



Multi-Agency Risk Management **Guidance for referrers**

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Guidance for referrers

The MARM is a subgroup of the West Sussex SAB, which meets monthly to consider further actions for adults where risk remains high despite measures attempted to address/mitigate risk.

The criteria:

- The adult appears to have care and support needs;
- Efforts have been made to reduce risk, and work with others to do this, and there continues to be a significant concern about the well-being and safety of the adult;
- The adult has a service or agency currently involved;
- An agency's risk assessment must have been completed and submitted with each referral.

MARM is not:

- A place for management oversight;
- A place to handover a case to another agency;
- To replace other procedures (e.g. safeguarding, self-neglect/hoarding)
- To replace other practice meetings (e.g. professionals/planning/multi-agency)

MARM checklist

Please check the following before making a referral:

1. There is a comprehensive and up-to-date risk assessment in place identifying how risk is mitigated. This needs to be submitted with the referral.
2. The safeguarding pathway has been considered and a referral made if there is a risk of abuse/neglect.
3. Mental capacity has been considered and assessed and a best interests process followed.
4. Self-neglect/hoarding procedure has been followed, if appropriate.
5. Multi-agency working has been undertaken to address risk. This might include, but is not limited to Professionals'/Planning/Multi-Disciplinary Team (MDT) meetings.
6. Consent has been sought to refer and, when this is not possible to establish, appropriate reasons for this are recorded on the referral form.
7. Please also ensure senior oversight for your referral has been sourced from your Safeguarding Lead/Locality Manager/Agency Lead.

Submitting your referral

Look at our MARM Referral Form Guidance below for advice on what information to include in your referral. When referring, fully complete the form and send with the current risk assessment to SafeguardingAdultsBoard@westsussex.gov.uk.

Please note: Your referral will not be accepted without a risk assessment.

If there is immediate risk, please don't delay action/await MARM.

Key documents

On our website, you will find the following documents:

- MARM Protocol
- MARM Referral Form
- Safeguarding Thresholds: Guidance for Professionals

Please also refer to the Pan Sussex Policy and Procedures before you make a referral including:

- Pan Sussex Procedures to support adults who Self-Neglect
- Pan Sussex Policy on Multi-Agency Working

What happens next

Your referral will be triaged by the Chair and Vice Chair of the MARM subgroup. If it meets criteria, you will be offered a slot to present your case at the next available MARM meeting.

Slots at MARM are strictly 20 minutes long, and you will be expected to present a brief summary of your case in the first five-ten minutes. The rest of the time will be used for MARM members' queries, discussion and advice. Following the MARM meeting, referrers will receive an extract of the minutes with the advice/actions agreed to take forward.

Please note that MARM does not 'hold' or have any ongoing oversight or accountability for cases.

If your case does not meet criteria, you will be offered feedback from the Chair/Vice Chair. You will be invited to make a re-referral for the adult should the circumstances/risk change such that MARM criteria is met.

MARM referral form guidance

Referrer details

Details required	Responses
Your name	
Name of your agency	A MARM referral can come from any agency.
Position	
Your email	
Your telephone number	
Is your supervisor/manager/Safeguarding Lead aware of this case and your referral? If not, please explain why. <i>Please be aware that if you have not discussed this case with your supervisor/manager, your referral may be returned to you for this oversight first.</i>	MARM should not be used as an alternative to management oversight and supervision. Please provide details of the advice provided by your supervisor/manager. For example: <i>My manager agreed the following actions...</i> <i>My manager agreed the referral to MARM for the following reasons...</i>
Name of supervisor/manager/Safeguarding Lead	
Their position	
Their email	
Their telephone number	

Details of person being referred

Details required	Responses
Name	
Address	<p>If the adult has no fixed address, is living in a temporary or transient accommodation, it may be appropriate to note this alongside the address. For example:</p> <p><i>Rm 123, Express Hotel Horsham, RH 12 This is temporary accommodation provided by the Borough Council.</i></p>
Date of birth	If this is unknown, please state: <i>Not Known</i>
GP surgery	
Does the adult have the involvement of a carer?	Yes / No
Is the adult a carer themselves?	If yes, you may wish to say more about the nature of the responsibility.
Is the adult a care leaver?	
Please state any protected characteristics relevant to the adult in terms of the following: <ul style="list-style-type: none"> • Age • Disability • Gender reassignment • Marriage and civil partnership • Pregnancy and maternity • Race • Religion or belief • Sex • Sexual orientation 	

Details required	Responses
Has the adult given consent to this referral being raised with MARM? If not, why not?	Please confirm that consent has been obtained. If you have not been able to confirm consent, or the adult does not consent for the referral, please explain why. For example: <i>Adult A is currently unable to consent due to their fluctuating mental capacity.</i>
Has the adult recently had a Mental Capacity Assessment? Please document relevant details.	

Reasons for referral

Briefly outline the reasons for your referral and a summary of the case, the risks, and concerns. Do not copy and paste detailed information directly from your recording system. Include a summary of all actions undertaken by your agency, or actions which you know about taken by other agencies.

Please ensure you have presented any Hoarding concerns to the West Sussex Hoarding Forum before presenting the case to the MARM subgroup.

Please refer to the Guidance for Referrers for information to include.

Within your summary you should:

- Identify the **care and support needs** that the adult appears to have. If you are not certain that the adult has clearly defined care and support needs, then please describe what makes you believe that they do, and why.
- Explain the adult's **current involvement with agencies**. This should include contact with GP, mental health services and voluntary agencies such as Turning Tides.
- Provide details of any **current packages of care or support**.
- Provide a **brief background** to the case, including any relevant medical concerns, housing concerns, involvement with police or adult social care.
- Describe the **actions you have taken so far**, to progress the case/manage risk. It is helpful to include dates and outcomes of key meetings.
- Include details of **assessments that have been carried out**, including (but not limited to) social care assessments, Mental Health Act assessments and mental capacity assessments.
- Include **evidence of multi-agency working**. This does not necessarily have to include a Multi-Disciplinary Team (MDT) meeting. If there has not been an MDT, note the other ways in which you have engaged with other agencies. If there has been no multi-agency working, please explain why.
- State any **other forums**, such as the Sussex Hoarding Forum, where this case has been heard.
- Provide an **overview of the current situation** for the adult as the case stands, and what you believe makes this case high risk.

Summary of risks

Please tick all that apply.

Risk	Risk present?
Refusing to engage with support	
Self-neglect	
Hoarding	
Fire	
Eviction/homelessness	
Unsafe environment	
Risk of harm to others	
Risk to children living with the person	
Other, please specify	

Desired outcomes

Please detail the help that you are hoping to access from your MARM subgroup referral.

If there are specific outcomes that need to be addressed for the adult, please state them in this section. For example:

To mitigate current risk, Adult A requires:

- *Access to services*
- *Resolution with their housing needs*
- *Access to care assistance*
- *Support with their health needs*