

# MARAM Alignment Checklist

## First year of prescription

Now that you are prescribed, your organisation must start aligning your policies, procedures, practice guidance and tools to the Family Violence Risk Assessment and Risk Management Framework (also known as Family Violence Multi-agency Risk Assessment and Management Framework or 'MARAM').

### Alignment is defined as:

Actions taken by Framework organisations to effectively incorporate the four pillars of the Framework into existing policies, procedures, practice guidance and tools, as appropriate to the roles and functions of the prescribed entity and its place in the service system.

Alignment will take time. You are not expected to have fully aligned with MARAM from day one. Instead, the following checklist will help you to prioritise what your organisation does in your first year of prescription to work towards alignment. Guidance on alignment expectations for your second year of prescription will be provided in 2019.

### Alignment checklist

#### First three months:

##### 1. Read policy and practice documents

- Organisational leaders and staff read the MARAM policy document, legislative instrument, risk assessment and management tools and associated practice guidance for working with victims and perpetrators (when available)

##### 2. Identify or establish governance

- Identify or establish governance structures within your organisation to oversee this reform
- Identify suitable system-wide governance structures for overseeing this reform in your local area

##### 3. Read, understand and determine responsibilities

- Organisational leaders read and understand *Pillar 3: Responsibilities for risk assessment and management* in the MARAM Framework
- Organisational leaders use the *MARAM Responsibilities: Decision Guide for Organisational Leaders* to determine responsibilities for staff

Further guidance on determining your MARAM responsibilities will be provided by the department or agency that funds or contracts your organisation.

##### 4. Assess organisational landscape for:

- Touch points with people who may be using or experiencing family violence, including children
- Existing risk assessment processes and tools being used by your organisation (general and family violence specific).

### **First six months:**

#### **5. Identify and review organisational policies, procedures, practice guidance and tools that will require updating to reflect the principles and pillars of MARAM. Also identify the need for any new materials as appropriate. This may include:**

- Local area Memorandums of Understanding (MOUs)
- Consent and release of information forms
- Client intake and assessment processes and relevant forms
- Privacy and confidentiality policies and procedures (ensure relevancy with legislation and regulations)
- Manuals e.g. induction manuals, service information, practice manuals
- Training manuals
- Record keeping obligations
- IT systems e.g. Client Relationship Management (CRM) systems, reporting systems
- Existing referral pathways
- Workplace support policies and procedures e.g. working with children policies, use of language services, organisational risk management procedures, evaluation policies, provision of employee assistance programs to support staff who may be triggered by family violence content
- Clinical supervision templates.

#### **6. Assess training needs**

- Identify staff to undertake **organisational policy and leadership** training. These should be organisational leaders who are accountable for ensuring their organisation aligns to MARAM, and will make changes to the organisational policies, procedures, guidelines and tools accordingly. They will have a central role in supporting the introduction of MARAM to their organisation and sectors, and will ensure its sustainability over the long term
- Identify staff to undertake **professional** training in family violence risk assessment and risk management in line with the organisation's pre-determined responsibilities. This includes the use of the appropriate tool(s) and associated practice guidance (when available). These should be professionals who work directly with clients, and team leaders who supervise those professionals
- Ensure staff register for relevant training sessions
- Roll out the MARAM and information-sharing e-learning across the organisation (when available)
- Identify and plan for remaining staff to attend MARAM training progressively from 2019 onwards. Organisations should continue to access CRAF training until MARAM training is available.
- Identify and plan for staff to attend other, service-specific family violence training.
- Identify other learning, development and training opportunities that already exist within your organisation that could be adapted to incorporate framework content e.g. training to build cultural competency, working with interpreters, working with children.

### **First 12 months:**

#### **7. Create partnerships**

- Identify existing partnerships and networks across your local area for collaboration
- Identify opportunities for new partnerships for greater collaboration with other agencies in your local area.

Further guidance to align to MARAM will be provided by the department or agency that funds or contracts your organisation and Family Safety Victoria.

To find out more, contact your funding or contracting partner, or visit: <https://www.vic.gov.au/familyviolence/family-safety-victoria/information-sharing-and-risk-management.html>

To receive this publication in an accessible format phone (03) 9194 3330, using the National Relay Service 13 36 77 if required, or email [Information Sharing](mailto:infosharing@familysafety.vic.gov.au) <infosharing@familysafety.vic.gov.au>

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Family Safety Victoria, September 2018.

Available at [Family Safety Victoria](https://www.vic.gov.au/familyviolence/family-safety-victoria.html) <https://www.vic.gov.au/familyviolence/family-safety-victoria.html>