**MARAC FORMS PROTOCOL – RECEPTION TEAM**

1. Regularly check the MARAC box to ensure that there are plenty of blank referral forms available in there. There should always be at least 5 in there please.

**To print more copies** – the MARAC referral form is saved to the desktop of each of the Reception computers for you to open and print more copies.

1. Scan and send any completed MARAC forms to Safeguarding each night shift.

When working the night shift please do this job towards the end of your shift so that any forms put in through the night are included.

**To scan and send them….**

1. Take any staples or clips off the forms and scan and send them to yourself using the printer
2. Tap on to printer
3. Put the forms face up in the top document feeder
4. Scan & Send, OK
5. Send to Myself
6. 2 Sided Original, OK
7. Press Green button to send

The scanned document will send to your email address. Please forward the email to the Safeguarding Team. Their email address is **chft.safeguarding@nhs.net**

Clip each patient’s forms back together and write date and time sent on front sheet of each – signing your name too to say you have sent it.

Put the sent forms into the ‘Reception Use Only - Scanned MARAC Forms’ folder within the MARAC box file.

1. When the Safeguarding team contact to say that they have received the scanned forms please then remove them from the Scanned MARAC forms folder and put into the Confidential Waste bin.

**SAFEGUARDING TEAM CONTACTS:**

**E-Mail:** [**chft.safeguarding@nhs.net**](mailto:chft.safeguarding@nhs.net)

**Telephone: 01422 224570**