

# **Pan Merseyside Forced Marriage (FM) and Honour Based Abuse (HBA) Protocol**

**Developed by**

**Merseyside Protecting Vulnerable People  
Harmful Practices Group**

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Merseyside Community Safety Partnership

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## Introduction

Forced Marriage (FM) and Honour Based Abuse (HBA) is a cultural phenomenon and can affect any family who hold strong traditional beliefs regarding these practices. Dealing with such cases requires sensitivity, specialist support and, in some circumstances special measures, to ensure the health, wellbeing and safety of victims is adequately safeguarded.

This protocol is a tool that can be used when dealing with cases of forced marriage and honour based abuse across Merseyside areas of Liverpool, Wirral, Knowsley, St. Helen and Sefton

***For the benefit of this document we may be referring to Liverpool, Wirral, Knowsley, St Helens and Sefton Adult and Children Safeguarding Board as “Merseyside” Safeguarding Board, but for responses, policies and procedures you need to follow your respective area for***

***Liverpool (Appendix 1) (L1)***

***Wirral (Appendix 2) (W2)***

***Knowsley (Appendix 3) (K3)***

***St Helen (Appendix 4) (St4)***

***Sefton (Appendix 5) (S5)***

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

It also assists any individual who may be at risk or want to report a concern or seek advice of forced marriage and honour based abused

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

Merseyside’s Safeguarding Boards understand forced marriage and honour based abuse to be a form of abuse and a breach of human rights. It is, therefore, important to safeguard any child, young person or adult subjected to a forced marriage or honour based abuse.

### **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 concerned members of the public

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

## **Definitions:**

### **Arranged Marriage**

In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of 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 the 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.*

### **So called 'honour' based abuse**

The National Police Chiefs' Council (NPCC) define honour based abuse as:

'an incident or crime involving violence, threats of violence, intimidation, coercion or abuse (including psychological, physical, financial or emotional abuse), which has or may have been committed to protect or defend the honour of an individual, family and / or community for alleged or perceived breaches of the family and / or community's code of behaviour' (NPCC 2015)

There is no specific offence of HBA but it is now a criminal offence to force someone to marry

So called 'honour' based abuse (HBA) is where the person is being punished by their family or their community. They are being punished because of a belief, actual or alleged, that a person has not been properly controlled enough to conform and thus this is to the 'shame' or 'dishonour' of the family.

**Please refer to your local practice for managing honour based abuse cases.**

**Not everyone who is at risk from Honour Based abuse has been subjected to Forced Marriage**

### **Identifying Forced Marriage/Initial Report**

Information about the issue of forced marriage or HBA may have been provided to the victim by a friend, relative or other agency. The person concerned may not have thought that they were a victim of forced marriage or honour based Abuse and may have only recently begun to question what has happened to them.

Alternatively the person may be seeking help as they know the intention is for their family to force them into marriage or they may be under threat of HBA.

The primary concern is for the safety of the victim. The nature of forced marriage or HBA is that agencies may have only once chance to respond to the needs of the victim. Ultimately to fail to do so may result in injury or death.

### **One Chance Rule**

All practitioners working with victims of forced marriage and HBA 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 and any agencies working with children and adult need to be aware of their responsibilities and obligations when they become aware of potential forced marriage/ HBA cases. If the victim is allowed to walk out the door without support being offered, that **one chance** might be wasted.

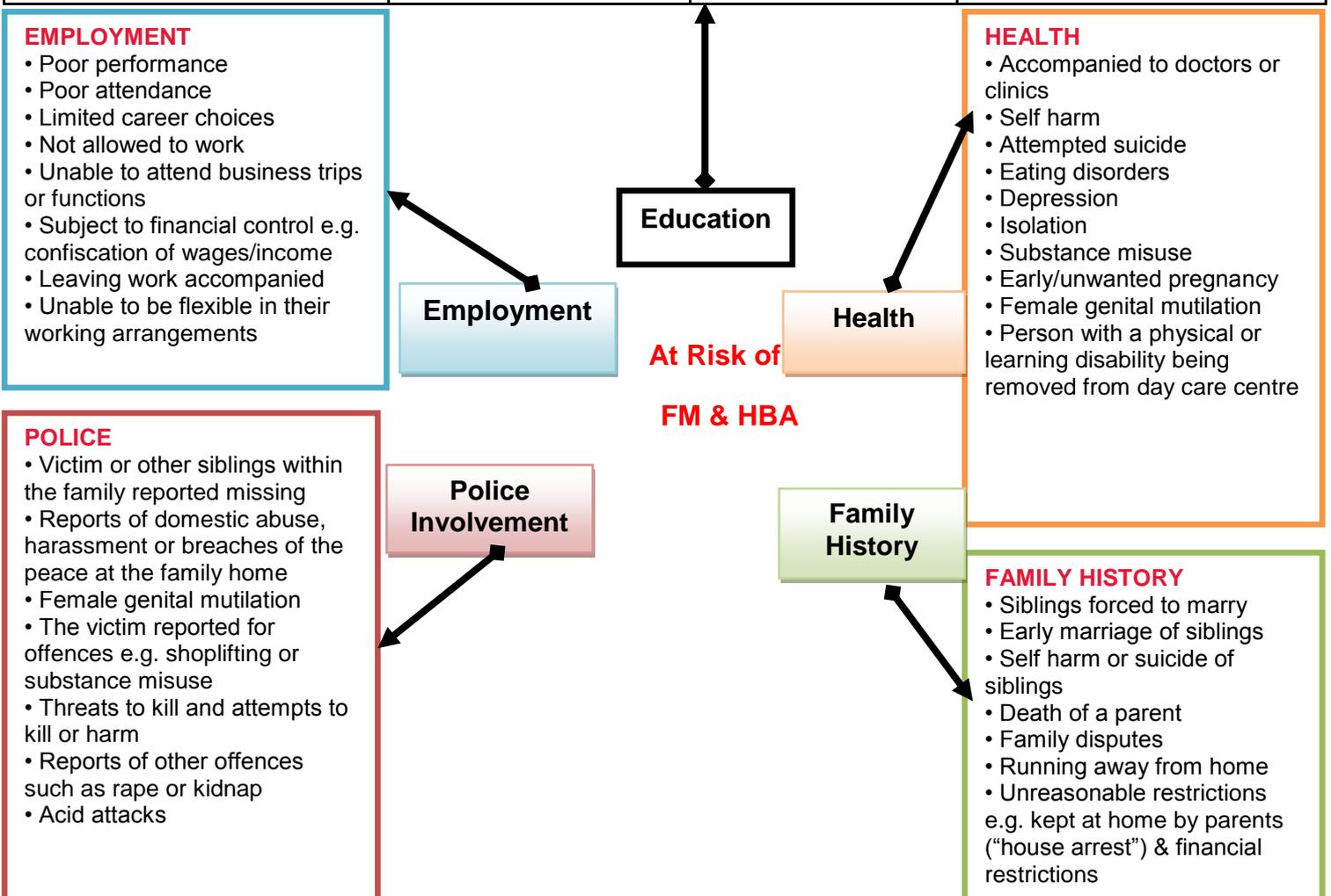
Coercion is likely to have been used with one or both spouses; by family members, friends and the wider community. This may include: threats of violence, being held against their will, emotional threats and other forms of coercion and harassment, such as not being allowed to go anywhere without being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

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

## Potential warning signs or indicators

These indicators are not intended to be an exhaustive list.

EDUCATION			
<ul style="list-style-type: none"> <li>Absence and persistent absence.</li> <li>Request for extended leave of absence and failure to return from visits to country of origin.</li> <li>Fear about forthcoming school holidays</li> </ul>	<ul style="list-style-type: none"> <li>Surveillance by siblings or cousins at school.</li> <li>Decline in behaviour, engagement, performance or punctuality.</li> <li>Poor exam results.</li> </ul>	<ul style="list-style-type: none"> <li>Being withdrawn from school by those with parental responsibility.</li> <li>Removal from a day centre of a person with a physical or learning disability</li> </ul>	<ul style="list-style-type: none"> <li>Not allowed to attend extra-curricular activities</li> <li>Sudden announcement of engagement to a stranger</li> <li>Prevented from going on to further/higher education</li> </ul>



## Initial Steps

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 the forced marriage and HBA 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 no male victims. All cases should be dealt with seriously.

There is no specific offence of HBA but the victim concerned may have been subjected to a number of offences. However, it is a criminal offence to force someone to marry (please see 'Legislation' section for further details).

### Initially agencies will need to consider completing the following:

- Ensure the victim is seen in a safe and private place
- 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
- Risk assess and discuss a safety plan
- Where victim is under 18, refer to child safeguarding procedures
- Where the victim is over 18, refer to adult safeguarding procedures
- Inform the victim of their right to seek legal advice and representation
- Identify any potential criminal offences and refer to the police if appropriate
- Establish a safe way of maintaining contact with the victim
- Make a note of all the information available to you at the time, including a description of the victim and details of any known or alleged perpetrators and potential immediate risks
- Record any current contacts with other professionals, health, social services, third sector etc.
- Provide accurate information to the victim about their rights and choices and respect their wishes when possible.
- **Reassure the victim that their confidentiality<sup>1</sup> will be maintained as far as possible, and their information will be shared on a strictly need to know basis in order to ensure the necessary safeguards are commenced.**
- Contact a specialist in forced marriage for further advice and support
- Consider the need for immediate protection and placement away from the family
- Request a strategy meeting led by Children/Adult Social Care Services or a closed MARAC meeting within 24hrs of identifying the case

### Do Not

- Attempt to mediate,
- Send the victim away without having taken appropriate action,
- Approach family members and/or members of the community without an express request from the victim
- Breach confidentiality or share information inappropriately, unless due to safeguarding concerns for a child or vulnerable adult

## Role of Children's Social Care

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 of 'Handling Cases of Forced Marriage and HBA'.<sup>2</sup> If an allegation of forced marriage or HBA is made or a child/young person discloses

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<sup>1</sup> It is important to remember that in these instances family members, friends and the community may pose the biggest risk to the victim.

<sup>2</sup><https://www.gov.uk/government/publications/handling-cases-of-forced-marriage-multi-agency-practice-guidelines-english>

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 your respective Children Social Care Services (**see Appendices for (L1,W2,K3,SH4,S5)**).

The following information is needed for the referral:

- Name of child/young person (check all names are spelled correctly)
- Age (check date of birth as accurate as possible)
- Details of any siblings
- Parent's name(s) (check the surname of the parent is accurate)
- Home address (telephone number if available)
- 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?
- Is anyone alleged to be the abuser? If so, record details
- Has anyone else been consulted? If so record the details

Any professional or member of the public concerned that a child may be at risk of significant harm, should make a referral to their respective Children's Social Care Service, by telephone without delay.

Where the child concerned already has an allocated social worker, referrals to Children's Social Care 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 Social Care should consider at this stage the legal options available to them by way of Police Protection Powers, 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 with the child/young person posed by family members, extended family members and community groups, and consideration of this should be made when identifying a placement.

Merseyside 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 page 11**)

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

**For your respective Area a flow chart for the process is included in (Appendices L1,W2,K3,St4,S5 ). Other Safeguarding Children – Policies & Procedures can be found on website links at the end of each flow chart.**

## Role of Adult Social Care

The following section is based on the statutory guidance 'The Right to Choose: Multi-agency Statutory Guidance for Dealing with Forced Marriage or HBA',<sup>3</sup> and 'Merseyside Safeguarding Adult Boards Inter-agency Procedures for Safeguarding Adults'.<sup>4</sup>

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'.<sup>5</sup>

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'.<sup>6</sup>

Each area of Merseyside Inter-agency Safeguarding Adults Procedures has been developed in accordance with The Care Act 2014. These can be accessed via the Merseyside Combined Safeguarding Adults Board website <https://www.merseysidesafeguardingadultsboard.co.uk/>

Section 42 of the Care Act 2014 defines an adult at risk as someone over the age of 18 who:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

In these situations the local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case (whether under this Part or otherwise) and, if so, what and by whom.<sup>7</sup>

### **Safeguarding procedures must be followed in all cases, as victims at risk of HBA or Forced Marriage meet the criteria for a section 42 investigation**

Information relating to an adult at risk with additional needs should go through the normal process in line with existing Safeguarding Adults process

- Imminent threat or risk dial 999
- Outside of immediate risk a referral should be made to Adult Social Care, for your respective areas (**see Appendix, L1a, W2a, K3a, St4a, S5a**)
- The referral will go to the appropriate social work team for action.
- In addition to the normal risk assessments, in the case of forced marriage the allocated social worker **must** follow the guidance on page 7 of this document
- **Do not** attempt to mediate with the person's family or community members, unless specifically requested to do so by the person
- A strategy meeting led by Adult Social Care Services or a closed MARAC meeting within 24hrs of identifying the case

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<sup>3</sup> HM Government Foreign and Commonwealth Office, Home Office et al [www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

<sup>4</sup> [www.liverpool.gov.uk](http://www.liverpool.gov.uk)

<sup>5</sup> The Right to Choose, Chapter Two; page 6, point 14

<sup>6</sup> The Right to Choose, Chapter Two; page 6, point 15

<sup>7</sup> The Care Act 2014

- Guidance and a toolkit is also available to assist practitioners in cases involving people with learning difficulties see Appendix 9  
<https://www.nottingham.ac.uk/research/groups/mymarriagemychoice/>

## **Role of Domestic Violence/Abuse Support Services**

Domestic Violence/Abuse Support Agencies offer a range of support services to individuals who experience domestic and sexual violence and abuse. Domestic abuse agencies may offer support to victims of forced marriage and/or honour based abuse, or they may refer to a specialist agency.

All individuals who access support should complete an initial assessment using a risk assessment tool. The Merseyside Risk Identification Toolkit (Merit) or CAADA DAASH Risk Identification Checklist (DAASH) are used across Merseyside. (see *appendix 6*)

## **Role of the Multi Agency Risk Assessment Conference (MARAC)**

MARAC provides a structured forum to bring together representatives from Merseyside Police, Independent Domestic Violence Advisors (IDVAs), Children and Adult Social Care, Health, Housing, Domestic Abuse and Substance Misuse agencies and other services from statutory and voluntary sectors. Anyone aged 16 or over who meets the criteria can be referred for their case to be discussed at MARAC

The meetings are held to share information, offer multi-agency problem solving and to initiate safety plans in relation to the highest risk victims of domestic abuse and their children. The meetings also focus interventions towards challenging perpetrators of abuse with the aim of offering a whole family approach to reducing risk and maintaining safety.

**Due to the risks involved in Forced Marriage & Honour Based Abuse cases some areas hold 'closed' or 'emergency' MARAC's. Closed MARAC's are small meetings which involve the professionals who are essential to the specific case, enabling risk management in a safe and secure environment**

**Each area must** follow their respective procedures in relation to Multi Agency Risk Assessment Conference (MARAC) (*See Appendix L1b, W2b, K3b, ST4b, S5b*). This will provide a safe coordinated response for the victim and their family.

## **Role of the Police**

Police responsibilities in relation to Forced Marriage and HBA include safeguarding victims, investigating and assisting in the prosecution of any crimes associated with forcing someone to marry or subjected to HBA and supporting witnesses.

Merseyside Police officers and staff who have been made aware of a case of Forced Marriage / HBA or potential Forced Marriage / HBA should refer to the Force Honour Based Abuse 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 the victim is under 18, and it is believed they are at risk of significant harm, consideration is given to taking the child into Police Protection

- Advice is sought as soon as possible from the local Protecting Vulnerable Persons Unit in relation to safeguarding actions and initial investigation.
- All cases are referred to the local MASH (Multi-Agency Safeguarding Hub) for referral to partner agencies and joint investigation where appropriate
- Vulnerable Person Referral Form (VPRF), is completed. The correct vulnerability stream should be selected i.e. Forced Marriage / Honour Based Abuse
- For victims aged 16 or over, MeRIT risk assessment is completed.
- 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 Force Policy.
- Consideration is given to placing PNC markers on the victim(s) and any alleged perpetrators (refer to Force policy for suitable wording)
- All crimes are recorded in line with National Crime Recording Standards, and investigated in line with the Merseyside Police Force Policy on Honour Based Abuse and Forced Marriage

Officers and staff should be aware that a victim who has contacted the police for assistance is likely to be at crisis point, and should therefore ensure that incidents are dealt with sensitively, safely and effectively. All cases involving Forced Marriage or HBA must be dealt with as high risk. The 'One Chance Rule' must be adhered to.

Officers and staff will also be alert to identifying cases which have a potential for Forced Marriage / HBA, and ensure questions are asked of the victim / person reporting to establish the risk.

Agencies referring cases to the police should do so in accordance with safeguarding procedures, by making referrals to the local MASH. Where the case is of an urgent nature, and is outside office hours, the report should be made to Merseyside Police Force Contact Centre (101) and the call operator informed that the log should be marked as a Forced Marriage / HBA.

<b>Key Contacts for Police</b>	
Central MASH (Liverpool)	0151 233 2321 0151 233 2331
North MASH (Sefton)	0151 934 4505/4548 (Children & Adult) 0151 934 4506 (Domestic Abuse)
East MASH (Knowsley)	0151 477 8803
East MASH (St Helens)	01744 673 167 (Children & Adult) 01744 673 177 (Domestic Abuse)
West MASH (Wirral)	0151 666 3872 (Children) 0151 666 4979 (Adult) 0151 666 4912 (Domestic abuse)
Merseyside Police Public Protection Unit	0151 777 1388
<b><u>In an emergency always dial 999.</u></b>	

## **The Role of Crown Prosecution Service (CPS)**

The Crown Prosecution Service is committed to the fair and effective prosecution of all cases of Forced Marriage and Honour Based Abuse. This commitment is embedded in the CPS Violence

against Women and Girls Strategy – as the majority of these offences are perpetrated against women, by men. Specific legal guidance has been developed to assist prosecutors.

Cases involving Forced Marriage and Honour Based abuse can be very difficult to prosecute. They are often classed as ‘high risk’ and require sensitive and careful handling, especially with regard to victim care and support.

It is vital that we work closely with the police and other agencies to ensure that the best evidence is gathered and presented to the court. A strong, coordinated prosecution team is required to proactively build and manage a case. It is also essential that we liaise with Witness Care Units (WCU) and voluntary sector support services to ensure that the victim’s safety and support needs are addressed throughout the life of a case and sometimes beyond.

Criminal offences committed within the context of Forced Marriage and Honour Based abuse are prosecuted under the specific offence committed e.g. Common Assault, Rape, Murder and a wide range of other offences – But they are also flagged and monitored internally, as Forced Marriage and Honour Based abuse offences.

### **Key considerations for CPS are:**

- Early consultation between the Police and CPS prosecutors
- Potential for multiple offenders, including immediate and extended family
- Potential use of covert intelligence techniques
- Safety and support for victims and witnesses – consideration of additional ‘special measures’ such as Witness Protection Schemes
- Use of Expert Witnesses

The CPS Lead for cases of Forced Marriage and Honour Based Abuse is Sharon Bourne, District Crown Prosecutor, CPS Mersey-Cheshire”.

### **Role of the Local Probation Services**

The Local Probation Services (National Probation Service (NPS) and Community Rehabilitation Company (CRC)) are committed to working in collaboration with key statutory and non-statutory partners to prevent and reduce the risk of harm caused by Forced Marriage and Honour Based Abuse (HBA).

NPS/CRC involvement in these cases is likely to be by way of current or previous responsibility for the statutory supervision of the perpetrator and/or their wider family or the victim and/or their wider family.

LPS will play a key role in multi-agency information sharing and risk assessment processes. Where there are current offender management responsibilities, LPS will also work with partners to devise, deliver, monitor and review risk management and victim safety plans. This will include the direct enforcement of risk management restrictive measures (e.g. statutory Community Order/ Suspended Sentence Order requirements and licence conditions) where imposed.

### **Role of Schools and Colleges**

Safeguarding: ‘**Everyone’s Responsibility**’:

‘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.

Members of staff 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, ensure 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.<sup>8</sup>

### **What to do when you are concerned that a student may be forced to marry or is under threat of HBA:**

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 or HBA simply on the basis that they are being taken on an extended family holiday. These assumptions and such stereotyping can cause considerable distress to families. All efforts should be made to establish the full facts from the student at the earliest opportunity.

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 'Initial Steps'
- 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 who has the responsibility for safeguarding children at their respective institution and seek advice from the Forced Marriage Unit and other related Services (*See Appendix 7 useful contacts*)
- 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 or HBA 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 Social Care **for their respective area (See Appendix L1, W2, K3, ST4, S5)** and use existing national and local protocols for multi-agency liaison with Police and Children's Social Care.<sup>9</sup> (see Role of Children's Services on this document).
- Refer to the local Police Protecting Vulnerable Persons 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.
- Refer the student, with their consent, to local and national support groups and counselling services with a history of dealing with cases of Forced Marriage or HBA if in doubt,

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<sup>8</sup> Working together to safeguard children 2015

consider seeking advice from the Forced Marriage Unit and other agencies (see Appendix 7).

- Consider whether a communication specialist is needed if the student is deaf, visually impaired or has learning disabilities.
- There are legal remedies that Social Services can take to prevent young people being taken overseas. These include making the student aware of obtaining a Forced Marriage Protection Order or surrendering their passport or passports (if they are a dual national)

### **What should you not do?**

- Treat such allegations merely as a domestic issue and send the student back to the family home
- Ignore what the student has told you or dismiss out of hand the need for immediate protection
- Decide that it is not your responsibility to follow-up the allegation
- Approach the student's family or those with influence within the community, without the express consent of the student, as this will alert them to your concerns and may place the student in danger
- 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
- Share information outside information sharing protocols without the express consent of the student
- Attempt to be a mediator.

### **What to do when a student stops attending school**

Local authorities in England have a duty to identify all children not receiving a suitable education. This relates to children of compulsory school age 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).

Details of the steps local authorities need to take to meet this duty are described in "Statutory Guidance for local authorities in England to identify children not receiving a suitable education".<sup>10</sup>

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 or HBA, a referral **must** be made to Social Care, **for their respective area** (see Appendix L1, W2, K3, ST4, S5)

### **Role of Health Professionals**

Women trapped in Forced Marriage or HBA 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 due to Forced Marriage and HBA 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.

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<sup>9</sup> - [www.everychildmatters.gov.uk/resources/IG00202](http://www.everychildmatters.gov.uk/resources/IG00202)

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

- Accident & Emergency (A&E) departments, rape crisis centres or genitourinary 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 an HBA,
- 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. 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 and HBA
- Educating health professionals on issue of Forced Marriage and HBA.

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 HBA 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 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 HBA, 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 information about specialist advice and services, or assist women by referring them onto Police, Social Care services, support groups, counselling services and specialist services including Black and Minority Ethnic groups or any support required

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 and the Police.

Within each organisation there is a named person with the lead for supporting staff around Forced Marriage and Honour Based Abuse issues, whose responsibility is to ensure that cases of Forced Marriage and HBA are managed, monitored and recorded properly. They can also support contact with the Forced Marriage Unit (a joint Home Office/Foreign and Commonwealth Office Unit) and other related agencies (see *Appendix 7*).

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

## **Role of the Forced Marriage Unit (FMU)**

The FMU is a joint Foreign and Commonwealth Office and Home Office Unit established to lead on the Government's forced marriage policy, outreach and casework. It operates both inside the UK, where support is provided to any individual, and overseas, where consular assistance is provided to British nationals, including dual nationals.

The FMU operates a public helpline to provide advice and support to victims of forced marriage as well as to professionals dealing with cases, and also publishes guidance documents for professionals dealing with Forced Marriage:

- Multi-agency statutory 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.
- Multi-agency practice guidelines provide advice and support to frontline staff that have responsibilities to safeguard children and protect adults from the abuse 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 the victim.

Both documents can be found on the FMU website on the below links:

[The Right to Choose: Multi-Agency statutory guidance for dealing with forced marriage](#)

<https://www.gov.uk/government/publications/handling-cases-of-forced-marriage-multi-agency-practice-guidelines-english>

## **Legislation – Criminal & Civil**

There are criminal sanctions and civil remedies in relation to forced marriage. It is important to be guided by victims 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**

Section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014 made forcing someone to marry a criminal offence in England and Wales. The offence is committed if someone uses violence, threats or any other form of coercion to cause another person to enter into a marriage without their free and full consent.

Where the person lacks capacity to consent, the offence is committed whether violence, threats or coercion are used or not.

The legislation also introduced an offence of using deception to persuade a person to leave the UK intending that they be forced into marriage.

The maximum sentence for committing a forced marriage offence is seven years imprisonment.

Other offences which may be committed in forced marriage cases include:

- Theft of the individual's personal belongings (often official documents such as a passport)
- Threatening behaviour
- Stalking
- Harassment
- Coercive control
- Assault
- Kidnap / abduction

- Threats to kill
- False imprisonment
- Causing or allowing the death of a child or vulnerable adult
- Murder
- Rape

This list is not exhaustive – any offence can be committed in the course of, or as a result of, forcing someone to marry.

## **Civil**

**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.

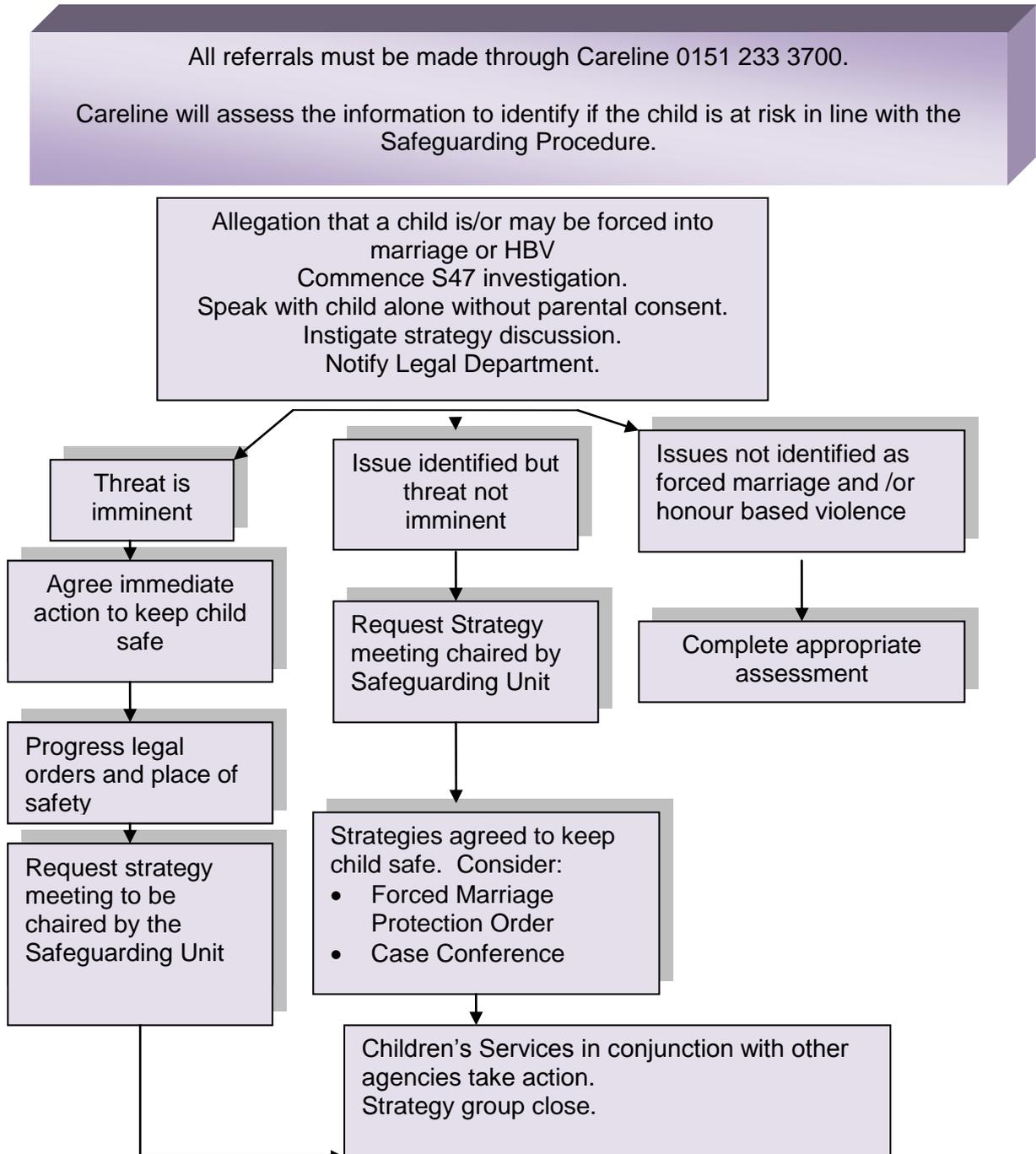
**Forced Marriage (Civil Protection) Act 2007** enables the courts to make Forced Marriage Protection Orders (FMPO) to prevent or pre-empt a forced marriage from occurring and to protect those who have already been forced into marriage. The order can include restrictions or requirements to protect a 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 (including the police) or other individuals can make an application after obtaining 'leave to apply' from the court.

Where the individual is under 18 years of age, or is a vulnerable adult, the Local Authority will ordinarily assume ownership to obtain the FMPO as part of the joint agency safeguarding strategy.

Applications for orders within Merseyside will be heard at Liverpool Civil and Family Court.

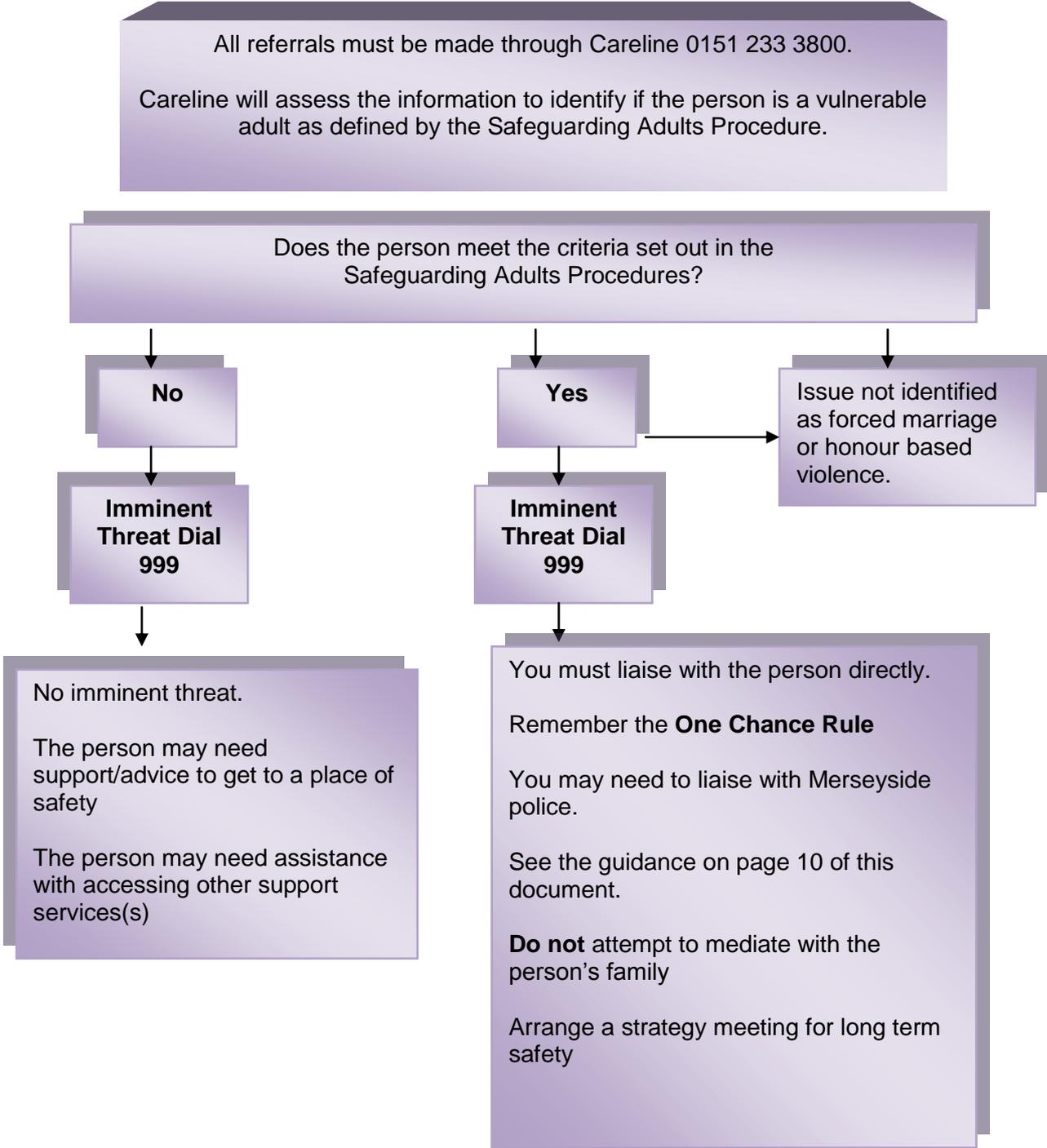
Breach of a FMPO is a criminal offence under the Anti-social Behaviour, Crime and Policing Act 2014 and carries a maximum sentence of 5 years imprisonment.

## Appendix 1: Liverpool Flowchart for referral of a child/young person



Safeguarding Children – polices & Procedures can be found at:  
<http://www.safeguardingchildrenboard.liverpool.gov.uk/professionals/index.asp>

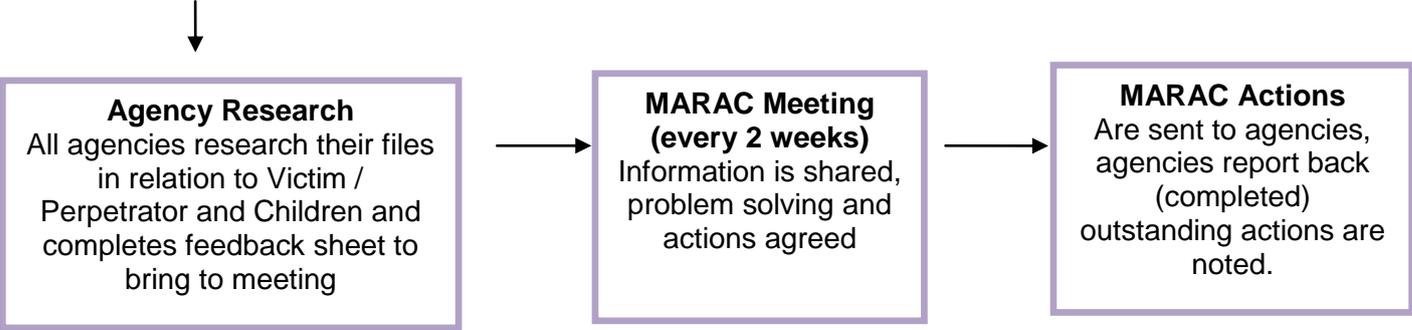
**Appendix 1a: Liverpool Adult flowchart for safeguarding referrals**



# Appendix 1b – Liverpool MARAC Flowchart



**MARAC Agenda**  
The MARAC agenda is sent by email to MARAC members 5 working days prior to next meeting



**Closed MARAC’s:**

Closed MARAC’s are held for any MARAC case if the impact of having a full meeting would be detrimental to the victim or child(ren).

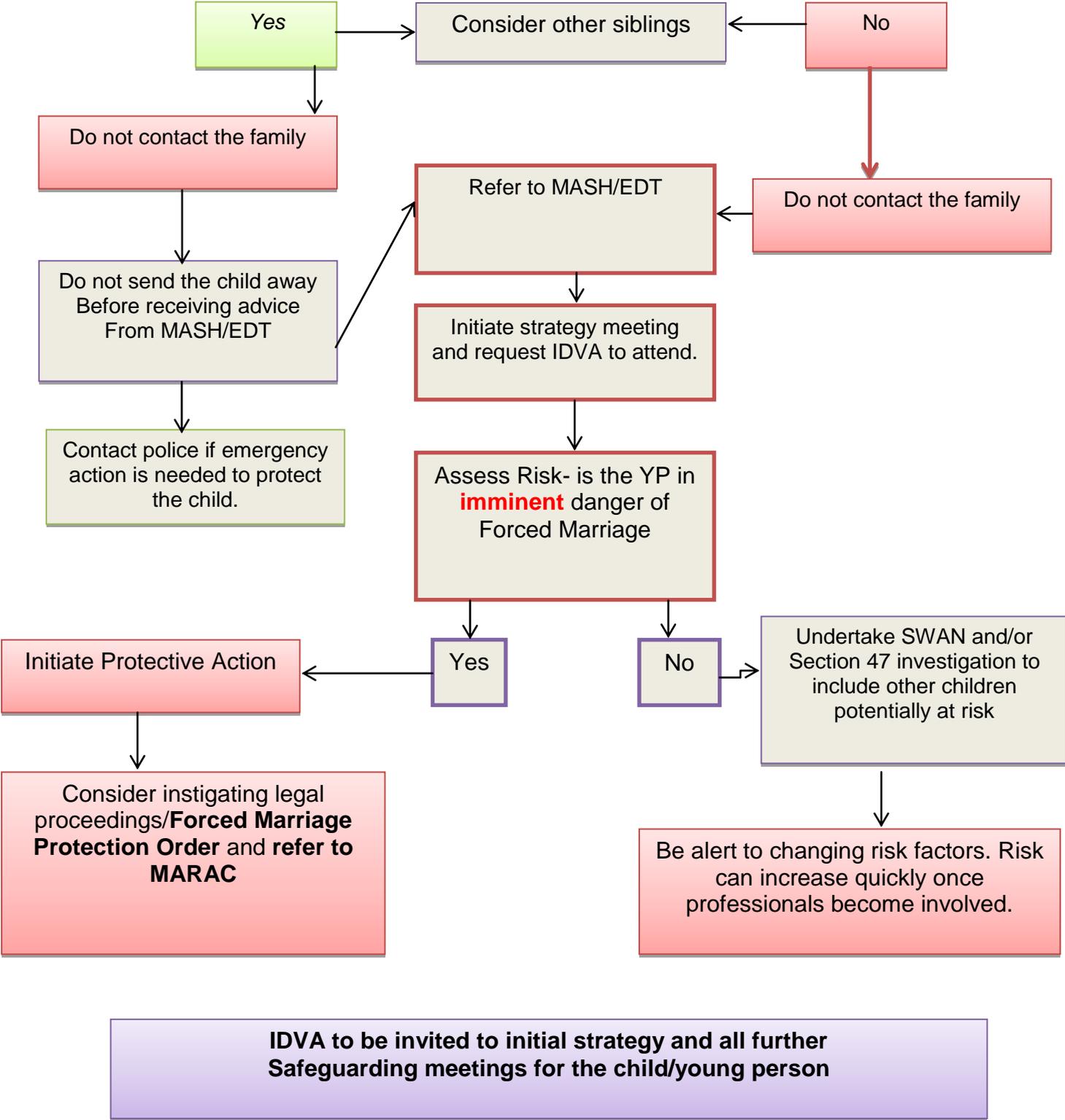
ALL cases of Honour Based Violence MUST be referred to MARAC and will be heard in a Closed MARAC session (notwithstanding what the MeRIT score is).

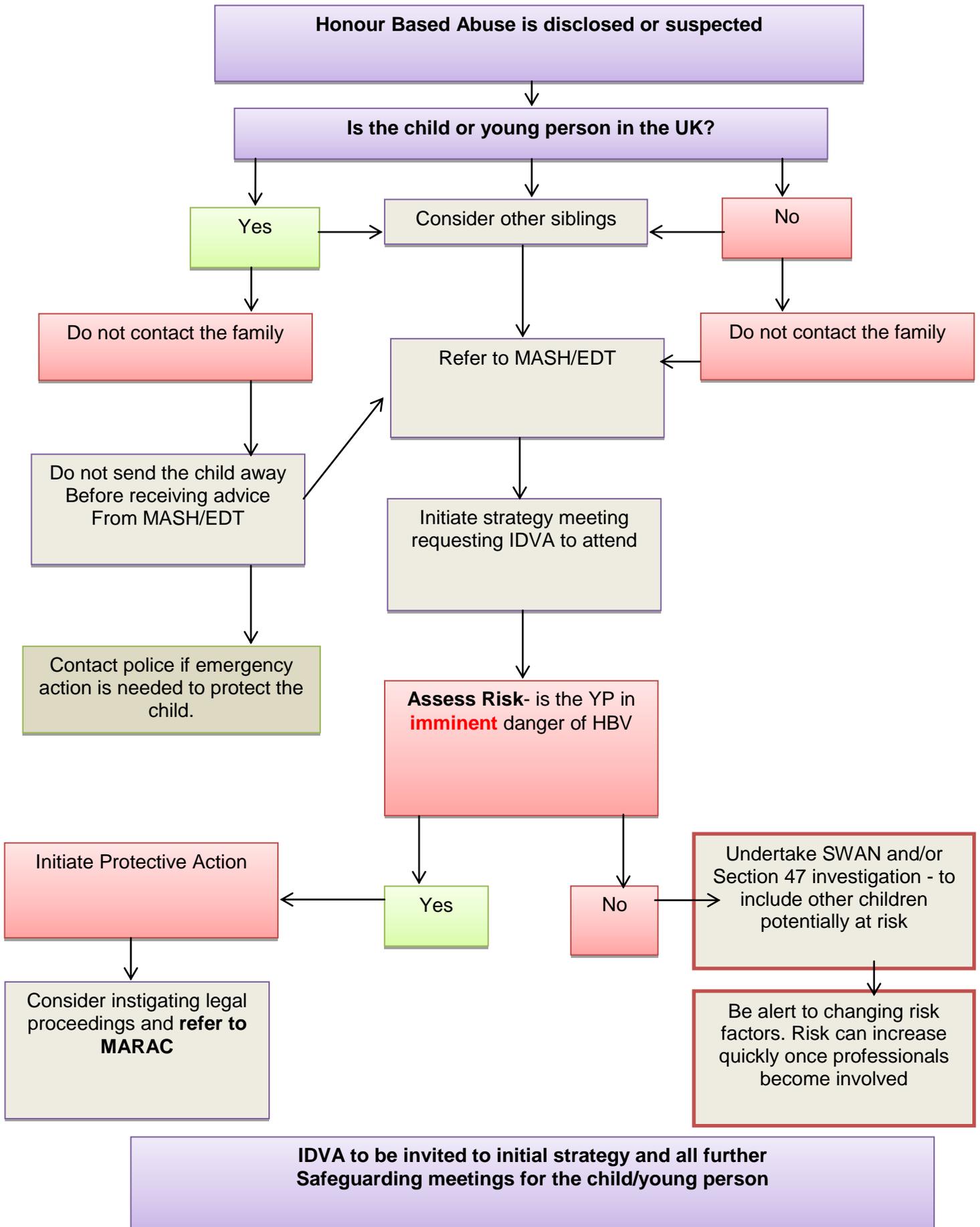
Agency attendance at a Closed MARAC will be at the MARAC Chair’s discretion and will be limited to agencies required based on the risks and needs of the individual in each case.

Closed MARAC’s are held at the end of general MARAC meetings.

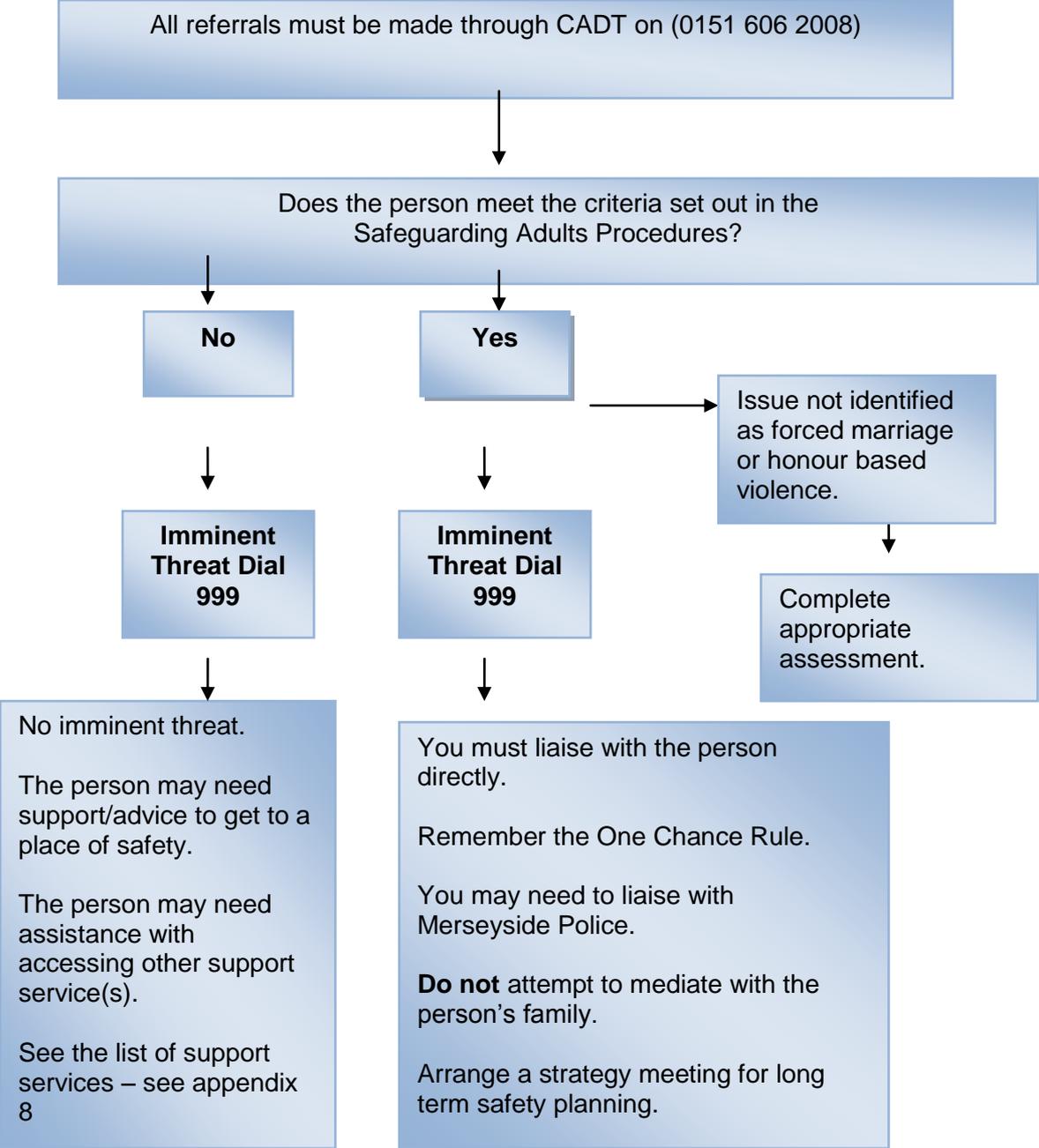
If in any doubt about making a referral – contact: [marac@liverpool.gcsx.gov.uk](mailto:marac@liverpool.gcsx.gov.uk)

**Appendix 2: Wirral flowchart referral for children/young person**



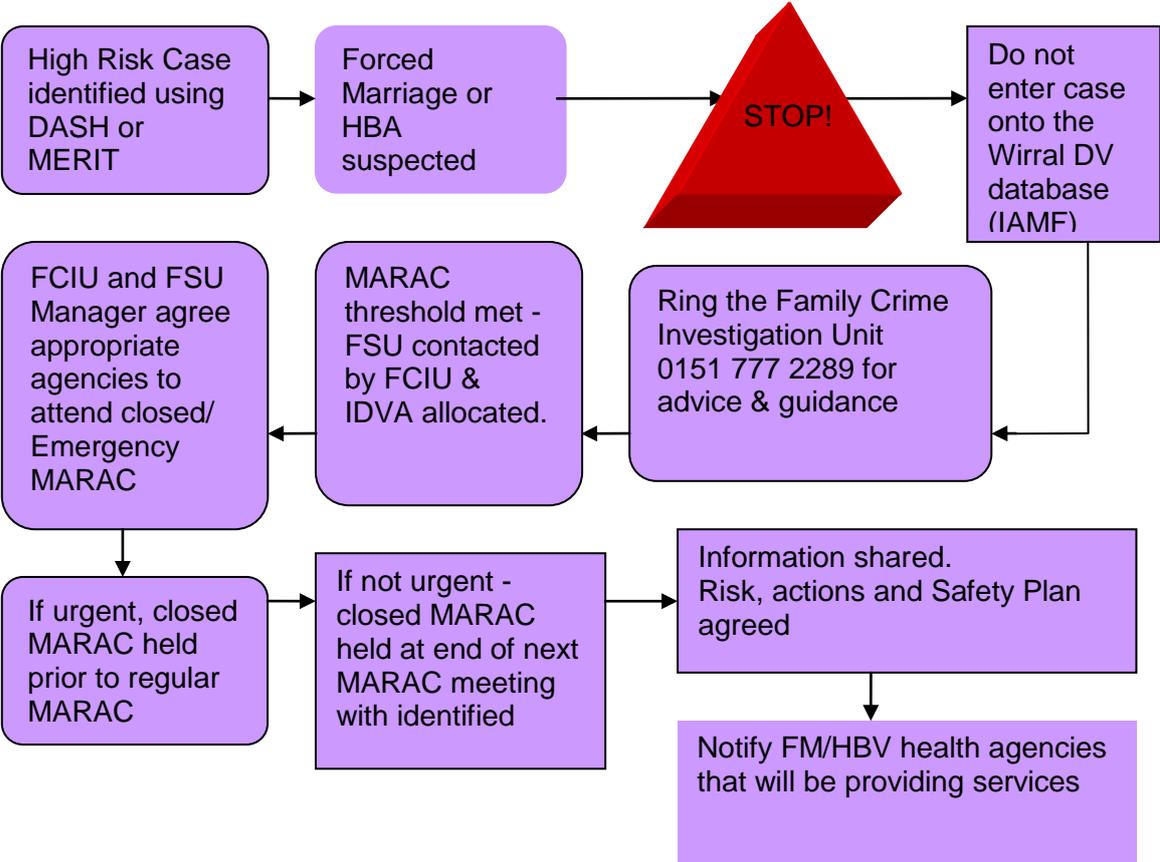


**Appendix 2a: Wirral Adults flowchart for safeguarding referrals**



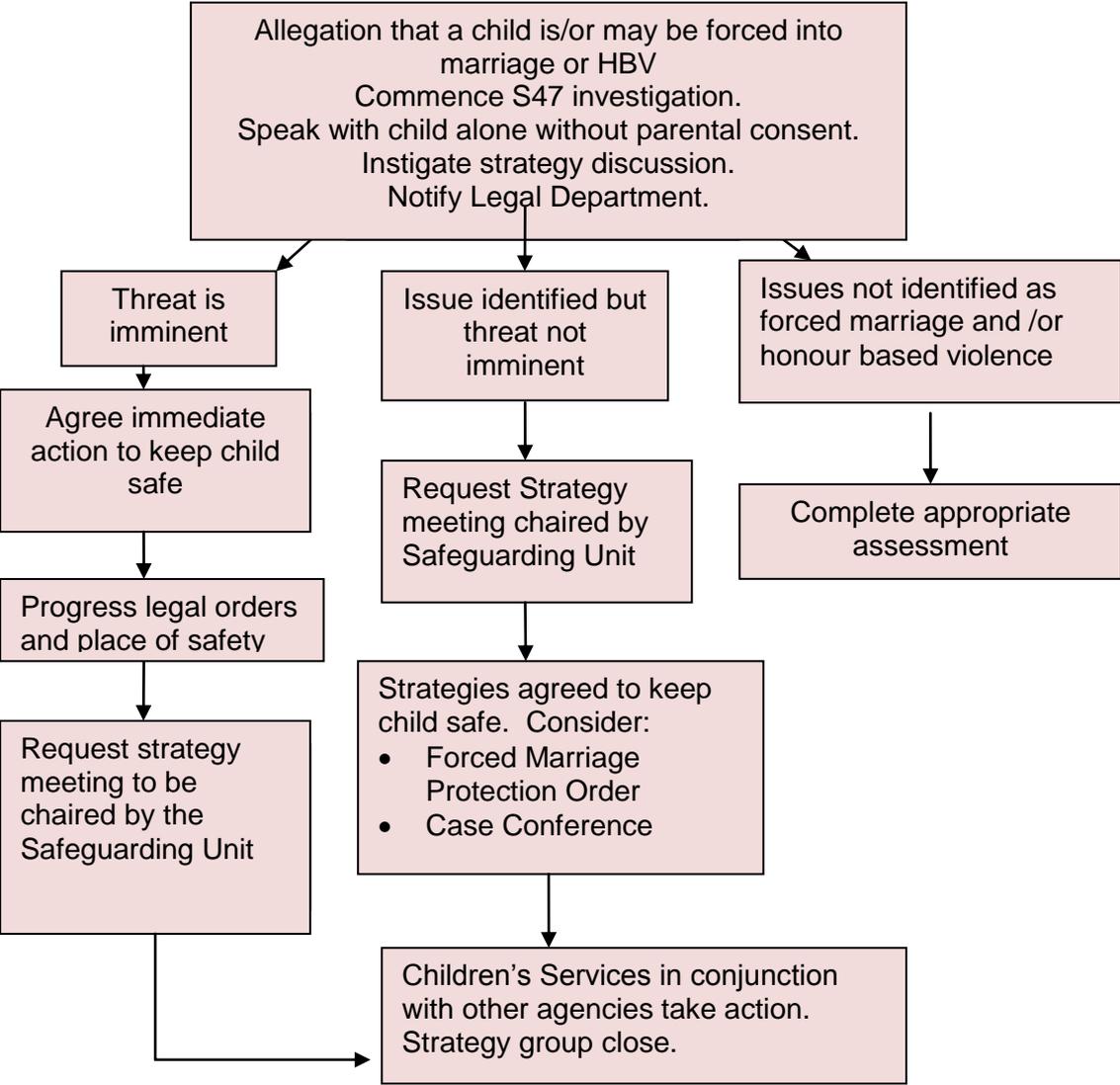
**Appendix 2b: Wirral MARAC Forced Marriage & HBA Referral**

**Wirral MARAC Referral Pathway  
For Forced Marriage and Honour Based Abuse Cases.**

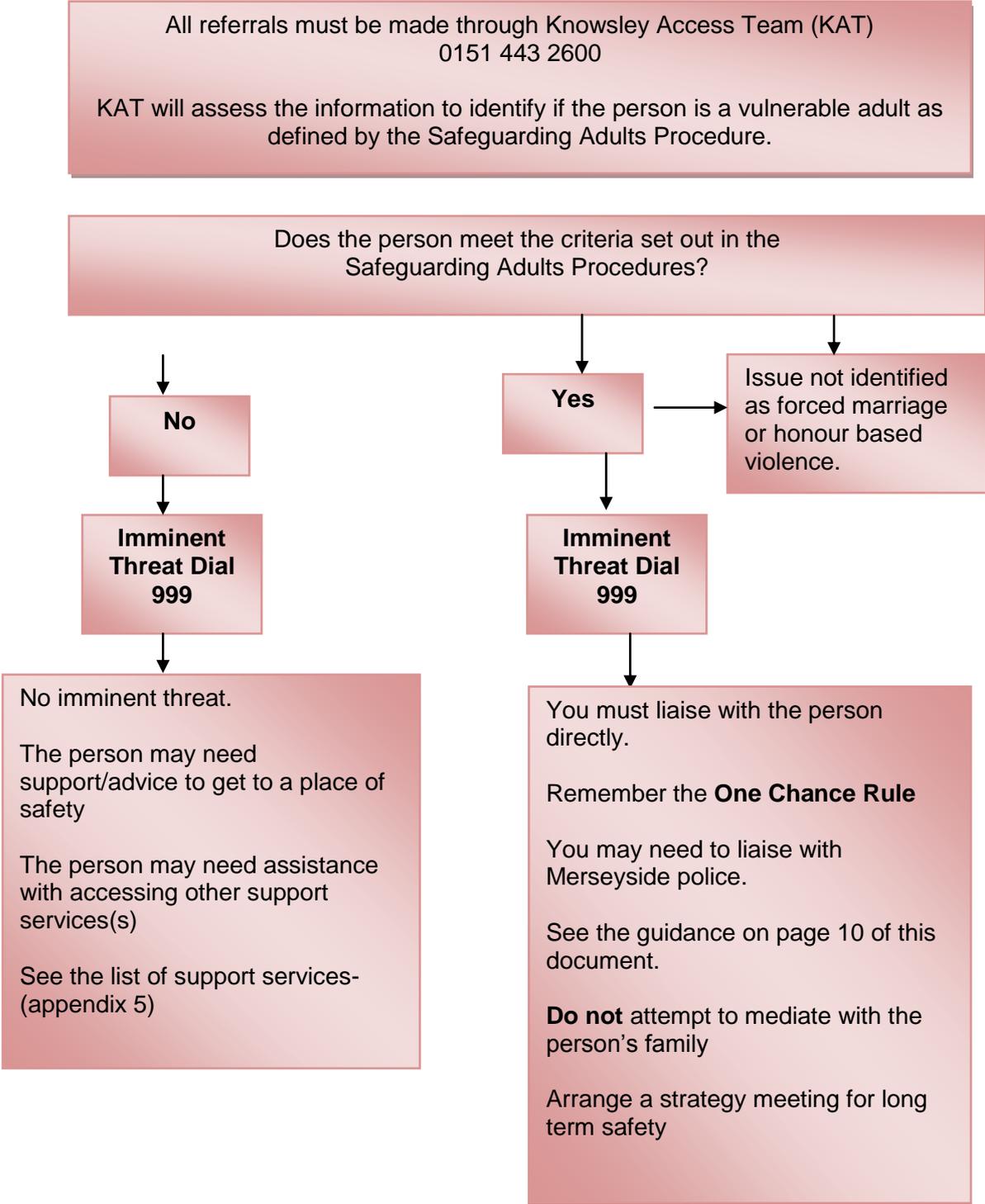


**Appendix 3: Knowsley flowchart referral for children/young person**

All referrals must be made through Knowsley Multi Agency Safeguarding Hub (MASH)  
 0151 443 2600  
 MASH will assess the information to identify if the child is at risk in line with the KSCB  
 Safeguarding Procedure.



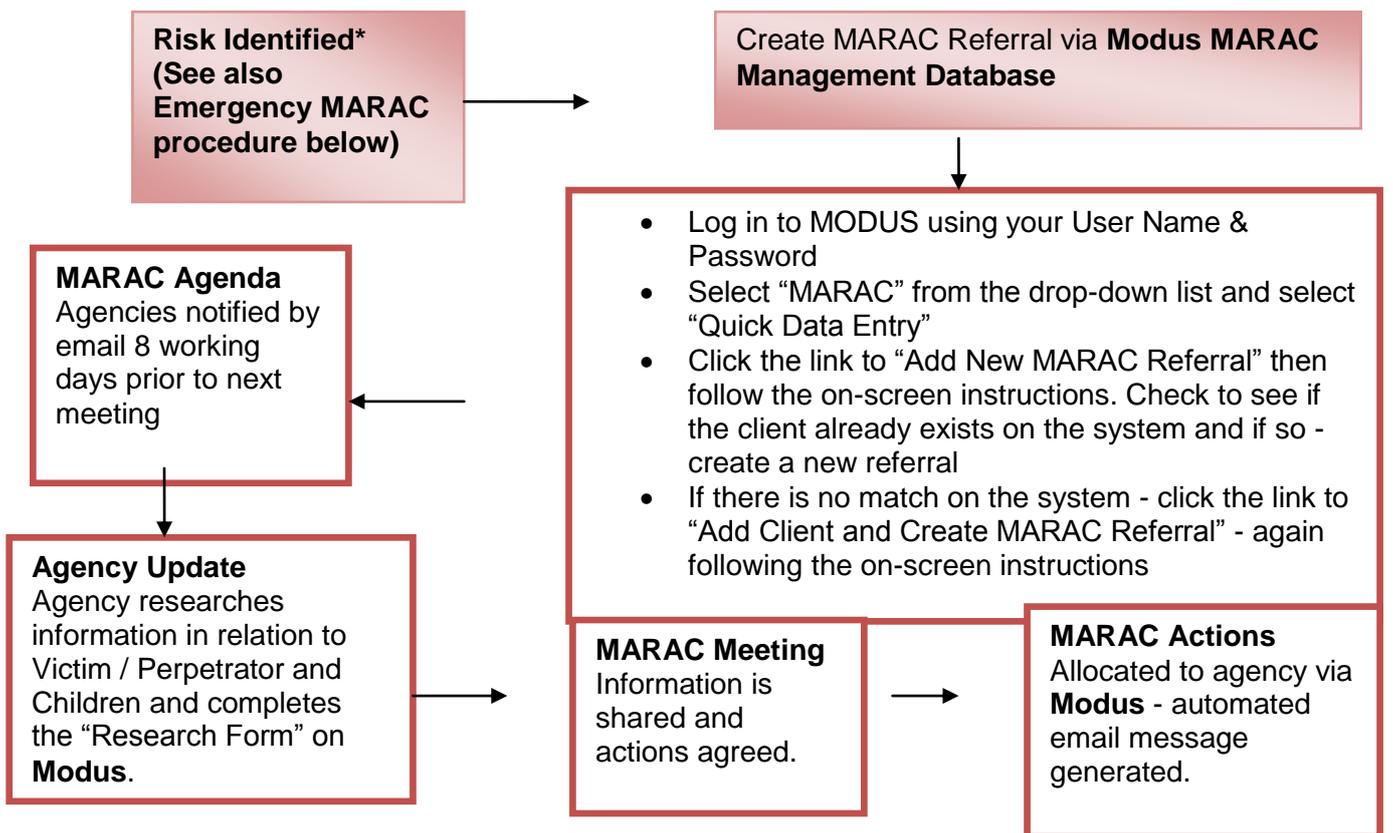
### Appendix 3a: Knowsley Adult flowchart for safeguarding referrals



## Appendix 3b –Knowsley MARAC & Emergency MARAC Flowchart

All agencies have an equal ability to refer cases to MARAC subject to the agency conducting the referral utilising the Merseyside Risk Identification Toolkit (MeRIT) risk assessment model or approved alternative.

As a result of contact with a victim survivor, where the risk assessment\* indicates that the risk to that person is “Gold” or “High Risk” (MeRIT score of 72 or above), there is “Escalation” (frequency and severity of incidents) or it is the “Professional Judgement” of the referring agency - the following actions should be undertaken:



### \* Emergency MARAC Procedure:

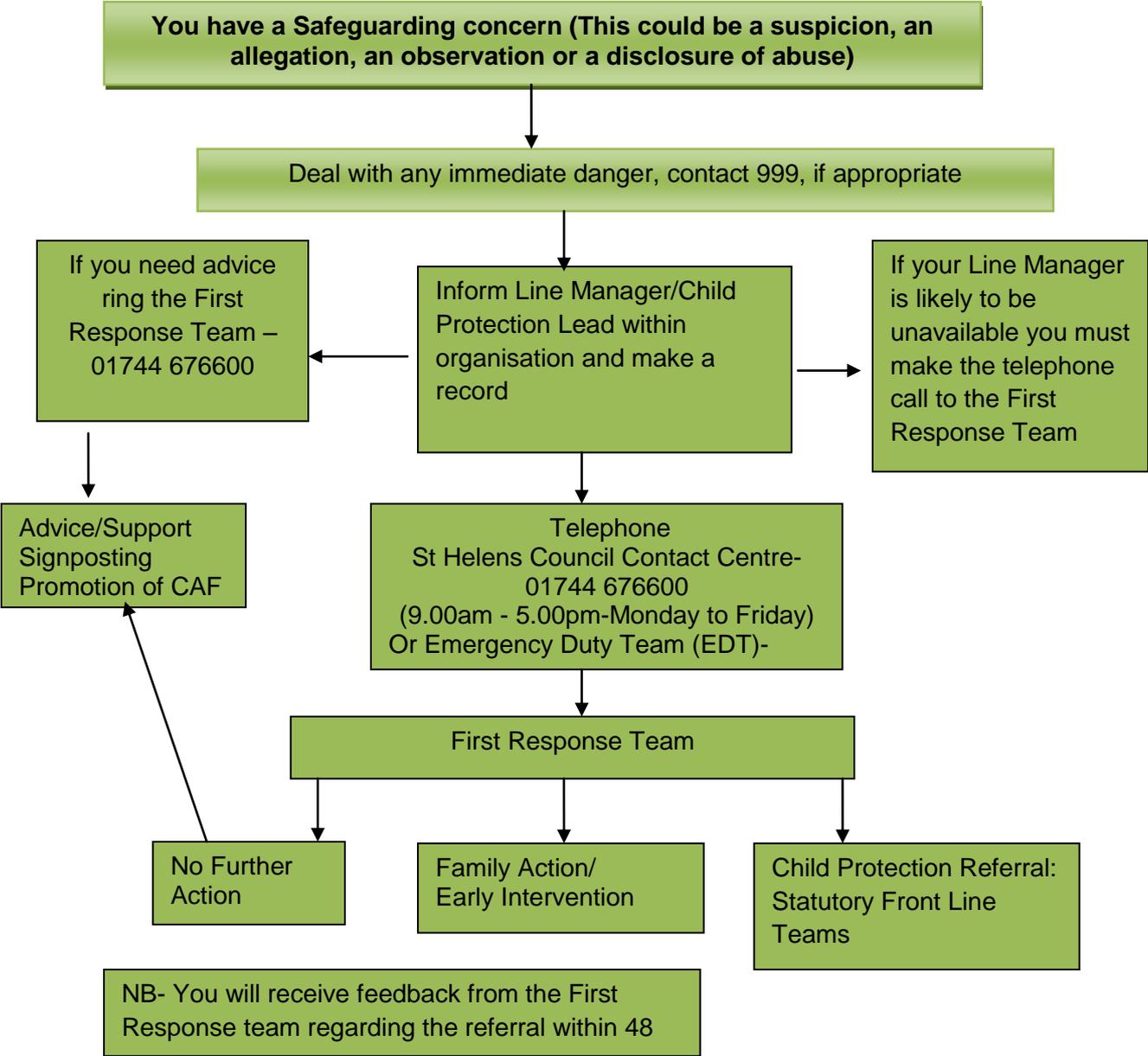
Where the Risk Assessment identifies cases of Forced Marriage (FM) / Honour Based Violence (HBV) – an “Emergency MARAC” meeting will be convened by the Victim & Witness Support Coordinator.

It is recognised that domestic abuse cases involving FM / HBV can contain risks that are very different from other forms of domestic abuse. For this reason, such cases will be dealt with at an Emergency MARAC meeting.

The attendance at such a MARAC will be at the MARAC Chair’s discretion and will be limited to those agencies required based on the risks and needs of the individuals in each case.

**If in any doubt about making a referral - consult the Victim & Witness Support Coordinator (VWSC) - telephone 0151 443 2820**

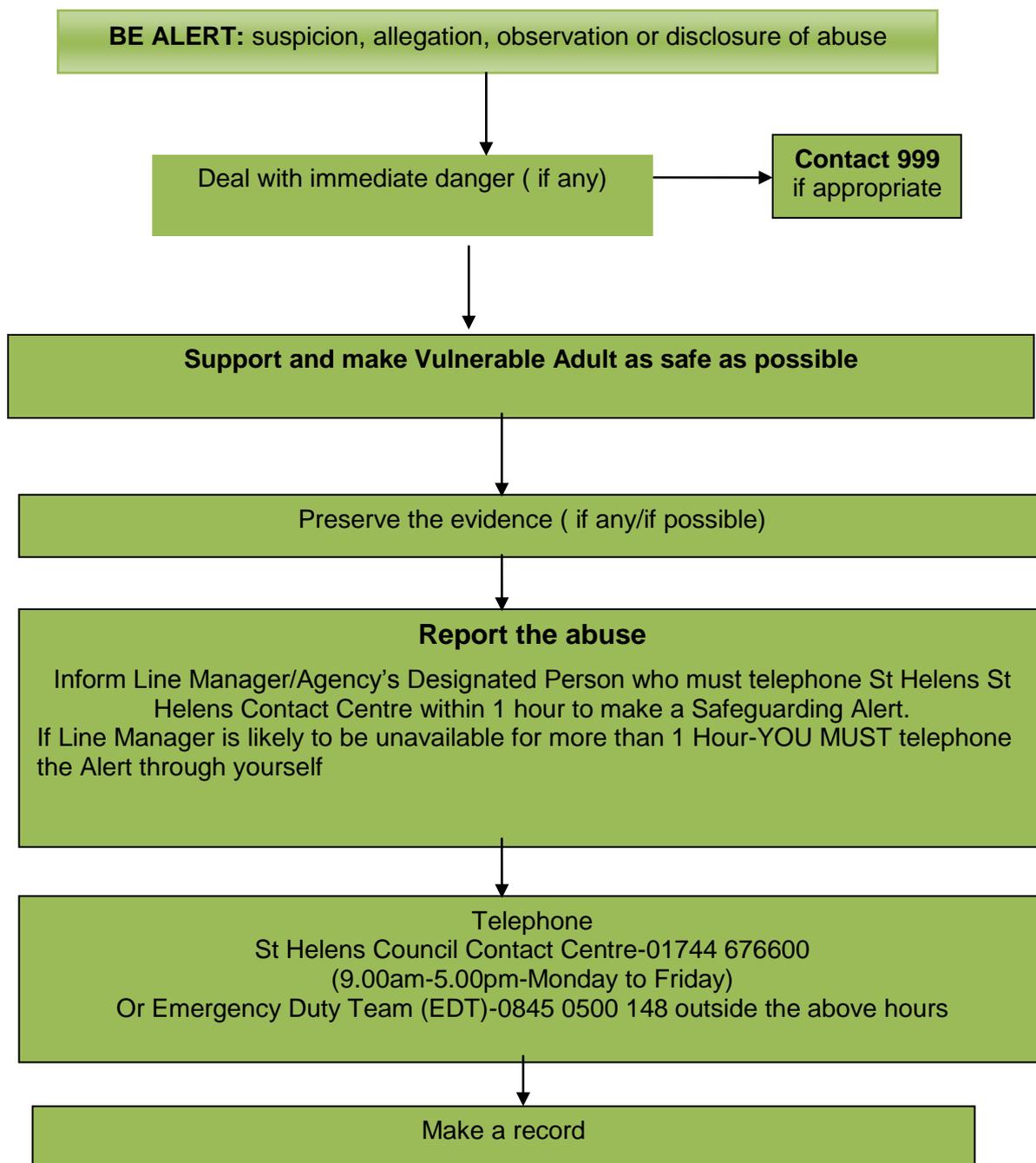
**Appendix 4: St. Helens flowchart referral for children/young person**  
**Process for reporting concerns about children (under18)**



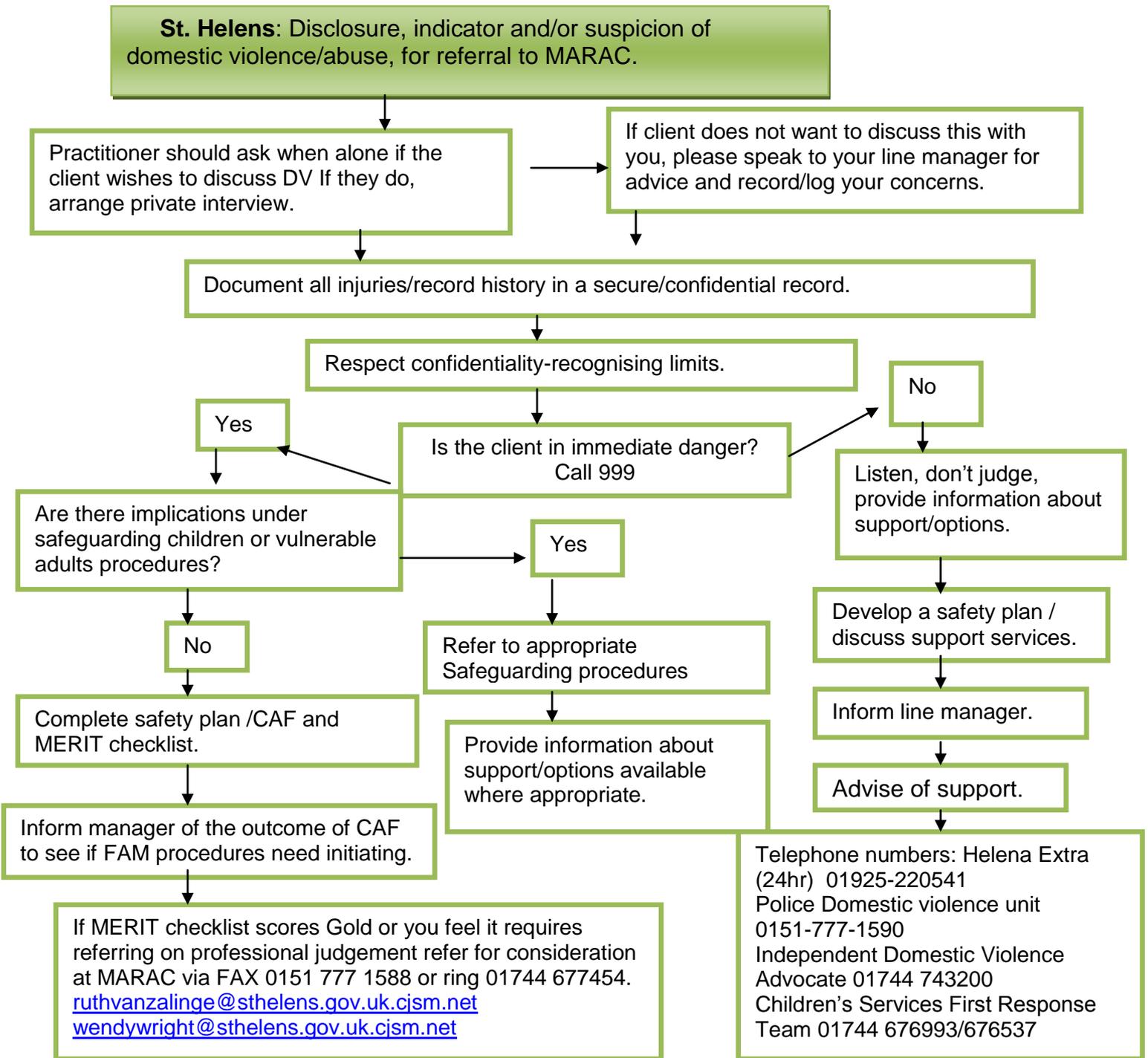
## Appendix 4a: St. Helens Adult flowchart for safeguarding referrals

### How to make a Safeguarding Alert in St Helens

This applies to all residents of St Helens regardless of setting, i.e. community, hospital or care establishment



## Appendix 4b–St. Helens MARAC Flowchart

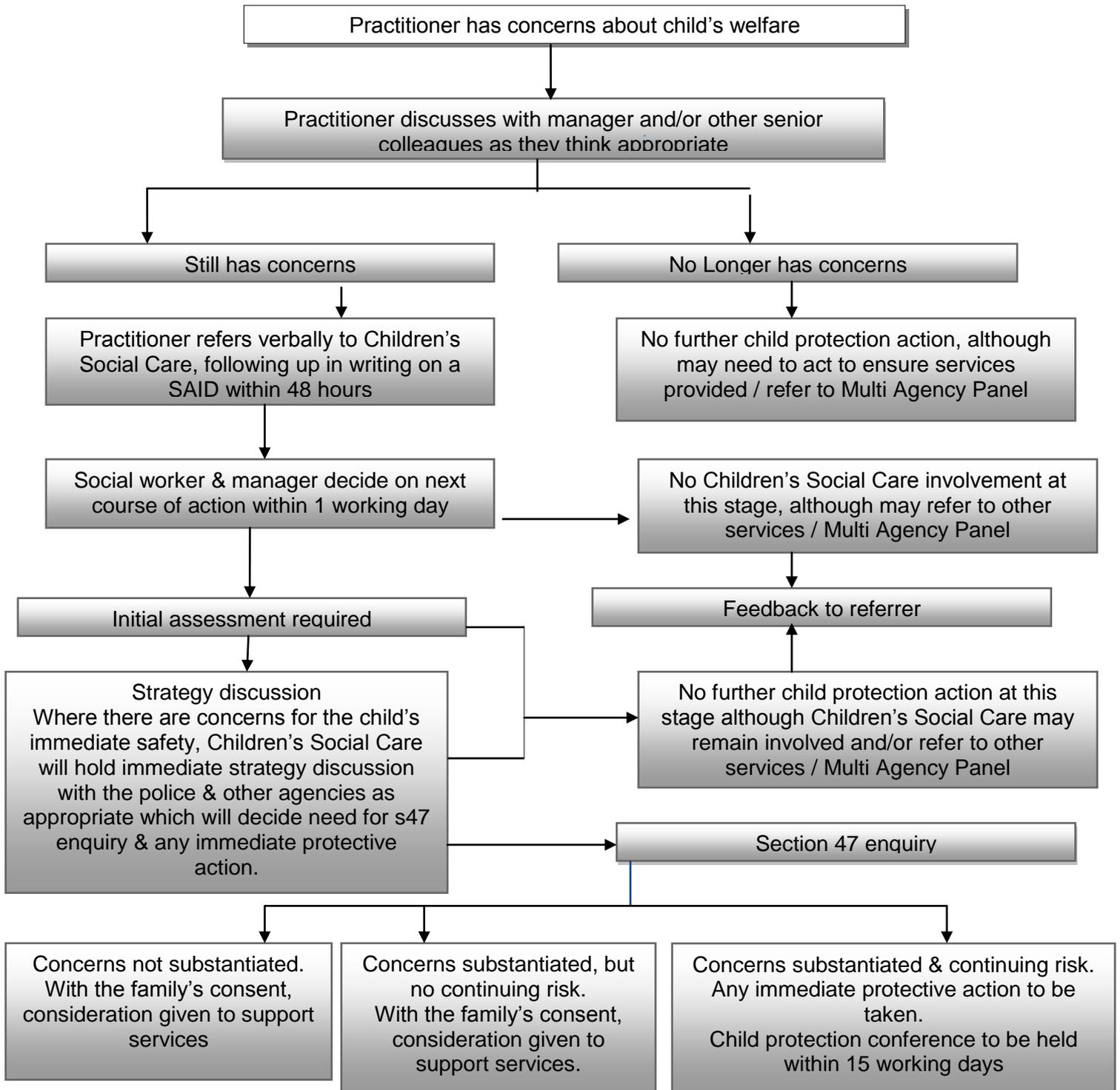


**Always seek support/advice from line manager if you feel a personal impact when discussing subject.**

**To report safeguarding issues re children or adults in St Helens:** call: 01744 676600 (between 9.00am and 5.00pm Monday to Friday). Outside of these hours, call: 0345 0500 148 or 0845 0500 148.

**HBV, Forced Marriage and FGM cases will be heard in accordance with closed/Emergency MARAC procedures, for further details, please see St Helens MARAC Protocol or contact 01744 677454**

## Appendix 5: Sefton Referral Flowchart for Children and young people

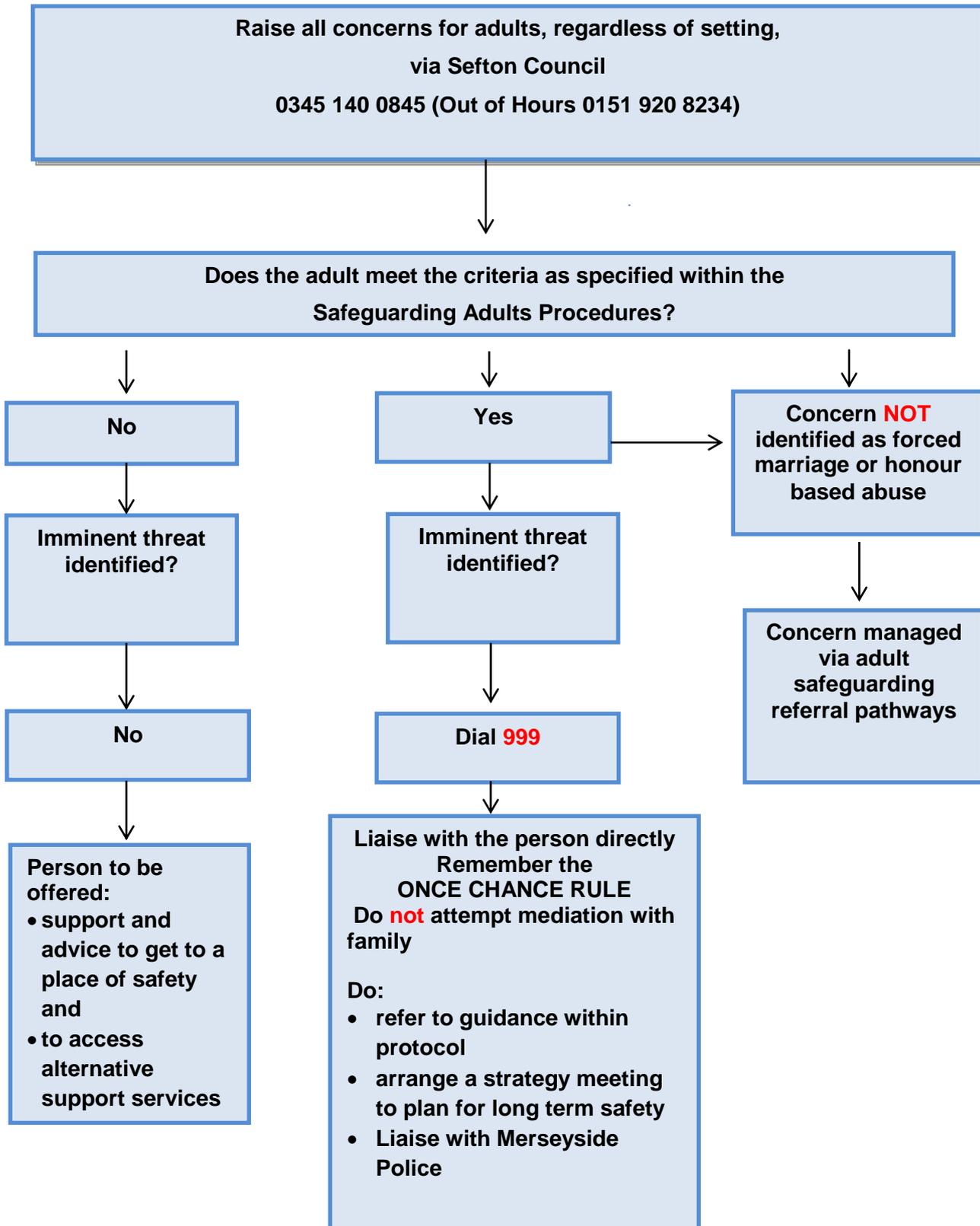


### CHILDRENS SERVICES CONTACT NUMBERS

Social Care Customer Access Team: Tel: 0151 934 373  
 Social Care Emergency Duty Team: Tel: 0151 920 8234

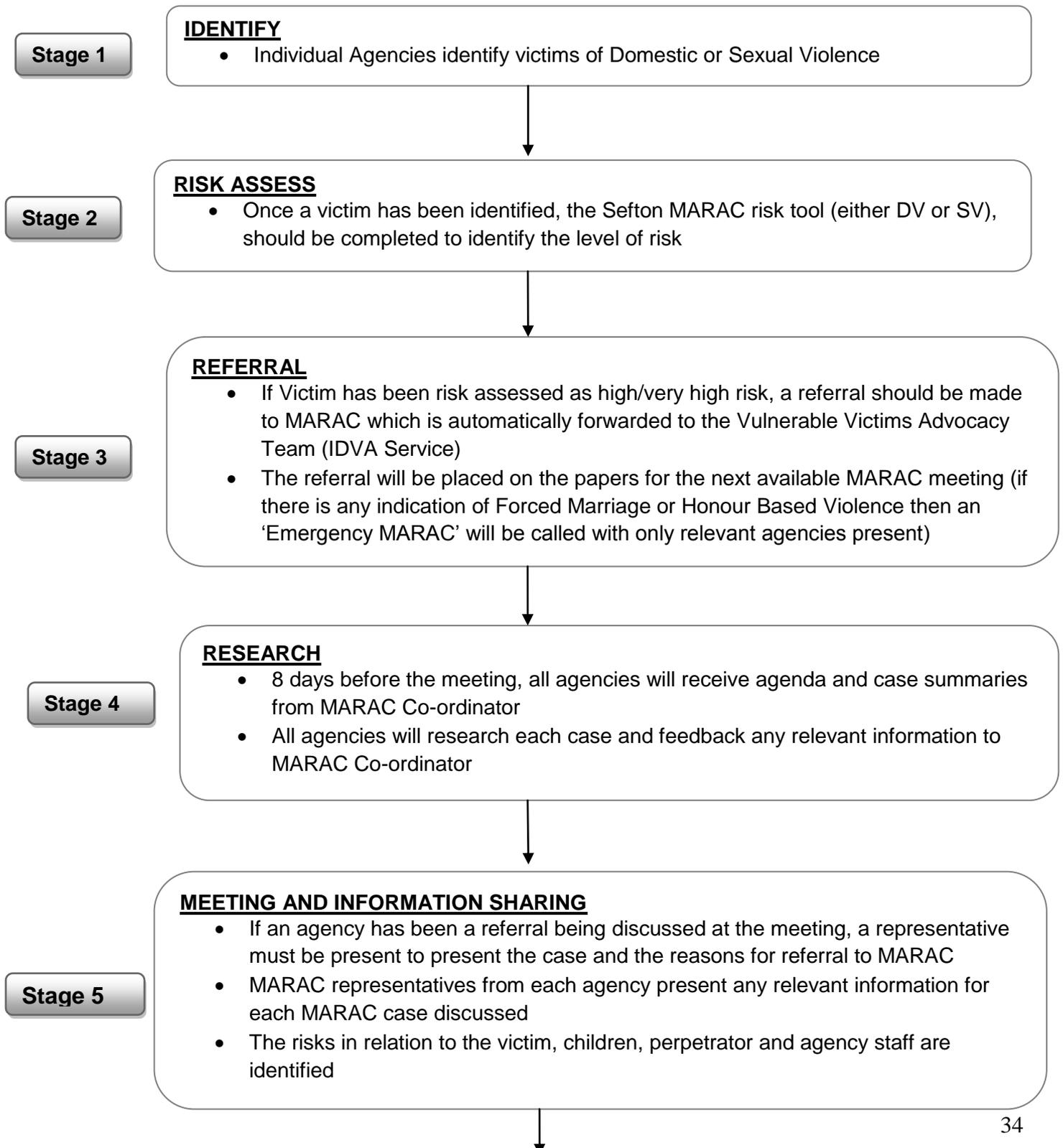
## Appendix 5a: Sefton Adult flowchart for safeguarding referrals

### How to Report Concerns for Adults in Sefton



## Appendix 5b – Sefton MARAC Flowchart

**MARAC Co-ordinator:** Louise O'Rourke, Vulnerable Advocacy Team  
**Email:** [Louise.O'Rourke@sefton.gov.uk](mailto:Louise.O'Rourke@sefton.gov.uk)  
**(Secure Email:** [Louise.O'rourke@sefton.gcsx.gov.uk](mailto:Louise.O'rourke@sefton.gcsx.gov.uk)  
**Tel:** 0151 288 6117 **Fax:** 0151 934 5034



## Sefton MARAC Process Flowchart continued:

### Stage 6

#### **ACTION PLANNING**

- MARAC representatives will volunteer to complete actions on behalf of their agency and offer advice on what their agency can do to increase the level of safety
- MARAC Chair may also ask MARAC representatives to complete particular actions if it is felt necessary
- MARAC will look for opportunities to co-ordinate actions between partner agencies



### Stage 7

#### **FOLLOW UP**

- After the meeting, MARAC representative will feedback to their individual agency any actions which they have agreed to complete
- MARAC representative will ensure that actions are completed within the agreed timescale
- MARAC representative will feedback to MARAC Co-ordinator when actions are completed

## Appendix 6: Merseyside Risk Identification Toolkit (MeRIT)

ALL QUESTIONS MUST BE TICKED (where Yes is ticked, expand on page 7)		Y	N
1	Are there issues around separation/divorce, regardless of timescale?		
2	Are there any child contact issues?		
3	Have threats been made to the victim? (Consider any possible HBA issues)		
4	Has the victim been stalked/harassed? (By the perpetrator or associated 3rd party) (If yes, see checklist below and use professional judgement to categorise risk.)		
5	Were children present? (If so, where?)		
6	Did children witness the incident?		
		<b>Breakdown 'Y' Ticks</b>	
7	Is the victim pregnant/new birth (child under 1 year)?		
8	Is the victim a repeat victim?		
9	Does the victim have mental health issues?		
10	Does the perpetrator have mental health issues?		
11	Is the victim unemployed?		
12	Is the perpetrator unemployed?		
13	Has the perpetrator ever self harmed/threatened to self harm/threatened suicide?		
14	Does the victim deny an assault has taken place (when there are signs of an assault)?		
15	Were the victim and perpetrator violent to each other?		
16	Was violence used in self-defence?		
17	Alcohol present (perpetrator only)		
18	Alcohol present (victim only)		
19	Alcohol present (both)		
20	Drugs present (perpetrator only)		
21	Drugs present (victim only)		
		<b>Social 'Y' Ticks</b>	
22	Drugs present (both)		
23	Is the victim socially isolated? (Consider any possible Honour Based Abuse issues)		
24	Is the victim un-cooperative?		
25	Does the victim appear afraid? (Please note demeanour)		
26	Does the victim feel they are at risk? (If yes, give details)		
27	Is there emotional abuse present? (Consider any possible HBA issues)		
28	Is there financial abuse present?		
29	Is there extreme jealousy present?		
30	UNREPORTED previous incidents? (If so, how many?)		
31	Have the incidents escalated in terms of severity and/or frequency?		
32	Does the perpetrator have a recorded history of violence?		
33	Has the perpetrator ever been (or threatened to be) violent to the children?		
34	Has the perpetrator ever been (or threatened to be) violent to pets?		
35	Has the perpetrator ever sexually abused the victim or been sexually inappropriate? (including threats)		
36	Was there damage to any property/belongings?		
37	Was there physical violence?		
38	Did the perpetrator strangle/attempt to strangle or place hands around the victim's throat?		
39	Was a pre-meditated weapon present?		
40	Was an opportunity weapon present?		
<b>Ignore values of 0 when multiplying</b>		<b>Violent 'Y' Ticks</b>	

Breakdown 'Y' Ticks	X	Social 'Y' Ticks	X	Violent 'Y' Ticks	=	TOTAL
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**\*Professional judgement should always be used. If you feel that this incident should be graded HIGHER then do so, and explain why on the next page.**

GOLD 72+	
SILVER 16-71	
BRONZE 1-15	

Victim Name		Date of incident	
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**SUPPORTING INFORMATION FOR IDENTIFIED RISK FACTORS and any other supporting information**

**ALL TEXT BELOW MUST BE IN LEGIBLE BLOCK CAPITALS**

--	--

<b>Has the Victim or Perpetrator been involved in Domestic Abuse outside the Merseyside Area? <i>If Yes include location here:</i></b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
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<b>Victim Name</b>		<b>Date of incident</b>	
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**Stalking / Harassment Risk Indicators**

- Has the perpetrator also engaged in harassment of significant others (e.g. the victim's family, friends etc.)?
- Has the perpetrator used manipulative or aggressive strategies to gain information about the victim from others?
- Has there been a sudden escalation from 'distance' stalking to confrontational stalking and direct threats?

## Appendix 6a: CAADA DASH: Risk identification Checklist (RIC) for agencies

### Aim of the form:

- To help front line practitioners identify high risk cases of domestic abuse, stalking and 'honour'-based violence.
- To decide which cases should be referred to MARAC and what other support might be required. A completed form becomes an active record that can be referred to in future for case management.
- To offer a common tool to agencies that are part of the MARAC<sup>11</sup> process and provide a shared understanding of risk in relation to domestic abuse, stalking and 'honour'-based violence.
- To enable agencies to make defensible decisions based on the evidence from extensive research of cases, including domestic homicides and 'near misses', which underpins most recognised models of risk assessment.

### How to use the form:

Before completing the form for the first time we recommend that you read the full practice guidance and Frequently Asked Questions and Answers<sup>12</sup>. These can be downloaded from [http://www.caada.org.uk/marac/RIC\\_for\\_MARAC.html](http://www.caada.org.uk/marac/RIC_for_MARAC.html). Risk is dynamic and can change very quickly. It is good practice to review the checklist after a new incident.

### Recommended Referral Criteria to MARAC

1. **Professional judgement:** if a professional has serious concerns about a victim's situation, they should refer the case to MARAC. There will be occasions where the particular context of a case gives rise to serious concerns even if the victim has been unable to disclose the information that might highlight their risk more clearly. ***This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of 'honour'-based violence.*** This judgement would be based on the professional's experience and/or the victim's perception of their risk even if they do not meet criteria 2 and/or 3 below.
2. **'Visible High Risk':** the number of 'ticks' on this checklist. If you have ticked 14 or more 'yes' boxes the case would normally meet the MARAC referral criteria.
3. **Potential Escalation:** the number of police callouts to the victim as a result of domestic violence in the past 12 months. This criterion can be used to identify cases where there is not a positive identification of a majority of the risk factors on the list, but where abuse appears to be escalating and where it is appropriate to assess the situation more fully by sharing information at MARAC. It is common practice to start with 3 or more police callouts in a 12 month period but this will need to be reviewed depending on your local volume and your level of police reporting.

Please pay particular attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a MARAC or in another way.

**The responsibility for identifying your local referral threshold rests with your local MARAC.**

**What this form is not:**

This form will provide valuable information about the risks that children are living with but it is not a full risk assessment for children. The presence of children increases the wider risks of domestic violence and step children are particularly at risk. If risk towards children is highlighted you should consider what referral you need to make to obtain a full assessment of the children’s situation.

**For further enquires about the (CAADA DASH: Risk identification Checklist (RIC) form below, please contact your local area (see Appendix 5) or email [training@caada.org.uk](mailto:training@caada.org.uk) or call 01173178750/website: [www.caada.org.uk](http://www.caada.org.uk)**

**CAADA-DASH Risk Identification checklist for use by IDVA and other non-police agencies for identification of risk when domestic abuse, ‘honour’-based violence and/or stalking are disclosed**

Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned. Tick the box if the factor is present <input checked="" type="checkbox"/> . Please use the comment box at the end of the form to expand on any answer. It is assumed that your main source of information is the victim. If this is not the case please indicate in the right hand column	Yes (tick)	No	Don't know	State source of info if not the victim e.g. police officer
1. Has the current incident resulted in injury? (Please state what and whether this is the first injury.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you very frightened? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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, including children). Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you feel isolated from family/friends i.e. does (name of abuser(s) ..... ) try to stop you from seeing friends/family/doctor or others? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are you feeling depressed or having suicidal thoughts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you separated or tried to separate from (name of abuser(s)....) within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is there conflict over child contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does (.....) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are you pregnant or have you recently had a baby (within the last 18 months)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the abuse happening more often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the abuse getting worse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Consider 'honour'-based violence and specify behaviour.)				
--	--	--	--	--

Tick box if factor is present. Please use the comment box at the end of the form to expand on any answer	Yes (tick)	No	Don't know	State source of info if not the victim
13. Has (.....) ever used weapons or objects to hurt you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Has (.....) ever threatened to kill you or someone else and you believed them? (If yes, tick who.) You <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Has (.....) ever attempted to strangle/choke/suffocate/drown you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Does (.....) do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? (If someone else, specify who.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is there any other person who has threatened you or who you are afraid of? (If yes, please specify whom and why. Consider extended family if HBA.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Do you know if (.....) has hurt anyone else? (Please specify whom including the children, siblings or elderly relatives. Consider HBA.) Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from a previous relationship <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Has (.....) ever mistreated an animal or the family pet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are there any financial issues? For example, are you dependent on (.....) for money/have they recently lost their job/other financial issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Has (.....) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (If yes, please specify which and give relevant details if known.) Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental Health <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Has (.....) ever threatened or attempted suicide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Has (.....) ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? (You may wish to consider this in relation to an ex-partner of the perpetrator if relevant.) Bail conditions <input type="checkbox"/> Non Molestation/Occupation Order <input type="checkbox"/> Child Contact arrangements <input type="checkbox"/> Forced Marriage Protection Order <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Do you know if (.....) has ever been in trouble with the police or has a criminal history? (If yes, please specify.) DV <input type="checkbox"/> Sexual violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total 'yes' responses</b>				

**For consideration by professional:** Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural/language barriers, 'honour'- based systems, geographic isolation and minimisation. Are they willing to engage with your service? Describe:

Consider abuser's occupation/interests - could this give them unique access to weapons? Describe:

What are the victim's greatest priorities to address their safety?

**Do you believe that there are reasonable grounds for referring this case to MARAC? Yes / No**  
If yes, have you made a referral? Yes/No  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do you believe that there are risks facing the children in the family? Yes / No**  
If yes, please confirm if you have made a referral to safeguard the children: Yes / No  
Date referral made .....

<b>Signed:</b>  <b>Name:</b>	<b>Date:</b>
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Practitioner's Notes

## Appendix 7 - Harmful Practices form to be used if required or adapted for your service

<b>Referring agency details</b>						<b>Date:</b>	
<b>Referrer's name</b>							
<b>Organisation &amp; role</b>							
<b>Telephone</b>							
<b>Email</b>							
<b>Person aware of referral? If not why?</b>							
<b>Person's details:</b>							
<b>First name</b>							
<b>Last name</b>							
<b>Date of Birth</b>							
<b>Telephone/Mobile Number</b>							
<b>Email</b>							
<b>Address</b>							
<b>Relationship to child</b>							
<b>Safe to contact</b>							
<b>Country of origin</b>							
<b>Immigration status</b>		British Citizen EEA National Spousal visa Student visa		Asylum Seeker Refugee Other			
<b>Religion/Faith</b>							
<b>Primary language</b>							
<b>Interpreter required?</b>							
<b>Marital status</b>		Civil partnership <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Cohabiting but not married <input type="checkbox"/>		In a relationship (not cohabiting) <input type="checkbox"/> Widowed <input type="checkbox"/> Single <input type="checkbox"/> Don't know <input checked="" type="checkbox"/>			
<b>Children/Young People under 18 living at the above address:</b>							
<b>First Name</b>	<b>Surname</b>	<b>D.O.B</b>	<b>Male / Female</b>	<b>Ethnicity</b>	<b>School</b>	<b>G.P</b>	<b>Known to social care</b>


**Other relevant people/family members not at the above address:**

First Name	Surname	D.O.B	Male / Female	Address	Ethnicity	Relationship	Language

**Female Genital Mutilation**

<b>Has the Person undergone FGM as an adult/child</b>	Yes	No
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*Points to consider:*

- Have the person's children undergone FGM, if so was this whilst in the UK
- Is the person aware that FGM is illegal in the UK
- What are the person's views on FGM
- Are there any family members or individuals who may pose a risk or wish for the children to undergo FGM
- Does the person have any plans to leave the country or return to her country of origin
- Is the person/children at immediate risk of FGM, if so ring 999 immediately

**Honour Based Abuse**

<b>Is the person at risk of Honour Based Abuse</b>	Yes	No
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*Points to consider:*

- What has the person said that makes you feel they are at risk
- Has the person been harmed by any family members/individuals
- Does any family members/individuals know that the person has raised concerns
- Has the person a safe place to go/aware of who to contact should they be at immediate risk of harm
- Has this person been referred to MARAC currently or previously or has there been domestic abuse
- If this person is at immediate risk of harm ring 999

**Forced Marriage**

<b>Is the person at risk of or have they been subject to a Forced Marriage</b>	Yes	No
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*Points to consider:*

- Has this occurred in the UK or elsewhere
- When did this occur/when is the marriage due to take place
- Who arranged/forced the person to get married

- Does the person feel they are at risk
- Does the person have a safe place they can go to
- Is the person's spouse aware that they have disclosed concerns
- Does the person wish to get out of the marriage
- Does the person have any learning difficulties or impairments that may affect their ability to understand the concerns or leave them open to further exploitation
- If this person is at immediate risk of harm ring 999

**Are the family known to or working with other agencies other than yourself?**

Agency	Lead person	Contact details	Role

## Appendix 8 - Useful contacts

### Local Contacts:

#### Liverpool:

Careline/children	<b>0151 233 3700</b>
Careline/Adult	0151 233 3800
Savera UK: BME support across Merseyside & Cheshire)	0151 709 6588 (general enquires) Helpline: 0800 107 0726 <a href="mailto:Info@saverauk.co.uk">Info@saverauk.co.uk</a> <a href="http://www.saverauk.co.uk">www.saverauk.co.uk</a>
Women's Health Information and Support Centre	0151 707 1826
Amadudu (BME women refugees)	0151 734 0083
ABC Domestic Violence Project	0151 484 2484
South Liverpool Domestic Abuse Service	0151 494 2222
Liverpool Domestic Abuse Service	0151 263 7474

#### Knowsley:

Knowsley Access Team (KAT)	<b>0151 443 2600.</b>
Knowsley Access Team	0151 443 2600
Knowsley Domestic Violence Support Services	0151 548 3333
Knowsley Victim & Witness Support Co-ordinator	0151 443 2820
Savera UK: BME support across Merseyside & Cheshire	0151 709 6588 (general enquires) Helpline: 0800 107 0726 <a href="mailto:Info@saverauk.co.uk">Info@saverauk.co.uk</a> <a href="http://www.saverauk.co.uk">www.saverauk.co.uk</a>

#### Sefton:

Sefton MBC Customer Access Team (Adult/Children Safeguarding referral)	0151 9343737
Vulnerable Victim Advocacy Team (VVAT)	0151 934 5142
Sefton Women's & Children's Aid (SWACA)	0151 922 8606
Rape & Sexual Abuse (RASA)	0151 922 9385
Savera UK: BME support across Merseyside & Cheshire	0151 709 6588 (general enquires) Helpline: 0800 107 0726 <a href="mailto:Info@saverauk.co.uk">Info@saverauk.co.uk</a> <a href="http://www.saverauk.co.uk">www.saverauk.co.uk</a>

#### St. Helens:

Independent Domestic Violence Advocate	01744 743200
Children's services First Respond Team	01744 676993/6537
Any safeguarding advice for Children or adult	During working hours 01744 676600 Outside hours 0345 0500 148/0845 0500 148
Savera UK: BME support across Merseyside & Cheshire	0151 709 6588 (general enquires) Helpline: 0800 107 0726 <a href="mailto:Info@saverauk.co.uk">Info@saverauk.co.uk</a> <a href="http://www.saverauk.co.uk">www.saverauk.co.uk</a>
Chrysalis Centre for Change	01744 451309
Helena Extra DV services/Refuge	01925 220541

#### Wirral:

Wirral Family Safety Unit	<b>0151 606 5442</b>
Children's Social Care	0151 606 2006
Adults Social Care	0151 606 2006
Wirral Women's and Children's Aid	0151 643 9766
Savera UK: BME support across Merseyside & Cheshire	0151 709 6588 (general enquires) Helpline: 0800 107 0726 <a href="mailto:Info@saverauk.co.uk">Info@saverauk.co.uk</a> <a href="http://www.saverauk.co.uk">www.saverauk.co.uk</a>

### **National Contacts:**

<b>Forced Marriage Unit</b>	0207 008 0151
<b>FGM helpline</b>	0800 028 3550 Email: <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a>
<b>Child Line</b>	0800 1111
<b>Honour Network (Karma Nirvana)</b>	0800 5999 247
<b>National Domestic Violence Helpline</b>	0808 2000 247
<b>Iranian &amp; Kurdish Women's Organisation</b>	0207 920 6460
<b>Safety &amp; Domestic Abuse (National DV 24-hour free helpline)</b>	0808 200 024
<b>UK Border Agency (helpline for Immigration enquiries)</b>	0870 606 7766
<b>Forward</b>	0300 011 111

## **Appendix 9 – Training Resources for Forced Marriage where the victim has learning difficulties**

Resource pages are live on the My Marriage My Choice project website.  
The relevant links are as follows:

Link to the main My Marriage My Choice website:

<https://www.nottingham.ac.uk/research/groups/mymarriagemychoice/>

Direct link to the Forced Marriage Awareness Film page:

<https://www.nottingham.ac.uk/research/groups/mymarriagemychoice/film/index.aspx>

Direct link to the Practice Guidelines and Training Resources page:

<https://www.nottingham.ac.uk/research/groups/mymarriagemychoice/guidelines-resources/index.aspx>

## Glossary

<b>CPS</b>	Crown Prosecution Service
<b>DNA</b>	Deoxyribonucleic acid
<b>FM</b>	Forced Marriage
<b>FMU</b>	Forced Marriage Unit
<b>HBA</b>	Honour Based Abuse
<b>KSCB</b>	Knowsley Safeguarding Children Board
<b>LSAB</b>	Local Safeguarding Adult Board
<b>LSCB</b>	Local Safeguarding Children Board
<b>MARAC</b>	Multi Agency Risk Assessment Conference
<b>MeRIT</b>	Merseyside Risk Identification Toolkit
<b>MPT</b>	Merseyside Probation Trust
<b>NPCC</b>	National Police Chiefs Council
<b>PVPU</b>	Protecting Vulnerable Persons Unit
<b>RIC</b>	(CAADA DASH) Risk Identification Checklist