC:

* A record is made on the GP system that the record was accessed (as per GDPR) to record MARAC discussion, outcomes and actions, and relevant read codes only for the victim (and children when required); ‘History of Domestic Abuse’ and ‘case was heard at MARAC’
* The entry will be prevented from being accessed online and the read code of ‘record contains third party information” will be added to the entry
* The usual GP and admin group for the surgery are ‘tasked’ to let them know the case has gone to MARAC, the outcomes, and any actions required by the surgery
* If there are queries about the GP MARAC input, these will be directed to the Named GP for Safeguarding.
* Following the MARAC, the case will be fully handed over to the GP surgery and there will be no ongoing involvement from the CCG
* No emails are sent using the CCG email address, and the list of cases sent by the council

is deleted from the CCG email system.

* Each practice must ensure that MARAC information is redacted when records are printed out for patients.

CCG attend MARAC to:

* Share relevant information from the GP records
* Participate in professional discussions as required
* Agree actions for the GP/practice

If authorised access to the GP practice records pre-MARAC, then:

* A search of the patient GP record is undertaken to identify relevant information to be shared at MARAC
* a note is made on the GP record that access was made for MARAC preparation (as per GDPR)
* This note will be prevented from being visible through online access and the read code “record contains third party information” will be added