

# **MAPPA GUIDANCE 2012**

## **4th EDITION**

### **PART 2 – APPENDICES AND FORMS**

## TABLE OF CONTENTS

### PART 2 – APPENDICES AND FORMS

#### *Appendices*

A1	Criminal Justice Act 2003 (extract)	1
A2	Summary of notification requirements under Part 2 of the Sexual Offences Act 2003	6
A3	Children Acts 1989–2004: links to extracts	7
A4	Offences specified in Schedule 15 to the Criminal Justice Act 2003	8
A5	Civil Orders for managing MAPPA and other Sexual and Violent Offenders	16
A6	Serious Further Offence list – Probation Instruction 10/2011A7	18
A7	Guidelines of OCPA Code for Lay Adviser recruitment	22

#### *MAPPA Document Set*

MAPPA A	Referral to MAPPA Level 2/3	25
MAPPA A	Notes for Completion	36
MAPPA B	Meeting Minutes – Level 2/3	41
MAPPA B	Notes for Completion of Meeting Minutes – Level 2/3	51
MAPPA C	MAPPA Meeting Agenda	55
MAPPA D	Confidentiality and Diversity Statement	58
MAPPA E	MAPPA Level 2 or 3 Attendance	59
MAPPA F	Offender Information Sharing Report	61
MAPPA G	MAPPA Level 2 or 3 Transfer	68
MAPPA G	Notes for Completion	70
MAPPA H	Initial notification of MAPPA offender (YOT)	71
MAPPA I	Initial notification of MAPPA offender patient (Mental Health)	73
MAPPA J	Notification to Jobcentre Plus	75
MAPPA K	Audit of Level 2 and Level 3 MAPPA cases	77
MAPPA L	Audit of Level 2 and Level 3 meetings	82
MAPPA M	Minutes of Executive Summary	84
MAPPA N	Notification of MAPPA Serious Further Offence	86
MAPPA O	MAPPA Serious Case Review: Report Template	89
MAPPA P	Notification to Housing Benefit SPOC	94

# Appendix 1

## Criminal Justice Act 2003 (extract)

### Section 325: Arrangements for assessing etc risks posed by certain offenders

(1) In this section—

- “relevant sexual or violent offender” has the meaning given by section 327;
- “responsible authority”, in relation to any area, means the chief officer of police, the local probation board for that area or (if there is no local probation board for that area) a relevant provider of probation services and the Minister of the Crown exercising functions in relation to prisons, acting jointly.

(2) The responsible authority for each area must establish arrangements for the purpose of assessing and managing the risks posed in that area by—

(a) relevant sexual and violent offenders, and

(b) other persons who, by reason of offences committed by them (wherever committed), are considered by the responsible authority to be persons who may cause serious harm to the public.

(3) In establishing those arrangements, the responsible authority must act in co-operation with the persons specified in subsection (6); and it is the duty of those persons to co-operate in the establishment by the responsible authority of those arrangements, to the extent that such co-operation is compatible with the exercise by those persons of their functions under any other enactment.

(4) Co-operation under subsection (3) may include the exchange of information.

(5) The responsible authority for each area (“the relevant area”) and the persons specified in subsection (6) must together draw up a memorandum setting out the ways in which they are to co-operate.

(6) The persons referred to in subsections (3) and (5) are—

(a) every youth offending team established for an area any part of which falls within the relevant area,

(b) the Ministers of the Crown exercising functions in relation to social security, child support, war pensions, employment and training,

(c) every local education authority any part of whose area falls within the relevant area,

(d) every local housing authority or social services authority any part of whose area falls within the relevant area,

(e) every registered social landlord which provides or manages residential accommodation in the relevant area in which persons falling within subsection (2)(a) or (b) reside or may reside,

(f) every Health Authority or Strategic Health Authority any part of whose area falls within the relevant area,

(g) every Primary Care Trust or Local Health Board any part of whose area falls within the relevant area,

(h) every NHS trust any part of whose area falls within the relevant area,

(i) every person who is designated by the Secretary of State by order for the purposes of this paragraph as a provider of electronic monitoring services, and

(j) the persons listed in section 48(1A)(a) to (e) of the UK Borders Act 2007 and any person acting pursuant to arrangements relating to the discharge of a function within section 48(1A) of that Act (persons exercising functions as the UK Border Agency).

(7)The Secretary of State may by order amend subsection (6) by adding or removing any person or description of person.

(8)The Secretary of State may issue guidance to responsible authorities on the discharge of the functions conferred by this section and sections 326 and 327A.

(8A)Responsible authorities must have regard to any guidance issued under subsection (8) in discharging those functions.

(9)In this section—

- “local education authority” has the same meaning as in the Education Act 1996 (c. 56);
- “local housing authority” has the same meaning as in the Housing Act 1985 (c. 68);
- “Minister of the Crown” has the same meaning as in the Ministers of the Crown Act 1975 (c. 26);
- “NHS trust” has the same meaning as in the National Health Service Act 2006;
- “prison” has the same meaning as in the Prison Act 1952 (c. 52);
- “registered social landlord” has the same meaning as in Part 1 of the Housing Act 1996 (c. 52);
- “a relevant Probation Trust” in relation to an area means a provider of probation services identified as such for the purposes of this section by arrangements under section 3 of the Offender Management Act 2007;
- “social services authority” means a local authority for the purposes of the Local Authority Social Services Act 1970 (c. 42).

## **Section 326: Review of arrangements**

(1)The responsible authority for each area must keep the arrangements established by it under section 325 under review with a view to monitoring their effectiveness and making any changes to them that appear necessary or expedient.

(2)The responsible authority for any area must exercise their functions under subsection (1) in consultation with persons appointed by the Secretary of State as lay advisers in relation to that authority.

(3)The Secretary of State must appoint two lay advisers under subsection (2) in relation to each responsible authority.

(4)The responsible authority must pay to or in respect of the persons so appointed such allowances as the Secretary of State may determine.

(5)As soon as practicable after the end of each period of 12 months beginning with 1st April, the responsible authority for each area must—

(a) prepare a report on the discharge by it during that period of the functions conferred by section 325, this section and section 327A, and

(b) publish the report in that area.

(6)The report must include—

(a) details of the arrangements established by the responsible authority, and

(b) information of such descriptions as the Secretary of State has notified to the responsible authority that he wishes to be included in the report.

### **Section 327: Section 325 – interpretation**

(1)For the purposes of section 325, a person is a relevant sexual or violent offender if he falls within one or more of subsections (2) to (5).

(2)A person falls within this subsection if he is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (c. 42).

(3)A person falls within this subsection if—

(a) he is convicted by a court in England or Wales of murder or an offence specified in Schedule 15, and

(b) one of the following sentences is imposed on him in respect of the conviction—

(i) a sentence of imprisonment for a term of 12 months or more,

(ii) a sentence of detention in a young offender institution for a term of 12 months or more,

(iii) a sentence of detention during Her Majesty's pleasure,

(iv) a sentence of detention for public protection under section 226,

(v) a sentence of detention for a period of 12 months or more under section 91 of the Sentencing Act (offenders under 18 convicted of certain serious offences),

(vi) a sentence of detention under section 228,

(vii) a detention and training order for a term of 12 months or more, or

(viii) a hospital or guardianship order within the meaning of the Mental Health Act 1983 (c. 20).

(4)A person falls within this subsection if—

(a) he is found not guilty by a court in England and Wales of murder or an offence specified in Schedule 15 by reason of insanity or to be under a disability and to have done the act charged against him in respect of such an offence, and

(b) one of the following orders is made in respect of the act charged against him as the offence—

(i) an order that he be admitted to hospital, or

(ii) a guardianship order within the meaning of the Mental Health Act 1983.

(5)A person falls within this subsection if—

(a) the first condition set out in section 28(2) or 29(2) of the Criminal Justice and Court Services Act 2000 (c. 43) or the second condition set out in section 28(3) or 29(3) of that Act is satisfied in his case, or

(b) an order under section 29A of that Act has been made in respect of him.

(6)In this section “court” does not include a service court, as defined by section 305(1).

## **Section 327A: Disclosure of information about convictions etc. of child sex offenders to members of the public E+W**

(1)The responsible authority for each area must, in the course of discharging its functions under arrangements established by it under section 325, consider whether to disclose information in its possession about the relevant previous convictions of any child sex offender managed by it to any particular member of the public.

(2)In the case mentioned in subsection (3) there is a presumption that the responsible authority should disclose information in its possession about the relevant previous convictions of the offender to the particular member of the public.

(3)The case is where the responsible authority for the area has reasonable cause to believe that—

(a)a child sex offender managed by it poses a risk in that or any other area of causing serious harm to any particular child or children or to children of any particular description, and

(b) the disclosure of information about the relevant previous convictions of the offender to the particular member of the public is necessary for the purpose of protecting the particular child or children, or the children of that description, from serious harm caused by the offender.

(4)The presumption under subsection (2) arises whether or not the person to whom the information is disclosed requests the disclosure.

(5)Where the responsible authority makes a disclosure under this section—

(a)it may disclose such information about the relevant previous convictions of the offender as it considers appropriate to disclose to the member of the public concerned, and

(b) it may impose conditions for preventing the member of the public concerned from disclosing the information to any other person.

(6)Any disclosure under this section must be made as soon as is reasonably practicable having regard to all the circumstances.

(7)The responsible authority for each area must compile and maintain a record about the decisions it makes in relation to the discharge of its functions under this section.

(8)The record must include the following information—

(a) the reasons for making a decision to disclose information under this section,

(b) the reasons for making a decision not to disclose information under this section, and

(c) the information which is disclosed under this section, any conditions imposed in relation to its further disclosure and the name and address of the person to whom it is disclosed.

(9)Nothing in this section requires or authorises the making of a disclosure which contravenes the Data Protection Act 1998.

(10)This section is not to be taken as affecting any power of any person to disclose any information about a child sex offender.

## **Section 327B: Section 327A – interpretation**

(1) This section applies for the purposes of section 327A.

(2) “Child” means a person under 18.

(3) “Child sex offence” means an offence listed in Schedule 34A, whenever committed.

(4) “Child sex offender” means any person who—

(a) has been convicted of such an offence,

(b) has been found not guilty of such an offence by reason of insanity,

(c) has been found to be under a disability and to have done the act charged against the person in respect of such an offence, or

(d) has been cautioned in respect of such an offence.

(5) In relation to a responsible authority, references to information about the relevant previous convictions of a child sex offender are references to information about—

(a) convictions, findings and cautions mentioned in subsection (4)(a) to (d) which relate to the offender, and

(b) anything under the law of any country or territory outside England and Wales which in the opinion of the responsible authority corresponds to any conviction, finding or caution within paragraph (a) (however described).

(6) References to serious harm caused by a child sex offender are references to serious physical or psychological harm caused by the offender committing any offence listed in any paragraph of Schedule 34A other than paragraphs 1 to 6 (offences under provisions repealed by Sexual Offences Act 2003).

(7) A responsible authority for any area manages a child sex offender if the offender is a person who poses risks in that area which fall to be managed by the authority under the arrangements established by it under section 325.

(8) For the purposes of this section the provisions of section 4 of, and paragraph 3 of Schedule 2 to, the Rehabilitation of Offenders Act 1974 (protection for spent convictions and cautions) are to be disregarded.

(9) In this section “cautioned”, in relation to any person and any offence, means—

(a) cautioned after the person has admitted the offence, or

(b) reprimanded or warned within the meaning given by section 65 of the Crime and Disorder Act 1998.

(10) Section 135(1), (2)(a) and (c) and (3) of the Sexual Offences Act 2003 (mentally disordered offenders) apply for the purposes of this section as they apply for the purposes of Part 2 of that Act.

## Appendix 2

# Summary of notification requirements under Part 2 of the Sexual Offences Act 2003

### Category 1 Offenders: Registered Sexual Offenders

This Category includes offenders required to comply with the notification requirements (often referred to as registration requirements) set out in Part 2 of the Sexual Offences Act 2003 ("SOA 2003"). These offenders are often referred to as being on the Sexual Offenders' Register. A person convicted of, cautioned for, or found to be under a disability and to have done the act charged, or found not guilty by reason of insanity for an offence listed in Schedule 3 to the SOA 2003 will become subject to the notification requirements of Part 2 of that Act. Section 82 of the Act sets out the period of time an offender is required to comply with the notification requirements.

Sentence	Adult	Juvenile (under 18)
Is sentenced to 30 months or more imprisonment (inc. life)	An indefinite period	An indefinite period
Is admitted to a hospital subject to a restriction order	An indefinite period	An indefinite period
Is sentenced to a imprisonment for a term of more than 6 months but less than 30 months	10 years	5 years
Is sentenced to imprisonment for 6 months or less	7 years	3 years 6 months
Is admitted to hospital without a restriction order	7 years	3 years and 6 months
Is cautioned	2 years	1 year
Is given a conditional discharge	The duration of the conditional discharge	The duration of the conditional discharge
Received any other disposal (e.g. a fine or community punishment)	5 years	2 years 6 months



## **Appendix 3**

### **Children Acts 1989–2004: links to extracts**

#### **Children Act 1989**

- Section 17     [Provision of services for children in need, their families and others](#)
- Section 24     [Persons qualifying for advice and assistance](#)
- Schedule 2     [Local Authority support for children and families](#)

#### **Children Act 2004**

- Section 10     [Co-operation to improve well-being](#)
- Section 11     [Arrangements to safeguard and promote welfare](#)
- Section 25     [Co-operation to improve well-being: Wales](#)
- Section 53     [Ascertaining children's wishes](#)

## Appendix 4

# Offences specified in Schedule 15 to the Criminal Justice Act 2003

### PART 1

#### SPECIFIED VIOLENT OFFENCES

1	Manslaughter.
2	Kidnapping.
3	False imprisonment.
4	An offence under section 4 of the Offences against the Person Act 1861 (c.100) (soliciting murder).
5	An offence under section 16 of that Act (threats to kill).
6	An offence under section 18 of that Act (wounding with intent to cause grievous bodily harm).
7	An offence under section 20 of that Act (malicious wounding).
8	An offence under section 21 of that Act (attempting to choke, suffocate or strangle in order to commit or assist in committing an indictable offence).
9	An offence under section 22 of that Act (using chloroform etc. to commit or assist in the committing of any indictable offence).
10	An offence under section 23 of that Act (maliciously administering poison etc. so as to endanger life or inflict grievous bodily harm).
11	An offence under section 27 of that Act (abandoning children).
12	An offence under section 28 of that Act (causing bodily injury by explosives).
13	An offence under section 29 of that Act (using explosives etc. with intent to do grievous bodily harm).
14	An offence under section 30 of that Act (placing explosives with intent to do bodily injury).
15	An offence under section 31 of that Act (setting spring guns etc. with intent to do grievous bodily harm).
16	An offence under section 32 of that Act (endangering the safety of railway passengers).
17	An offence under section 35 of that Act (injuring persons by furious driving).
18	An offence under section 37 of that Act (assaulting officer preserving wreck).
19	An offence under section 38 of that Act (assault with intent to resist arrest).
20	An offence under section 47 of that Act (assault occasioning actual bodily harm).

21	An offence under section 2 of the Explosive Substances Act 1883 (c.3) (causing explosion likely to endanger life or property).
22	An offence under section 3 of that Act (attempt to cause explosion, or making or keeping explosive with intent to endanger life or property).
23	An offence under section 1 of the Infant Life (Preservation) Act 1929 (c.34) (child destruction).
24	An offence under section 1 of the Children and Young Persons Act 1933 (c.12) (cruelty to children).
25	An offence under section 1 of the Infanticide Act 1938 (c.36) (infanticide).
26	An offence under section 16 of the Firearms Act 1968 (c.27) (possession of firearm with intent to endanger life).
27	An offence under section 16A of that Act (possession of firearm with intent to cause fear of violence).
28	An offence under section 17(1) of that Act (use of firearm to resist arrest).
29	An offence under section 17(2) of that Act (possession of firearm at time of committing or being arrested for offence specified in Schedule 1 to that Act).
30	An offence under section 18 of that Act (carrying a firearm with criminal intent).
31	An offence under section 8 of the Theft Act 1968 (c.60) (robbery or assault with intent to rob).
32	An offence under section 9 of that Act of burglary with intent to— (a) inflict grievous bodily harm on a person, or (b) do unlawful damage to a building or anything in it.
33	An offence under section 10 of that Act (aggravated burglary).
34	An offence under section 12A of that Act (aggravated vehicle-taking) involving an accident which caused the death of any person.
35	An offence of arson under section 1 of the Criminal Damage Act 1971 (c.48).
36	An offence under section 1(2) of that Act (destroying or damaging property) other than an offence of arson.
37	An offence under section 1 of the Taking of Hostages Act 1982 (c.28) (hostage-taking).
38	An offence under section 1 of the Aviation Security Act 1982 (c.36) (hijacking).
39	An offence under section 2 of that Act (destroying, damaging or endangering safety of aircraft).
40	An offence under section 3 of that Act (other acts endangering or likely to endanger safety of aircraft).
41	An offence under section 4 of that Act (offences in relation to certain dangerous articles).
42	An offence under section 127 of the Mental Health Act 1983 (c.20) (ill-treatment of patients).

43	An offence under section 1 of the Prohibition of Female Circumcision Act 1985 (c.38) (prohibition of female circumcision).
44	An offence under section 1 of the Public Order Act 1986 (c.64) (riot).
45	An offence under section 2 of that Act (violent disorder).
46	An offence under section 3 of that Act (affray).
47	An offence under section 134 of the Criminal Justice Act 1988 (c.33) (torture).
48	An offence under section 1 of the Road Traffic Act 1988 (c.52) (causing death by dangerous driving).
49	An offence under section 3A of that Act (causing death by careless driving when under influence of drink or drugs).
50	An offence under section 1 of the Aviation and Maritime Security Act 1990 (c.31) (endangering safety at aerodromes).
51	An offence under section 9 of that Act (hijacking of ships).
52	An offence under section 10 of that Act (seizing or exercising control of fixed platforms).
53	An offence under section 11 of that Act (destroying fixed platforms or endangering their safety).
54	An offence under section 12 of that Act (other acts of endangering or likely to endanger safe navigation).
55	An offence under section 13 of that Act (offences involving threats).
56	An offence under Part II of the Channel Tunnel (Security) Order 1994 (S.I. 1994/570) (offences relating to Channel Tunnel trains and the tunnel system).
57	An offence under section 4 of the Protection from Harassment Act 1997 (c.40) (putting people in fear of violence).
58	An offence under section 29 of the Crime and Disorder Act 1998 (c.37) (racially or religiously aggravated offences under section 4 or 4A of the Public Order Act 1986 (c.64)).
59A	An offence under section 54 of the Terrorism Act 2000 (weapons training).
59B	An offence under section 56 of that Act (directing terrorist organisation).
59C	An offence under section 57 of that Act (possession of article for terrorist purposes).
59D	An offence under section 59 of that Act (inciting terrorism overseas).
60	An offence under section 51 or 52 of the International Criminal Court Act 2001 (c.17) (genocide, crimes against humanity, war crimes and related offences), other than one involving murder.
60A	An offence under section 47 of the Anti-terrorism, Crime and Security Act 2001 (use etc of nuclear weapons).

**RESTRICTED**

60B	An offence under section 50 of that Act (assisting or inducing certain weapons-related acts overseas).
60C	An offence under section 113 of that Act (use of noxious substance or thing to cause harm or intimidate).
61	An offence under section 1 of the Female Genital Mutilation Act 2003 (c.31) (female genital mutilation).
62	An offence under section 2 of that Act (assisting a girl to mutilate her own genitalia).
63	An offence under section 3 of that Act (assisting a non-UK person to mutilate overseas a girl's genitalia).
63A	An offence under section 5 of the Domestic Violence, Crime and Victims Act 2004 (causing or allowing the death of a child or vulnerable adult).
63B	An offence under section 5 of the Terrorism Act 2006 (preparation of terrorist acts).
63C	An offence under section 6 of that Act (training for terrorism).
63D	An offence under section 9 of that Act (making or possession of radioactive device or material).
63E	An offence under section 10 of that Act (use of radioactive device or material for terrorist purposes etc).
63F	An offence under section 11 of that Act (terrorist threats relating to radioactive devices etc).
64	An offence of— (a) aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this Part of this Schedule, (b) conspiring to commit an offence so specified, or (c) attempting to commit an offence so specified.
65	An attempt to commit murder or a conspiracy to commit murder.

**PART 2**  
**SPECIFIED SEXUAL OFFENCES**

66	An offence under section 1 of the Sexual Offences Act 1956 (c.69) (rape).
67	An offence under section 2 of that Act (procurement of woman by threats).
68	An offence under section 3 of that Act (procurement of woman by false pretences).
69	An offence under section 4 of that Act (administering drugs to obtain or facilitate intercourse).
70	An offence under section 5 of that Act (intercourse with girl under 13).
71	An offence under section 6 of that Act (intercourse with girl under 16).
72	An offence under section 7 of that Act (intercourse with a defective).

**RESTRICTED**

73	An offence under section 9 of that Act (procurement of a defective).
74	An offence under section 10 of that Act (incest by a man).
75	An offence under section 11 of that Act (incest by a woman).
76	An offence under section 14 of that Act (indecent assault on a woman).
77	An offence under section 15 of that Act (indecent assault on a man).
78	An offence under section 16 of that Act (assault with intent to commit buggery).
79	An offence under section 17 of that Act (abduction of woman by force or for the sake of her property).
80	An offence under section 19 of that Act (abduction of unmarried girl under 18 from parent or guardian).
81	An offence under section 20 of that Act (abduction of unmarried girl under 16 from parent or guardian).
82	An offence under section 21 of that Act (abduction of defective from parent or guardian).
83	An offence under section 22 of that Act (causing prostitution of women).
84	An offence under section 23 of that Act (procuration of girl under 21).
85	An offence under section 24 of that Act (detention of woman in brothel).
86	An offence under section 25 of that Act (permitting girl under 13 to use premises for intercourse).
87	An offence under section 26 of that Act (permitting girl under 16 to use premises for intercourse).
88	An offence under section 27 of that Act (permitting defective to use premises for intercourse).
89	An offence under section 28 of that Act (causing or encouraging the prostitution of, intercourse with or indecent assault on girl under 16).
90	An offence under section 29 of that Act (causing or encouraging prostitution of defective).
91	An offence under section 32 of that Act (soliciting by men).
92	An offence under section 33 of that Act (keeping a brothel).
93	An offence under section 128 of the Mental Health Act 1959 (c.72) (sexual intercourse with patients).
94	An offence under section 1 of the Indecency with Children Act 1960 (c.33) (indecent conduct towards young child).
95	An offence under section 4 of the Sexual Offences Act 1967 (c.60) (procuring others to commit homosexual acts).
96	An offence under section 5 of that Act (living on earnings of male prostitution).
97	An offence under section 9 of the Theft Act 1968 (c.60) of burglary with intent to commit rape.

98	An offence under section 54 of the Criminal Law Act 1977 (c.45) (inciting girl under 16 to have incestuous sexual intercourse).
99	An offence under section 1 of the Protection of Children Act 1978 (c.37) (indecent photographs of children).
100	An offence under section 170 of the Customs and Excise Management Act 1979 (c.2) (penalty for fraudulent evasion of duty etc.) in relation to goods prohibited to be imported under section 42 of the Customs Consolidation Act 1876 (c.36) (indecent or obscene articles).
101	An offence under section 160 of the Criminal Justice Act 1988 (c.33) (possession of indecent photograph of a child).
102	An offence under section 1 of the Sexual Offences Act 2003 (c.42) (rape).
103	An offence under section 2 of that Act (assault by penetration).
104	An offence under section 3 of that Act (sexual assault).
105	An offence under section 4 of that Act (causing a person to engage in sexual activity without consent).
106	An offence under section 5 of that Act (rape of a child under 13).
107	An offence under section 6 of that Act (assault of a child under 13 by penetration).
108	An offence under section 7 of that Act (sexual assault of a child under 13).
109	An offence under section 8 of that Act (causing or inciting a child under 13 to engage in sexual activity).
110	An offence under section 9 of that Act (sexual activity with a child).
111	An offence under section 10 of that Act (causing or inciting a child to engage in sexual activity).
112	An offence under section 11 of that Act (engaging in sexual activity in the presence of a child).
113	An offence under section 12 of that Act (causing a child to watch a sexual act).
114	An offence under section 13 of that Act (child sex offences committed by children or young persons).
115	An offence under section 14 of that Act (arranging or facilitating commission of a child sex offence).
116	An offence under section 15 of that Act (meeting a child following sexual grooming etc.).
117	An offence under section 16 of that Act (abuse of position of trust: sexual activity with a child).
118	An offence under section 17 of that Act (abuse of position of trust: causing or inciting a child to engage in sexual activity).
119	An offence under section 18 of that Act (abuse of position of trust: sexual activity in the presence of a child).
120	An offence under section 19 of that Act (abuse of position of trust: causing a child to watch a sexual act).

121	An offence under section 25 of that Act (sexual activity with a child family member).
122	An offence under section 26 of that Act (inciting a child family member to engage in sexual activity).
123	An offence under section 30 of that Act (sexual activity with a person with a mental disorder impeding choice).
124	An offence under section 31 of that Act (causing or inciting a person with a mental disorder impeding choice to engage in sexual activity).
125	An offence under section 32 of that Act (engaging in sexual activity in the presence of a person with a mental disorder impeding choice).
126	An offence under section 33 of that Act (causing a person with a mental disorder impeding choice to watch a sexual act).
127	An offence under section 34 of that Act (inducement, threat or deception to procure sexual activity with a person with a person with a mental disorder).
128	An offence under section 35 of that Act (causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception).
129	An offence under section 36 of that Act (engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder).
130	An offence under section 37 of that Act (causing a person with a mental disorder to watch a sexual act by inducement, threat or deception).
131	An offence under section 38 of that Act (care workers: sexual activity with a person with a mental disorder).
132	An offence under section 39 of that Act (care workers: causing or inciting sexual activity).
133	An offence under section 40 of that Act (care workers: sexual activity in the presence of a person with a mental disorder).
134	An offence under section 41 of that Act (care workers: causing a person with a mental disorder to watch a sexual act).
135	An offence under section 47 of that Act (paying for sexual services of a child).
136	An offence under section 48 of that Act (causing or inciting child prostitution or pornography).
137	An offence under section 49 of that Act (controlling a child prostitute or a child involved in pornography).
138	An offence under section 50 of that Act (arranging or facilitating child prostitution or pornography).
139	An offence under section 52 of that Act (causing or inciting prostitution for gain).
140	An offence under section 53 of that Act (controlling prostitution for gain).
141	An offence under section 57 of that Act (trafficking into the UK for sexual exploitation).



142	An offence under section 58 of that Act (trafficking within the UK for sexual exploitation).
143	An offence under section 59 of that Act (trafficking out of the UK for sexual exploitation).
144	An offence under section 61 of that Act (administering a substance with intent).
145	An offence under section 62 of that Act (committing an offence with intent to commit a sexual offence).
146	An offence under section 63 of that Act (trespass with intent to commit a sexual offence).
147	An offence under section 64 of that Act (sex with an adult relative: penetration).
148	An offence under section 65 of that Act (sex with an adult relative: consenting to penetration).
149	An offence under section 66 of that Act (exposure).
150	An offence under section 67 of that Act (voyeurism).
151	An offence under section 69 of that Act (intercourse with an animal).
152	An offence under section 70 of that Act (sexual penetration of a corpse).
153	<p>An offence of—</p> <ul style="list-style-type: none"> <li>(a) aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this Part of this Schedule,</li> <li>(b) conspiring to commit an offence so specified, or</li> <li>(c) attempting to commit an offence so specified.</li> </ul>

1. Commencement information for these offences is available at

<http://www.legislation.gov.uk/ukpga/2003/44/schedule/15>.

2. Murder is omitted from this list because it is already included by virtue of section 327(3)(a) of the Criminal Justice Act 2003:

**“Section 327: Section 325 – interpretation**

(1) For the purposes of section 325, a person is a relevant sexual or violent offender if he falls within one or more of subsections (2) to (5)...

...(3)A person falls within this subsection if—

(a) he is convicted by a court in England or Wales of murder or an offence specified in Schedule 15”.

## Appendix 5

# Civil Orders for managing MAPPA and other Sexual and Violent Offenders

This section summarises some of the orders that are available to support staff in their management of MAPPA offenders. Additional information can be obtained by reference to the relevant legislation.

### Restrictive Orders

A number of orders (described below) were introduced in the Sexual Offences Act 2003 to manage the risks presented by sexual offenders.

#### Notification Order

A restrictive Order which requires sexual offenders who have been convicted or cautioned for a sexual offence overseas to register with the UK police, in order to protect the public in the UK from any risk that they pose. Police may apply to the court for the Order in relation to offenders living in, or intending to come to, the UK.

#### Sexual Offences Prevention Order (SOPO)

A restrictive Order that may be made by the Court at the time that an offender convicted of a sexual offence is sentenced, or may be made by the Court following an application by the police. The length of term that the SOPO may apply for varies. The minimum term is 5 years, but a SOPO may be imposed for the rest of the offender's life. A SOPO will require the subject to register with the police as a sexual offender and it may include conditions, e.g. to prevent the offender loitering near schools or playgrounds. If the offender fails to comply with the requirements of the Order, he or she can be taken back to court and may be liable to up to 5 years' imprisonment.

#### Foreign Travel Order

A restrictive Order that may be applied to prevent offenders with convictions for sexual offences against children from travelling abroad, where this is considered necessary to protect children from the risk of sexual harm. The Order is granted by the Court on application from the police. Recent changes under the Policing and Crime Act 2009 strengthened these provisions by increasing the maximum duration of an FTO from six months to five years; raising the age threshold from 16 to 18 years old; and providing for the automatic removal of a passport from an individual who is subject to a blanket FTO, banning him or her from travelling abroad to any country in the world. These changes came into force on 1 April 2010.

### Other relevant Orders

#### Disqualification Order

These were introduced by sections 28, 29 and 29A of the Criminal Justice and Court Services Act 2000. They are imposed by the Crown Court and prohibit an individual working in a prescribed list of occupations. These orders are imposed for life. The Disqualification Order provisions are due to be repealed when a suitable legislative opportunity arises. They will be replaced by provisions in section 63 of the Safeguarding Vulnerable Groups Act 2006 which will set up a new system under the Independent Barring Board (also known as the Independent Safeguarding Authority). This Act has received Royal Assent but has not yet been brought into force. At the time the current Guidance was drafted, Disqualification Orders may still be imposed and offenders subject to them are automatically eligible for MAPPA (Category 2).

## **Violent Offender Order**

Violent Offender Orders (VOOs) were introduced in August 2009 as part of the government's commitment to do more to protect the public from violent offenders. They are civil preventative orders which the police can use to place controls on violent offenders in circumstances where they could potentially pose the greatest danger to the public. A VOO is issued by the magistrates' court upon application by the chief constable where the court is satisfied that the offender has, since becoming a qualifying offender, acted in such a way as to make it necessary to make a VOO for the purpose of protecting the public from the risk of serious violent harm. In order to qualify for a VOO the offender must be aged 18 years or over and have been sentenced to a custodial sentence of 12 months or more, or have received a hospital order or a (mental health) supervision order in respect of a specified offence listed in section 98 of the Criminal Justice and Immigration Act 2008.

More information can be found at:

<http://www.crimereduction.homeoffice.gov.uk/violence/violence027.htm>.

## Appendix 6

# Serious Further Offence list – Probation Circular 10/2011

Aiding, abetting, counselling, procuring or inciting the commission, or conspiring to commit, or attempting to commit any of the listed offences below also constitutes a serious further offence.

<b>Violent Serious Further Offences</b>
Murder
Attempt to commit murder or a conspiracy to commit murder
Manslaughter
Kidnapping
False imprisonment
Soliciting murder (section 4 of the Offences against the Person Act 1861)
Attempting to choke, suffocate or strangle in order to commit or assist in committing an indictable offence (section 21 of the Offences against the Person Act 1861)
Using chloroform etc. to commit or assist in the committing of any indictable offence (section 22 of the Offences against the Person Act 1861)
Causing bodily injury by explosives (section 28 of the Offences against the Person Act 1861)
Using explosives etc. with intent to do grievous bodily harm (section 29 of the Offences against the Person Act 1861)
Placing explosives etc. with intent to do bodily injury (section 30 of the Offences against the Person Act 1861)
Endangering the safety of railway passengers (section 32 of the Offences against the Person Act 1861)
Causing explosion likely to endanger life or property (section 2 of the Explosive Substances Act 1883)
Attempt to cause explosion, or making or keeping explosive with intent to endanger life or property (section 3 of the Explosive Substances Act 1883)
Child destruction (section 1 of the Infant Life (Preservation) Act 1929)
Infanticide (section 1 of the Infanticide Act 1938)
Causing or allowing the death of a child or vulnerable adult, also called 'familial homicide' (Section 5 of the Domestic Violence, Crime and Victims Act 2004)
Possession of firearm with intent to endanger life (section 16 of the Firearms Act 1968)

Use of firearm to resist arrest (section 17(1) of the Firearms Act 1968)
Possession of firearm at time of committing or being arrested for offence specified in Schedule 1 to that Act (section 17(2) of the Firearms Act 1968)
Carrying a firearm with criminal intent (section 18 of the Firearms Act 1968)
Robbery or assault with intent to rob (section 8(1) of the theft Act 1968) <i>[NB – Only where a firearm / imitation firearm is used]</i>
Burglary with intent to inflict grievous bodily harm on a person (section 9 of the Theft Act 1968)
Aggravated burglary (section 10 of the Theft Act 1968)
Aggravated vehicle-taking involving an accident which caused the death of any person (Section 12A of the Theft Act 1968)
Arson with intent to endanger life of another or being reckless as to whether the life of another would be thereby endangered (section 1 of the Criminal Damage Act 1971)
Aggravated criminal damage – destroying or damaging property other than an offence of arson (section 1(2a) of the Criminal Damage Act 1971) <i>[NB – there must be intention or recklessness as to the endangerment of life by the criminal damage]</i>
Hostage-taking (section 1 of the Taking of Hostages Act 1982)
Hijacking (section 1 of the Aviation Security Act 1982)
Destroying, damaging or endangering safety of aircraft (section 2 of the Aviation Security Act 1982)
Other acts endangering or likely to endanger safety of aircraft (section 3 of the Aviation Security Act 1982)
Torture (section 134 of the Criminal Justice Act 1988)
Causing death by dangerous driving (section 1 of the Road Traffic Act 1988)
Causing death by careless driving when under influence of drink or drugs (section 3A of the Road Traffic Act 1988)
Endangering safety at aerodromes (section 1 of the Aviation and Maritime Security Act 1990)
Hijacking of ships (section 9 of the Aviation and Maritime Security Act 1990)
Seizing or exercising control of fixed platforms (section 10 of the Aviation and Maritime Security Act 1990)
Destroying fixed platforms or endangering their safety (section 11 of the Aviation and Maritime Security Act 1990)
Other acts endangering or likely to endanger safe navigation (section 12 of the Aviation and Maritime Security Act 1990)
Offences involving threats (section 13 of the Aviation and Maritime Security Act 1990)

Offences relating to Channel Tunnel trains and the tunnel system (Part II of the Channel Tunnel (Security) Order 1994 (S.I. 1994/570))
Genocide, crimes against humanity, war crimes and related offences, other than one involving murder (section 51 or 52 of the International Criminal Court Act 2001)
Female genital mutilation (section 1 of the Female Genital Mutilation Act 2003)
Assisting a girl to mutilate her own genitalia (section 2 of the Female Genital Mutilation Act 2003)
Assisting a non-UK person to mutilate overseas a girl's genitalia (section 3 of the Female Genital Mutilation Act 2003)

<b>Sexual Serious Further Offences</b>
Rape (section 1 of the Sexual Offences Act 1956)
Intercourse with girl under 13 (section 5 of the Sexual Offences Act 1956)
Incest by a man with a woman whom he knows to be his grand-daughter, daughter, sister or mother (section 10(1) of the Sexual Offences Act 1956)
Abduction of woman by force or for the sake of her property (section 17 of the Sexual Offences Act 1956)
Permitting girl under 13 to use premises for intercourse (section 25 of the Sexual Offences Act 1956)
Burglary with intent to commit rape (section 9 of the Theft Act 1968)
Rape (section 1 of the Sexual Offences Act 2003)
Assault by penetration (section 2 of the Sexual Offences Act 2003)
Rape of a child under 13 (section 5 of the Sexual Offences Act 2003)
Assault of a child under 13 by penetration (section 6 of the Sexual Offences Act 2003)
Sexual assault of a child under 13 (section 7 of the Sexual Offences Act 2003)
Causing or inciting a child under 13 to engage in sexual activity (section 8 of the Sexual Offences Act 2003)
Sexual activity with a child (section 9 of the Sexual Offences Act 2003)
Causing or inciting a child to engage in sexual activity (section 10 of the Sexual Offences Act 2003)
Arranging or facilitating commission of a child sex offence (section 14 of the Sexual Offences Act 2003)
Sexual activity with a child family member (section 25 of the Sexual Offences Act 2003)
Inciting a child family member to engage in sexual activity (section 26 of the Sexual Offences Act 2003)

Sexual activity with a person with a mental disorder impeding choice (section 30 of the Sexual Offences Act 2003)
Causing or inciting a person with a mental disorder impeding choice to engage in sexual activity (section 31 of the Sexual Offences Act 2003)
Inducement, threat or deception to procure sexual activity with a person with a mental disorder (section 34 of the Sexual Offences Act 2003)
Causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception (section 35 of the Sexual Offences Act 2003)
Paying for sexual services of a child (section 47 of the Sexual Offences Act 2003)
Causing or inciting child prostitution or pornography (section 48 of the Sexual Offences Act 2003)
Controlling a child prostitute or a child involved in pornography (section 49 of the Sexual Offences Act 2003)
Arranging or facilitating child prostitution or pornography (section 50 of the Sexual Offences Act 2003)
Trafficking into the UK for sexual exploitation (section 57 of the Sexual Offences Act 2003)
Trafficking within the UK for sexual exploitation (section 58 of the Sexual Offences Act 2003)
Trafficking out of the UK for sexual exploitation (section 59 of the Sexual Offences Act 2003)
Causing a person to engage in sexual activity without consent (Section 4 of the Sexual Offences Act 2003) <i>[NB – only where penetration is involved]</i>
Care workers: Sexual activity with a person with a mental disorder (Section 38 of the Sexual Offences Act 2003) <i>[NB – only where penetration is involved]</i>
Care workers: causing or inciting sexual activity (Section 39 of the Sexual Offences Act 2003) <i>[NB – only where penetration is involved]</i>

## Appendix 7 - Guidelines of OCPA Code for Lay Adviser recruitment

### Guidelines for Multiple Regional Bodies or Other Arrangements on the new OCPA Code of Practice

A number of sponsors of multiple regional bodies or other public appointments have agreed to adopt a proportionate OCPA requirements model to ensure that the principles of the new Code are met for their public appointments processes. The model is intended for use in relation to:

- Advisory Committees on Justices of the Peace Members
- Independent Monitoring Boards (IMBs) Members
- Multi-Agency Public Protection Arrangements (MAPPA) lay advisers
- Prison and Escort Custody Services (PECS) lay observers

The Model requirements are:

#### The Role of Sponsors

1. Sponsors need to be able to demonstrate that all public appointments have complied with the new Code of Practice. Sponsors must keep the record of compliance for each campaign for at least two years for audit purposes.

#### The Selection Panel

2. A Selection Panel must be convened to oversee the appointment process and a Panel Chair must be assigned.

#### An External Perspective

3. The Selection Panel must include an external perspective, this will be met by a member of the body, or associated body, from a neighbouring or different area or region as a member of the Selection Panel. Alternatively, this could be a member of another MoJ or government body. For example, if a Selection Panel is appointing a candidate to a role on a Board / Committee in Bedfordshire, then the external member could be an existing member of the equivalent Hertfordshire Board / Committee.

4. Members of the Selection Panel will:

- Be competent to fulfil their role on the Selection Panel
- Understand the principles and requirements of the OCPA Code
- Remain Members of the Selection Panel throughout the appointment process.
- Declare any conflicts of interest that are relevant to their participation as a Selection Panel Member. Where the conflict is considered significant enough to have an impact on either the outcome of the process or the public perception of the process, the matter should be referred to the sponsor or PAT for consideration before the selection process can proceed.
- Pay particular attention to attracting a strong and diverse field of candidates, including those from underrepresented groups.

5. If a member of the Selection Panel knows, or knows of, one or more of the applicants, they will inform their fellow Panel Members and explain the nature of the relationship or knowledge. If the nature of any relationship between a Selection Panel Member and an applicant means it may be inappropriate for the Panel Member to assess the applicant, the Panel Chair must consult the sponsor or PAT and agree the appropriate action.

6. The Panel should, within the context of exploring conflicts of interest, explore any significant political activity of the candidates within the last five years. This includes holding office, public speaking, making a recordable donation or candidature for election.



7. Any expenses incurred by the external member of the Selection Panel should be met by the body, its sponsor or local partner agencies.

### **The Selection Panel Chair's Reports**

7. The Selection Panel Chair must produce a Chair's Report at the end of each of the short and interview processes. The Reports should summarise and evidence the reasons for the Panel's conclusions, including the reasons why those not recommended for interview or appointment were considered less suitable than those who were recommended. The Reports should also describe the stages and outcome of the selection process; how the external perspective was achieved; and confirm that the process was conducted in accordance with the OCPA principles of merit, fairness and openness. The Reports should be provided to the Sponsor and retained for at least two years. A template for the Reports that should be used is attached.

### **Delegated Authority for Ministerial Approval [where applicable]**

8. Where Ministerial approval is given through delegated authority, the Sponsor will gain Ministers' agreement to the appointment processes and the measures in place for ensuring that the OCPA principles are adhered to every three years. This will include the formal delegation of authority to make the appointments on behalf of the Minister. A record of the Minister's decision should be kept by the sponsor for at least three years or until the latest record of a decision is available.

### **Publicity**

9. All appointments should be advertised on the Cabinet Office website. The PAT is able to provide a template which can be forwarded on to Cabinet Office.

10. **For IMB Members**, a generic advert will be put on the Cabinet Office website referring potential applicants to the Sponsor team for regional availability.

11. The OCPA kitemark should be used on all publicity material for the appointment.

12. Any political activity must be publicised when the appointment is announced.

12. Appointments to bodies operating mainly or solely in Wales must pay attention to Welsh language requirements.

### **Complaints**

13. Any individual may complain that a competition has not been in compliance with the principles of the OCPA Code. Sponsors are responsible for making all applicants aware of their right to complain and the OCPA complaints procedure. This should be included in the application form or the applicant's information pack.

14. In the first instance, complaints should be raised with the Sponsors. If the complainant remains dissatisfied, the complaint should be referred to OCPA.

15. Any complaints should be lodged within 12 months of an appointment being made and all records of complaints should be kept for at least two years.

### **OCPA Monitoring**

16. Sponsors will provide Selection Panels with the documentation required for OCPA monitoring, including the Panel Chair's Reports templates, which must be completed and returned to them before an appointment is made.

17. The Sponsor will examine the documents to ensure compliance with the OCPA principles and if appropriate report the outcome to the Minister or delegated authority for making the appointment. If satisfied, the Minister or delegated authority will then be asked to make the appointment.

18. Competition information must be kept for at least two years by the body and the Sponsors, as OCPA will audit departments for evidence of compliance with the OCPA Code.

### **Announcement of the Appointment**

21. The appointment must be announced on the MoJ public appointments web page. The PAT can provide the template for doing this.

22. The announcement of the appointment of the successful candidate must be publicised on a basis proportionate to the role.

### **Statistical Return**

24. All MoJ public appointments are subject to an Annual Statistical Return which collects information on diversity and the type of appointment. Sponsors will be asked to collect this information for new appointments and reappointments from 1 April 2012. The information will be collated into an Annual Return for MoJ at the end of the financial year by the PAT.

### **Political Activity**

25. Any political activity should be explored in the context of conflicts of interest during the Panel interview. This information should be collected on the application form and recorded by the Sponsor as part of the Statistical Return and publicised when the appointment is announced.

### **Induction for new appointees**

26. A proportionate induction process should be carried out for all new appointees. Induction and Appraisal Guidance for Public Appointees is available from the PAT. The Guidance is kept under regular review and any comments and suggestions on how it can be amended or improved would be welcome.

### **Performance Appraisals for appointees**

27. Performance appraisals should be carried out for all appointments as good practice. These should be carried out on a basis proportionate to the role.

28. Reappointments and extensions must only be made when a satisfactory performance appraisal has been carried out. Reappointment should not be the default option and decisions to reappoint need to be justified. Evidence of the appraisal must be retained for at least two years and be made available to sponsors on request, as they may be required for OCPA audit purposes.

29. Where no maximum lengths of tenure are specified, no individual will serve in any one body for more than ten years.

### **Exemptions from the Model**

30. For any exemptions to the requirements of the Model, the Selection Panel should approach the Sponsors who will test them against the OCPA principles and advise if they are acceptable and / or if any measures need to be taken. Any decisions should be recorded and retained for at least two years.



## REFERRAL TO MAPPA LEVEL 2/3

Fields marked with \* are mandatory

MAPPA A

Name of MAPPA area:		
Referral to which level?	2	3
<b>1. CATEGORY OF OFFENDER</b>		* All agencies
The offender can fall into only one of the MAPPA Categories summarised below. Please place an X against only one of the following three Categories.		
1. Registered Sexual Offender		
2. Violent or other sexual offender: Who has been sentenced to 12 months or more custody for an offence under Sch.15 of the Criminal Justice Act 2003; or Who has been sentenced to 12 months or more custody and is transferred to hospital under s.47/49 of the Mental Health Act 1983; or Who has been detained in hospital under s.37 of the Mental Health Act 1983 with or without a restriction order under s.41.		
3. Other dangerous offender – has been cautioned for or convicted of an offence which indicates that he or she is capable of causing serious harm <b>AND</b> which requires multi-agency management. This might not be for an offence under Sch.15 of the Criminal Justice Act 2003.		
<b>2. OFFENDER INFORMATION</b>		
Last name:		* All agencies
First name:		* All agencies
Date of birth:		* All agencies
Aliases (including nicknames):		All agencies
Prison:		All agencies
Prison number:		All agencies
Last known address before sentence:		All agencies
Proposed release address:		* All agencies

Current address if in community:		* All agencies
Gender:		* All agencies
Ethnicity:		* All agencies
PNC ID:		Police / Probation
ViSOR Reference (must be completed for all Registered Sexual Offenders):		Police / Probation
Agency unique identifier:		All agencies
<b>3. CONVICTION / CAUTION INFORMATION</b>		
Index offence / Relevant caution:		* All agencies
Date of conviction / caution:		* All agencies
Sentence:		All agencies
Brief offence(s) details:		* All agencies
Relevant previous convictions and pattern of offending:		All agencies
Other relevant information:		All agencies
<b>Relevant dates</b>		
Automatic Conditional Release Date:		YOT / Probation
Parole Eligibility Date:		YOT / Probation
Non-Parole Date:		YOT / Probation
Licence Expiry Date:		YOT / Probation
Sentence Expiry Date:		YOT / Probation
Home Detention Curfew:		YOT / Probation
Community Order end date:		YOT / Probation
Disqualification Order:	YES / NO	* Police
Imprisonment for Public Protection:	YES / NO	* Probation

Extended Sentence for Public Protection:	YES / NO	* Probation
Lifer:	YES / NO	* YOT / Probation
Mental Health review date(s):		Mental Health
Sexual Offences Prevention Order:	YES / NO	* Police / Probation
Registered Sex Offender Notification end date:		Police / Probation
Violent Offender Order:	YES / NO	* Police
<b>4. DETAINED IN HOSPITAL</b>		Mental Health
Name of responsible clinician:		
Hospital:		
Earliest possible discharge date:		
Proposed release address:		
Name / contact details of Forensic Social Worker:		
Date of next tribunal:		
<b>Please indicate the basis for detention from the options below</b>		
Guardianship order – s.7/s.37 MHA 1983	YES / NO	
Hospital order – s.37 MHA 1983	YES / NO	
Restriction order – s.41 MHA 1983	YES / NO	
Transfer from prison – s.47 MHA 1983	YES / NO	
<b>5. RISK ASSESSMENT</b>		
<b>RM 2000 Risk of Reconviction</b> [complete for all sexual offenders]		Police / Probation
	Level	Date of assessment

RM 2000 Sexual:					
RM 2000 Violent:					
RM 2000 Combined:					
<b>OASys Risk of Reconviction</b>					<b>Prison / Probation</b>
	<b>1 year %</b>	<b>2 year %</b>	<b>Band</b>	<b>Date completed</b>	
OGP:					
OVP:					
OGRS3:					
<b>OASys Risk of Serious Harm – (1) Risk in the Community</b>					<b>Prison / Probation</b>
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>
Children:					
Public:					
Known adult:					
Staff:					
Prisoners:					
<b>OASys Risk of Serious Harm – (2) Risk in Custody</b>					<b>Prison / Probation</b>
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>
Children:					
Public:					
Known adult:					
Staff:					
Prisoners:					
<b>SARA Assessment</b> [complete for all domestic abuse offenders]					<b>Probation</b>
	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>	
Risk to partner:					
Risk to others:					

<b>ASSET Risk of Serious Harm</b> [complete for all offenders under 18]					<b>YOT</b>
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>
Risk of serious harm:					
<b>ASSET risk of reconviction</b>					<b>Date completed</b>
<b>Mental Health / Psychological Risk Tool</b>					<b>Mental Health</b>
					<b>Date completed</b>
<b>Lead Agency Risk Assessment Summary</b> (Take this information from the Lead Agency Risk Management Tool)					<b>* All agencies</b>
Who is at risk?					
What is the nature of the risk?					
When is the risk likely to be greatest?					
What circumstances are likely to increase risk?					
What factors are likely to reduce the risk?					
<b>Lead Agency Risk Management Plan</b>					<b>* All agencies</b>
Restrictive factors / interventions					
Rehabilitative factors / interventions					
Protective factors / interventions					

6. RELEVANT INFORMATION		* All agencies
Reason for referral		
What inter-agency work has been undertaken so far?		
How will active multi-agency management add value to the management of the risk(s) of serious harm?		
Diversity considerations linked to risk of serious harm		
Add any other relevant information (e.g. media handling, disclosure, medical issues etc)		
7. VICTIM CONCERNS		All agencies
Outline any concerns about the victim of the index offence or potential victims:		
Has the victim taken up the Victim Liaison Service?	YES / NO / NOT APPLICABLE / NOT KNOWN	*
If YES, give contact details of VLO		
Are there any domestic abuse concerns? If YES, answer <b>a</b> to <b>e</b> below	YES / NO / NOT APPLICABLE / NOT KNOWN	*
a. What are they?		
b. Has the victim been referred to MARAC?	YES / NO / NOT APPLICABLE / NOT KNOWN	*
c. Has a meeting been held / Is a meeting due to be held?	YES / NO / NOT APPLICABLE / NOT KNOWN	*
d. Date of meeting (if known)		
e. Actions from MARAC		



8. SAFEGUARDING		All agencies
Child Protection Concerns (continue on additional sheet if required)		
Are there any child protection concerns? If YES, answer <b>a</b> to <b>c</b> below	YES / NO / NOT APPLICABLE / NOT KNOWN *	
a. What are they?		
b. Is there an allocated social worker? If so, please give details		
c. Is the child or children currently subject to a Child Protection Plan?	YES / NO / NOT APPLICABLE / NOT KNOWN *	
Child 1		
Last name:		
First name:		
Date of birth:		
Gender:		
Relationship to offender:		
Child 2		
Last name:		
First name:		
Date of birth:		
Gender:		
Relationship to offender:		
Child 3		
Last name:		
First name:		
Date of birth:		
Gender:		
Relationship to offender:		

<b>Vulnerable Adult Concerns</b> (continue on additional sheet if required)		
Name:		
Date of birth:		
Gender:		
Does this person live with the offender?	YES / NO	
Relationship to offender:		
Name of social worker (if relevant):		
<b>9. REFERRING AGENCY INFORMATION</b>		
Referring agency:	*	
Name:	*	
Grade:	*	
Office:	*	
Telephone number(s)	* (w)	(m)
Email address:	*	
Date sent to line manager:		
<b>Endorsement by line manager</b> (where required by your area)		
Name:		
Grade:		
Office:		
Telephone number(s):	(w)	(m)
Email address:		
Date endorsed by line manager:		
<b>10. ADDITIONAL MAPPA INVITEES</b>		<b>All agencies</b>
<b>Invitee 1</b>		
Name:		

Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<b>Invitee 2</b>		
Name:		
Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<b>Invitee 3</b>		
Name:		
Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<b>Invitee 4</b>		
Name:		
Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<b>Invitee 5</b>		
Name:		

**RESTRICTED**

Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<b>Invitee 6</b>		
Name:		
Agency:		
Address:		
Email address:		
Telephone number(s)	(w)	(m)
<p><b>Once completed, please send this form to the MAPPA Co-ordination Unit.</b></p> <p><b>ONLY USE SECURE EMAIL</b></p> <p><a href="#"><u>Insert your email address here</u></a></p> <p>If email is not secure, please fax to: <a href="#"><u>Insert your fax number here</u></a></p>		
Date sent:		
<b>11. MAPPA CO-ORDINATION UNIT DECISION (for official use only)</b>		
<b>Screened by:</b>		
Name:		
Title:		
Area:		
Date referral received:		
MAPPA qualifying offender?	YES / NO	
If NO, return form to referring agency line manager		
Comments:		

Does referral meet threshold for Level 2/3? If YES, which level?	
If NO, return form to referring agency line manager	
Comments:	
Date referral accepted / rejected:	
Date referring agency notified:	
Meeting to which referral is to be taken:	



## NOTES FOR COMPLETION

## MAPPA A

- The MAPPA Area should be identified at the top of the form
- The referrer should identify the Level being referred to (2 or 3)
- The agency that should complete the sections is identified on the right hand side of the field

### 1. CATEGORY OF OFFENDER

This section identifies which category brings the offender into MAPPA, and therefore avoids wrong identification from the outset. The offender can only fall into **one** category.

### 2. OFFENDER INFORMATION

- Nicknames have been included as this is relevant for a number of reasons including gang membership
- Where the offender was NFA prior to imprisonment that should be stated, and then the area to which the offender has closest links identified
- The proposed release address should be that which has been approved
- State the actual ethnicity, not the code.
- ViSOR reference should be included when a ViSOR record has been created e.g. sexual offenders
- Agency unique identifier should be included (e.g. PNC ID, CRAMS/Delius reference number)

### 3. CONVICTION / CAUTION INFORMATION

- The index offences or caution [for category 3] is the offence/s or caution which has brought the offender into MAPPA
- Sentence - outcome of Court proceedings
- **Brief** details of offence. Information must not be cut and pasted from the Pre-Sentence Report or any other document. Use bullet points
- There may or may not be additional information the referring agency wishes to add
- Relevant dates are those which relate to the current sentence or mental health review dates (input dates where known)
- Previous related offences should be included.

### 4. DETAINED IN HOSPITAL

This section should be completed by Mental Health and provides relevant information regarding the patient.

## 5. RISK ASSESSMENT

- The agency required to complete the fields for the assessment tools in this section are identified the on the right hand side of the field. The information in the header line indicates the type of offender the tool should be completed for. It is important to include the date the tool was completed.
- Lead Agency Risk Assessment Summary - For Probation referrals, this information can be copied and pasted directly form the answers to these questions in OASys. For other agencies, these fields must be completed
- Lead Agency Risk Management Plan - these fields must be completed

### ***Restrictive Interventions***

These are strategies aimed at controlling and reducing opportunities for harmful behaviour, for example, by restricting access to particular venues like schools, leisure facilities or access to previous victims.

#### Examples of Restrictive Interventions

- Restrictions on residence, for example, residing at Approved Premises
- The use of restrictive licence conditions
- Use of Restrictive Orders – see below for details
- Home visits (by police and probation) and other regular visits to the offender's premises
- Restrictions on associations, activities and movements
- Interventions which include police surveillance and electronic monitoring
- Enforcement of non-compliance on reporting instructions
- Disclosure of information to third parties
- Contingency plans in case of risk management failure and rapid response arrangements to changing situations or deterioration in the circumstances/behaviours

### ***Restrictive orders***

Where offenders pose a continuing risk of serious harm, the police will consider whether the risks posed by such an offender are sufficiently high to justify applying for one of the following orders:

- Notification Order (Sexual Offences Act 2003 ("SOA 2003") – sections 97–101)
- Risk of Sexual Harm Order (SOA 2003 – sections 123–129)
- Sexual Offences Prevention Order (SOA 2003 – sections 104, 106, 107, 108, 110 and 113)
- Foreign Travel order (SOA 2003 – sections 114–122)
- Violent Offender Orders (Criminal Justice and Immigration Act 2008 – Chapter 4 Part 8)

***Rehabilitative interventions***

These are strategies that focus more on developing the offenders own ability to avoid and manage risk situations and will include accredited programmes.

**Examples of Rehabilitative Interventions**

- Attendance at cognitive-behavioural programmes, which address the causes of offending behaviour
- Interventions that emphasise self-risk management and which promote the use of internal controls over the longer term
- Office-based supervision
- Provision of suitable diversion activities, for example, employment
- Interventions which combine intensive supervision with the appropriate use of sanctions and enforcement of non-compliance
- Supportive and integrative approaches where risk assessments indicate their usefulness, for example, "Circles of Support and Accountability"

***Protective interventions***

These are strategies with a strength based approach, supported by the assumption that offenders want better lives, not simply the promise of less harmful ones. Self-risk management is promoted through programmes of intervention that seek to address the offenders' readiness to change and to help them develop skills and strategies.

**Examples of Protective Interventions**

- Avoidance of activities or environments which could precipitate offending
- Active commitment to change and is engaged in change related work
- Pro-social network which provides practical and emotional support and disapproves of criminal activity
- Stable and intimate relationships with adults that provide emotional support
- Involvement in other activities to divert away from offending such as employment or voluntary work
- Understanding consequences of behaviour, identifying reasons not to offend or cause serious harm



## 6. RELEVANT INFORMATION

### Reason for referral

The reasons why the referral has been made may include concerns about:

- Behaviour and attitudes
- Previous offences and patterns of offending
- Information gathered from other agencies
- The offenders pattern of cooperation
- Gang involvement
- TACT involvement
- Relevant psychiatric history
- Diagnosed personality disorder
- What the risk of reconviction tool used indicates

### What interagency work has been undertaken so far?

Should include the outcomes of:

- Care Plan Approach Meetings
- Child Protection Conferences
- Professionals' Meetings
- Which agencies have been contacted and what they have contributed to the risk management plan?
- MARAC

**How will active Level 2 or 3 management add value to the case over and above what is already being achieved?** Key words are **active** and **add value**.

Describe what additional resources etc the agencies involved in MAPPA can add to how the risk of the serious harm the offender poses can be managed more effectively.

**Diversity considerations** linked to risk of serious harm – only comment on diversity issues that could impact upon risk management, e.g. is the offender a vulnerable adult, does he/she have learning disabilities, etc.

## 7. VICTIM CONCERNS

This section should outline any known or suspected concerns regarding the victim of the index offence(s), previous offences or potential victims e.g. children, partners, vulnerable adults etc, and why the referring agency thinks those identified are at risk of serious harm.

## 8. SAFEGUARDING

- Children's services keep records according to the child. To assist this agency the information should be fully provided as well as to enable the Co-ordination unit to invite the correct person to the meeting.
- Where the concerns relate to children in general, these should be specified
- Vulnerable Adult concerns should be noted. If in doubt, contact the local Safeguarding Adults Unit

<b>9. REFERRING AGENCY INFORMATION</b>
<ul style="list-style-type: none"> <li>• Must be fully completed</li> <li>• The line manager must endorse the referral (this ensures that the line manager is fully aware of the case and the reason for the referral to MAPPA). If the referral is being completed by a line manager, the referral does not require endorsement if agreed by local agency protocol.</li> </ul>
<b>10. ADDITIONAL MAPPA INVITEES</b>
<ul style="list-style-type: none"> <li>• Invite 1 must be completed by the referring agency identifying themselves.</li> <li>• Complete for invitations to be sent for the meeting when the case is to be discussed</li> <li>• If there are more than 6, complete this on a separate sheet and attach to the referral</li> </ul>
<b>11. MAPPA CO-ORDINATION UNIT DECISION</b>
<p>This section should be complete by whoever has this responsibility in the MAPPA area.</p>



## MEETING MINUTES – LEVEL 2/3

MAPPA B

1. CATEGORY OF OFFENDER			
Category (please tick):	1	2	3
Level (proposed if new):		2	3
2. OFFENDER INFORMATION			
Last name:			
First name:			
Date of birth:			
Aliases (including nicknames):			
Prison:			
Prison number:			
Last known address before sentence:			
Proposed release address:			
Current address if in community:			
Gender:			
Ethnicity:			
PNC ID:			
ViSOR Reference (must be completed for all Registered Sexual Offenders):			
Agency unique identifier:			
3. CONVICTION / CAUTION INFORMATION			
Index offence / Relevant caution:			
Date of conviction / caution:			

Sentence:		
Brief offence(s) details:		
Relevant previous convictions and pattern of offending:		
Other relevant information:		
<b>Relevant dates</b>		
Automatic Conditional Release Date:		
Parole Eligibility Date:		
Non-Parole Date:		
Licence Expiry Date:		
Sentence Expiry Date:		
Home Detention Curfew:		
Community Order end date:		
Disqualification Order:	YES / NO	
Imprisonment for Public Protection:	YES / NO	
Extended Sentence for Public Protection:	YES / NO	
Lifer:	YES / NO	
Mental Health review date(s):		
Sexual Offences Prevention Order:	YES / NO	
Registered Sex Offender Notification end date:		
Violent Offender Order:	YES / NO	
<b>4. DETAINED IN HOSPITAL</b>		<b>Mental Health</b>
Name of responsible clinician:		

Hospital:					
Earliest possible discharge date:					
Proposed release address:					
Name / contact details of Forensic Social Worker:					
Date of next tribunal:					
<b>Please indicate the basis for detention from the options below</b>					
Guardianship order – s.7/s.37 MHA 1983	YES / NO				
Hospital order – s.37 MHA 1983	YES / NO				
Restriction order – s.41 MHA 1983	YES / NO				
Transfer from prison – s.47 MHA 1983	YES / NO				
<b>5. RISK ASSESSMENT</b>					
<b>RM 2000 Risk of Reconviction</b> [complete for all sexual offenders]					
	<b>Level</b>		<b>Date of assessment</b>		
RM 2000 Sexual:					
RM 2000 Violent:					
RM 2000 Combined:					
<b>OASys Risk of Reconviction</b>					
	<b>1 year %</b>	<b>2 year %</b>	<b>Band</b>	<b>Date completed</b>	
OGP:					
OVP:					
OGRS3:					
<b>OASys Risk of Serious Harm – (1) Risk in the Community</b>					
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>
Children:					

Public:									
Known adult:									
Staff:									
Prisoners:									
<b>OASys Risk of Serious Harm – (2) Risk in Custody</b>									
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>				
Children:									
Public:									
Known adult:									
Staff:									
Prisoners:									
<b>SARA Assessment</b> [complete for all domestic abuse offenders]									
	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>					
Risk to partner:									
Risk to others:									
<b>ASSET Risk of Serious Harm</b> [complete for all offenders under 18]									
	<b>V High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Date completed</b>				
Risk of serious harm:									
<b>ASSET risk of reconviction</b>					<b>Date completed</b>				
<b>Mental Health / Psychological Risk Tool</b>					<b>Date completed</b>				
<b>6. RELEVANT INFORMATION</b> (at time of referral)									
Reason for referral									

Add any other relevant information (e.g. media handling, disclosure, medical issues etc)	
<b>7. SAFEGUARDING</b> (at time of referral)	
<b>Child Protection Concerns</b> (continue on additional sheet if required)	
Are there any child protection concerns? If YES, answer <b>a</b> to <b>c</b> below	YES / NO / NOT APPLICABLE / NOT KNOWN
a. What are they?	
b. Is there an allocated social worker? If so, please give details	
c. Is the child or children currently subject to a Child Protection Plan?	YES / NO / NOT APPLICABLE / NOT KNOWN
<b>Child 1</b>	
Last name:	
First name:	
Date of birth:	
Gender:	
Relationship to offender:	
<b>Child 2</b>	
Last name:	
First name:	
Date of birth:	
Gender:	
Relationship to offender:	
<b>Child 3</b>	
Last name:	
First name:	

Date of birth:				
Gender:				
Relationship to offender:				
<b>Vulnerable Adult Concerns</b> (continue on additional sheet if required)				
Name:				
Date of birth:				
Gender:				
Does this person live with the offender?	YES / NO			
Relationship to offender:				
Name of social worker (if relevant):				
<b>RECORD OF MAPPA MEETING</b>				
Name of offender:				
Date / Time of meeting:				
Lead Agency:				
<b>8. MAPPA ACTIONS REVIEW</b>				
No.	Action	Owner	Was action completed?	Reason if not completed



<b>9. INFORMATION FROM AGENCIES</b>				
Name / Agency		Update		
<b>10. CURRENT VICTIM CONCERNS</b>				
Outline any concerns about the victim of the index offence or potential victims:				
Has the victim taken up the Victim Liaison Service?		YES / NO / NOT APPLICABLE / NOT KNOWN		
If YES, give contact details of VLO				
Are there any domestic abuse concerns? If YES, answer <b>a</b> to <b>e</b> below		YES / NO / NOT APPLICABLE / NOT KNOWN		
a. What are they?				
b. Has the victim been referred to MARAC?		YES / NO / NOT APPLICABLE / NOT KNOWN		
c. Has a meeting been held / Is a meeting due to be held?		YES / NO / NOT APPLICABLE / NOT KNOWN		
d. Date of meeting (if known)				
e. Actions from MARAC				
<b>11. RISK ASSESSMENT AND MANAGEMENT PLAN</b>				

<b>11a. Agreed Risk Assessment Summary</b>
Who is at risk?
What is the nature of the risk?
When is the risk likely to be greatest?
What circumstances are likely to increase risk?
What factors are likely to reduce risk?
<b>11b. Agreed Risk Management Plan</b>
Restrictive factors / interventions
Rehabilitative factors / interventions
Protective factors / interventions

12. MAPPA VIEW OF RISK OF SERIOUS HARM				
From the information shared at the meeting, what is the revised view of the risk of serious harm the offender poses at the current time?	Very High	High	Medium	Low
13. DISCLOSURE				
a. Are you going to make disclosure?	YES: Please explain why then go to b1 below			
	NO: Please explain why not			
b1. What will be disclosed and by when?				
b2. Who will make disclosure?				
b3. Who will receive disclosure?				
14. PRESS AND MEDIA HANDLING				
Does this need to be considered?	YES / NO			
If YES, what is the issue the media would be interested in?				
Has the media handling person been alerted to the need to prepare a strategy?	YES / NO			
If YES, by whom?				
If NO, who will do this?				
15. MAPPA ACTIONS				
No.	Action	Agency and Owner	Deadline (specified date)	


## 16. CONCLUSION

What level of MAPPA management is recommended in this case and why?

## 17. HUMAN RIGHTS ACT VALIDATION

It was agreed that the actions decided upon were necessary and proportionate with particular reference to:

- Public safety
- The prevention of crime and disorder
- The protection of health and morals
- The protection of the rights and freedoms of others

## 18. MAPPA ADMINISTRATION

Date of next MAPPA meeting:	
Time of next MAPPA meeting:	
Location of next MAPPA meeting:	
Minutes prepared by:	
Date minutes prepared:	
Minutes checked by:	
Date minutes checked:	
Minutes distributed by:	
Date minutes distributed:	



## NOTES FOR COMPLETION OF MEETING MINUTES – LEVEL 2/3

## MAPPA B

Sections 1-7 of the MAPPA B will be automatically populated via the web-based referral process. For areas not using the web-based referral, sections 1–7 should be copied and pasted directly from the original MAPPA A. Where sections of the MAPPA A were not applicable, these will or should be collapsed before transfer to the B.

This is so that the Chair and the other MAPPA agencies are aware, from the first time the offender is discussed and at every subsequent meeting, of the information which led to the offender being referred to Level 2 or Level 3.

**An agency attendance sheet should be kept according to the area's practice.**

**The record of the MAPPA Meeting commences from Section 8 of the MAPPA B.**

<b>8. MAPPA ACTIONS REVIEW</b>
This can only be completed from the second meeting when the offender is discussed. For the second meeting, and then for subsequent meetings the administrator will cut and paste the actions from the previous meeting into this section. It is envisaged that this is used to record whether an action was completed, the date this was undertaken, and if it wasn't, why it wasn't. Any additional information from those undertaking actions should be recorded in Section 9.
<b>9. INFORMATION FROM AGENCIES</b>
The name of the person providing updated information and their agency should be recorded in the left hand column. Initials should not be used. It is for areas to decide how any report information is shared with the meeting (e.g. Chair/Lead Agency could provide a précis). Copying and pasting reports into the MAPPA B should be avoided due to the resulting significant increase in size of the document.
<b>10. CURRENT VICTIM CONCERNS</b>
The meeting should review the victim section from either the MAPPA A (if first meeting) or the previous MAPPA B minutes (section 10). Any new information should be recorded here.
<b>11. RISK ASSESSMENT AND MANAGEMENT PLAN</b>
<b>11a. Agreed Risk Assessment Summary</b>
The meeting should review the Risk Assessment Summary section from either the MAPPA A (if first meeting) or the previous MAPPA B minutes (section 10). Any new information should be recorded here.

## 11b. Agreed Risk Management Plan

The meeting should review the Risk Assessment Summary section from either the MAPPA A (if first meeting) or the previous MAPPA B minutes (section 10). Any new information should be recorded here.

### ***Restrictive Interventions***

These are strategies aimed at controlling and reducing opportunities for harmful behaviour, for example, by restricting access to particular venues like schools, leisure facilities or access to previous victims.

#### Examples of Restrictive Interventions

- Restrictions on residence, for example, residing at Approved Premises
- The use of restrictive licence conditions
- Use of Restrictive Orders – see below for details
- Home visits (by police and probation) and other regular visits to the offender's premises
- Restrictions on associations, activities and movements
- Interventions which include police surveillance and electronic monitoring
- Enforcement of non-compliance on reporting instructions
- Disclosure of information to third parties
- Contingency plans in case of risk management failure and rapid response arrangements to changing situations or deterioration in the circumstances/behaviours

### ***Restrictive orders***

Where offenders pose a continuing risk of serious harm, the police will consider whether the risks posed by such an offender are sufficiently high to justify applying for one of the following orders:

- Notification Order (Sexual Offences Act 2003 ("SOA 2003") – sections 97–101)
- Risk of Sexual Harm Order (SOA 2003 – sections 123–129)
- Sexual Offences Prevention Order (SOA 2003 – sections 104, 106, 107, 108, 110 and 113)
- Foreign Travel order (SOA 2003 – sections 114–122)
- Violent Offender Orders (Criminal Justice and Immigration Act 2008 – Chapter 4 Part 8)

### ***Rehabilitative interventions***

These are strategies that focus more on developing the offender's own ability to avoid and manage risk situations and will include accredited programmes.

#### Examples of Rehabilitative Interventions

- Attendance at cognitive-behavioural programmes, which address the causes of offending behaviour
- Interventions that emphasise self-risk management and which promote the use of internal controls over the longer term
- Office-based supervision
- Provision of suitable diversion activities, for example, employment
- Interventions which combine intensive supervision with the appropriate use of sanctions and enforcement of non-compliance
- Supportive and integrative approaches where risk assessments indicate their usefulness, for example, "Circles of Support and Accountability"

**Protective interventions**

These are strategies with a strength based approach, supported by the assumption that offenders want better lives, not simply the promise of less harmful ones. Self-risk management is promoted through programmes of intervention that seek to address the offenders' readiness to change and to help them develop skills and strategies.

## Examples of Protective Interventions

- Avoidance of activities or environments which could precipitate offending
- Active commitment to change and is engaged in change related work
- Pro-social network which provides practical and emotional support and disapproves of criminal activity
- Stable and intimate relationships with adults that provide emotional support
- Involvement in other activities to divert away from offending such as employment or voluntary work
- Understanding consequences of behaviour, identifying reasons not to offend or cause serious harm.

**12. MAPPA VIEW OF RISK OF SERIOUS HARM**

A MAPPA view should be formed from the information shared at the meeting. It may require the Lead Agency, and other agencies present to update their current assessment of risk.

**13. DISCLOSURE**

Disclosure must be considered at every meeting. If disclosure is to be made the details of what will be disclosed, by whom and when should be recorded. If a decision is made not to make disclosure, full reasons for this decision should be recorded.

**14. PRESS AND MEDIA HANDLING**

Whether this needs to be considered should be recorded, and when appropriate, who will prepare the media handling strategy.

**15. MAPPA ACTIONS**

All agreed actions should be recorded and given a number, the action described together with the name of the agency and who within that agency will carry out that action, and when that must be completed by which should be specified (the term "as soon as possible" should be avoided).

**16. CONCLUSION**

The agreed level of MAPPA management should be agreed by the meeting, **and the reasons recorded**, together with the date and location of the next meeting. Where the case is to be managed at Level 1 (or outside of MAPPA for Category 3 cases) in future, and actions have been set, it will be the responsibility of the lead agency to ensure that they are carried out via normal inter-agency liaison.

**17. HUMAN RIGHTS ACT VALIDATION**

The Chair of the meeting should ensure that all present are satisfied that the decisions taken at the meeting comply with Human Rights Act requirements.

## 18. MAPPA ADMINISTRATION

The Chair should ensure that all present at the meeting are aware, if appropriate, of the date and location of the next meeting.

The MAPPA Co-ordination Unit is responsible for ensuring that the remainder of this section is completed.





## MAPPA MEETING AGENDA

## MAPPA C

## Aide-Mémoire for Chairs

<b>Introduction</b>	<ul style="list-style-type: none"> <li>Purpose of meeting</li> </ul>	
<b>Confidentiality statement</b>	<ul style="list-style-type: none"> <li>Make reference to statement</li> </ul>	
<b>Introduction and apologies</b>	<ul style="list-style-type: none"> <li>Make note of apologies and non-responders</li> </ul>	
	<ul style="list-style-type: none"> <li>Any reports provided?</li> </ul>	
<b>Offender information</b>	<ul style="list-style-type: none"> <li>Confirm details, including conviction information, ViSOR and ethnicity</li> </ul>	
<b>Legal and MAPPA status</b>	<ul style="list-style-type: none"> <li>Category</li> </ul>	
	<ul style="list-style-type: none"> <li>Current MAPPA level</li> </ul>	
	<ul style="list-style-type: none"> <li>Is the offender on a current order / licence? If so, give relevant start / finish dates</li> </ul>	
<b>Review previous MAPPA actions</b>	<ul style="list-style-type: none"> <li>For a review meeting only</li> </ul>	
<b>Relevant information from agencies (including any reports provided) (SECTION 9 in minutes)</b>		
<b>Current victim concerns (SECTION 10 in minutes)</b>	<ul style="list-style-type: none"> <li>Are there any changes to the referral information (if initial) or previous minutes (if review)?</li> </ul>	

<b>Risk assessment summary (SECTION 11a in minutes)</b>	<ul style="list-style-type: none"> <li>Are there any changes to the referral information (if initial) or previous minutes (if review)?</li> </ul>	
	<ul style="list-style-type: none"> <li>Include children's details</li> </ul>	

<b>Agreed Risk Management Plan (SECTION 11b in minutes)</b>	<ul style="list-style-type: none"> <li>Are there any changes to the referral information (if initial) or previous minutes (if review)?</li> </ul>	
---	---	--

<b>MAPPA view of risk of serious harm (SECTION 12 in minutes)</b>	<ul style="list-style-type: none"> <li>From the information shared at the meeting, what is the revised view of the risk of serious harm the offender poses at the current time?</li> </ul>	
---	--	--

<b>Disclosure (SECTION 13 in minutes)</b>	<ul style="list-style-type: none"> <li>Is disclosure going to be made?</li> </ul>	
	<ul style="list-style-type: none"> <li>What will be disclosed and by when?</li> </ul>	
	<ul style="list-style-type: none"> <li>Who will make disclosure?</li> </ul>	
	<ul style="list-style-type: none"> <li>Who will receive disclosure?</li> </ul>	

<b>Press and media handling (SECTION 14 in minutes)</b>	<ul style="list-style-type: none"> <li>Does this need to be considered?</li> </ul>	
	<ul style="list-style-type: none"> <li>If yes, what is the issue the media would be interested in?</li> </ul>	
	<ul style="list-style-type: none"> <li>Has the media handling person been alerted to the need to prepare a strategy?</li> </ul>	
	<ul style="list-style-type: none"> <li>If yes, by whom?</li> </ul>	
	<ul style="list-style-type: none"> <li>If no, who will do this?</li> </ul>	

**RESTRICTED**

<b>Conclusion (SECTION 15 in minutes)</b>	<ul style="list-style-type: none"> <li>What level of MAPPA management does this case require?</li> </ul>	
	<ul style="list-style-type: none"> <li>Why does the case require managing at this level?</li> </ul>	
	<ul style="list-style-type: none"> <li>Give justification for decision</li> </ul>	

<b>MAPPA Actions (SECTION 16 in minutes)</b>	<ul style="list-style-type: none"> <li>Lead agency, key worker?</li> </ul>	
	<ul style="list-style-type: none"> <li>Should offender be told?</li> </ul>	
	<ul style="list-style-type: none"> <li>Is this a potential VOO / SOPO case?</li> </ul>	
	<ul style="list-style-type: none"> <li>If level 3, is CPPC registration sought?</li> </ul>	
	<ul style="list-style-type: none"> <li>ViSOR responsibilities</li> </ul>	

<b>Human Rights Act 1998 (SECTION 17 in minutes)</b>	<ul style="list-style-type: none"> <li>Have the decisions made today been:</li> <li>Proportionate to the risks identified?</li> </ul>	
	<ul style="list-style-type: none"> <li>Lawful?</li> </ul>	
	<ul style="list-style-type: none"> <li>Based as far as we know on accurate information? And</li> </ul>	
	<ul style="list-style-type: none"> <li>Necessary in order to protect the public?</li> </ul>	

<b>Details of next MAPPA meeting</b>	<ul style="list-style-type: none"> <li>Date, time and location</li> </ul>	
	<ul style="list-style-type: none"> <li>Additional invitees?</li> </ul>	

<b>Copies of minutes</b>	<ul style="list-style-type: none"> <li>Establish who should receive copies of minutes (if did not attend meeting)</li> </ul>	
--------------------------	--	--



## CONFIDENTIALITY AND DIVERSITY STATEMENT

MAPPA D

### Confidentiality Statement

In working with offenders, victims and other members of the public, all agencies have agreed boundaries of confidentiality. The information contained in these MAPPA meetings respects those boundaries of confidentiality and is shared under an understanding that:

- 1) The meeting is called in circumstances where it is felt that the risk presented by the offender is so great that issues of public or individual safety outweigh those rights of confidentiality.
- 2) These minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
  - a) Investigations and proceedings by Public Authorities (s.30(1)(B));
  - b) Health and safety (s.38);
  - c) Personal information (s.40);
  - d) Information provided in confidence (s.41).
- 3) The discussions and decisions of the meeting take account of Article 8.2 of the European Convention on Human Rights, with particular reference to:
  - a) Public safety;
  - b) The prevention of crime and disorder;
  - c) The protection of health and morals;
  - d) The protection of the rights and freedom of others.

All documentation will be marked RESTRICTED.

**An attendee receiving the minutes is entitled to share them as necessary within his or her own agency, but should not share the minutes widely within the agency, or with anyone outside the agency, unless this has been agreed at the MAPPA meeting or, if later, by the Chair of the meeting. Minutes should be kept in the RESTRICTED or CONFIDENTIAL section of agency files.**

If further disclosure with another agency with whom you have links is felt essential, permission should be sought from the Chair of this MAPPA meeting and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

### Diversity Statement

The work of MAPPA is committed to equal access to services for all groups, particularly in relation to race, gender, age, religious belief, sexual orientation and disability, and to ensuring that policies and procedures do not draw on stereotypical assumptions about groups or contain any elements that will be discriminatory in outcome. In undertaking its work, the agencies involved in MAPPA will be sensitive and responsive to people's differences and needs and will integrate that understanding into the delivery of its function in order to ensure that nobody is disadvantaged as a result of their belonging to a specific social group.



## MAPPA LEVEL 2 OR 3 ATTENDANCE

MAPPA E

<b>Name of Area:</b>		<b>Date of Meeting:</b>	
----------------------	--	-------------------------	--

**By signing this form you are agreeing to abide by the confidentiality statement which is displayed at this MAPPA meeting.**

Organisation:	
Role:	
Name:	
Signature:	
Telephone:	
Email:	
Cases attended for:	
Organisation:	
Role:	
Name:	
Signature:	
Telephone:	
Email:	
Cases attended for:	
Organisation:	
Role:	
Name:	
Signature:	
Telephone:	
Email:	
Cases attended for:	

Organisation:	
Role:	
Name:	
Signature:	
Telephone:	
Email:	
Cases attended for:	



## MAPPA F: OFFENDER INFORMATION SHARING REPORT



### 1. ESTABLISHMENT / MEETING DETAILS

Establishment:	
Date of MAPPA meeting:	

### 2. OFFENDER DETAILS

Last name:	
First name:	
Aliases inc. nicknames:	
Gender:	
Date of birth:	
Ethnicity:	
Prison Number:	
PNC Number:	
Proposed release address:	

### 3. SENTENCE DETAILS

Prison transfer history: <i>Give dates and names of establishments held at during current sentence – include reasons for move if significant</i>	
Current offence:	
Remand date:	
Length of sentence:	
Additional requirements:	

### 4. To be completed for FOREIGN NATIONALS only

Offender to remain in prison custody after completion of sentence?	YES / NO
Offender suitable for immigration removal centre?	YES / NO
Offender subject to deportation?	YES / NO

Offender appealing against deportation?	YES / NO
Recorded with UKBA?	YES / NO
Immigration Number (if known):	

5. RELEVANT DATES	
Home Detention Curfew:	
Conditional Release Date:	
Parole Eligibility Date:	
Non-Parole Date:	
Last Parole Review Date:	
Next Parole Review Date:	
Licence Expiry Date:	
Sentence Expiry Date:	
Licence Recall Date:	
Extended Licence Date:	
Release on Temporary Licence Date:	
Tariff Expiry Date:	

6. PRISON CONTRIBUTION TO ASSESSMENT (see guidance notes at the end)	
Offender supervisor and supervision details:	
Conduct and behaviour in custody:	
Significant associates:	
Offending behaviour work:	
Physical and mental health issues:	



Other diversity considerations:	
Domestic abuse issues:	
Vulnerabilities and risk of suicide or self-harm:	
Social visitors / telephone calls and correspondence:	
Restrictions:	
Security information:	
Summary of main risks identified:	

7. LIST REPORTS WHICH HAVE BEEN ATTACHED

8. LIST CONTRIBUTORS TO THIS REPORT	
Name and role	Contact details

9. REPORT WRITER DETAILS	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	

10. COUNTERSIGNING MANAGER TO COMPLETE	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	
Date sent to MAPPA Co-ordinator:	

## SUPPORTING GUIDANCE FOR COMPLETING MAPPA F

Please use this guidance when producing a report in the form of Annex F. It is not intended to be prescriptive or exhaustive, but suggests issues for consideration.

---

### Offender supervisor and supervision details

- Include full name of offender supervisor, how long the offender has been managed by current offender supervisor, how many times the offender supervisor has met the offender.
- Does the offender have any concerns at the time of writing this report?
- Does the offender supervisor have any concerns at the time of writing this report?
- Comments about how responsive or co-operative the offender is with the supervisor.

### Conduct and behaviour in custody

- Comment on adjudications – what are the adjudications for? Proven or not?
- Feedback from wing or houseblock staff about the offender?
- Behaviour compacts? (Provide details.)
- Reasons for Incentive and Earned Privilege Level (IEP), if other than standard.
- Does the offender display any behaviour in custody which is linked to his or her offending?
- Does the offender undertake any work whilst in custody? Comment on his or her motivation.
- Have there been any attempts to condition or manipulate staff?
- Is the offender's choice of television programme or reading material relevant to risk or offence?
- Are there any known alcohol or drug issues? If so, what is the feedback from the relevant drug services or Carats?

### Significant associates

- Who does the offender associate with in custody?
- Consider whether he or she has friendships with those who have similar offences.
- Does he or she actively seek out these friendships?
- If relevant to risk, list full name, PNC number, DOB of known associates.

### Offending behaviour work

- Provide details of offending behaviour work. Comment on the offender's engagement in these programmes.
- Comment on completed and incomplete programmes.
- Give reasons for any incomplete programmes.

### Physical and mental health issues

- Details of any impairments or disabilities (physical or mental) which are relevant to risk.
- Has the offender been assessed for mental health issues? Comments from Mental Health In Reach team if relevant to risk.
- Has a psychological or a psychiatric assessment taken place? Attach report.

### Other diversity considerations

- Are there concerns around the offender's sexuality which are relevant to risk?
- Is the offender in a sexual relationship with other prisoners?
- Are there any gender identity considerations?
- Does religion or the practice of a religion whilst in custody impact on the offender's behaviour? Are there any concerns relevant to risk around this?
- Has the offender displayed any homophobic, racist, or extremist attitudes whilst in custody?
- Is the offender a racially-motivated offender?

### Domestic abuse issues

- Is the offender a perpetrator or a victim of domestic abuse?
- Consider other aspects of domestic abuse, i.e. domestic violence, false marriage, under-age marriage, female circumcision and honour killing. Has there been any activity, correspondence etc whilst in custody to suggest that domestic abuse is an issue in the offender's life or those the offender is in contact with?

### Vulnerabilities and risk of suicide / self-harm

- Provide open and closed dates of Assessment Care in Custody Teamwork (ACCT) document.
- Give details of previous suicide attempts, self-harm and known triggers.
- Has the offender been victimised by other prisoners? Any bullying, exploitation etc?
- Has the offender been segregated for his or her own protection during the sentence?

### Social visitors / telephone calls and correspondence

- Who has been visiting the offender? How often? What is the relationship to the offender?
- Have there been any incidents in the visit hall to cause concern?
- Whom does the offender telephone?
- Does the offender make an excessive amount of calls? If so, to whom?
- Does the offender correspond with any ex-prisoners? Is the offender in correspondence with any organisations that cause concern? With whom does the offender correspond in writing?

### Restrictions

- Is the offender subject to restrictions whilst in custody? Under Harassment Procedures Apply (HPA), safeguarding children or vulnerable adults, SOPOs, other court orders etc?
- If the offender is subject to child contact procedures, has the offender applied for contact with any children? Give details of relationship, name, date of birth. Has this been approved or not?
- Has a member of the public applied to have no contact from the offender? Provide details.
- Has the offender tried to breach any restrictions whilst in custody? What has been the offender's attitude towards these restrictions?
- Has the offender attempted to contact his or her victim?
- Has the offender tried to contact a member of the public via another prisoner?

### Security information

- Provide a summary of SIRs and dates.
- Potential for radicalisation and extremism? (CTU Officer input – High Secure Estate only.)

### Summary of main risks identified

- Summarise the main risk issues underlying this report.
- Use this box to include any additional information that would help the MAPPA meeting in devising a management plan for this offender.
- Provide information or express any concerns you have about this offender which are not covered by the above sections in this report.
- Include details of release plans or accommodation issues.



## MAPPA LEVEL 2 OR 3 TRANSFER

## MAPPA G

<b>Name of MAPPA Area SENDING:</b>	
<b>Name of MAPPA Area RECEIVING:</b>	

To be completed by:

Offender Manager / Supervisor Responsible in SENDING area

To be sent via secure email to:

Local MAPPA Co-ordination Unit / Co-ordinator

## 1. TRANSFER AGREED ACCORDING TO LEAD AGENCY POLICY

Lead Agency:		
Date of formal transfer:		Please indicate - Temporary or Permanent
Supervisor responsible for the case in RECEIVING area:		
Office address:		
Telephone:		
Email:		
Has ViSOR record, including previous MAPPA minutes, been transferred:	YES / NO	

## 2. OFFENDER INFORMATION

Last name:	
First name:	
Date of birth:	
Aliases including nicknames:	
Gender:	
Ethnicity:	
PNC:	
ViSOR Reference:	
Current address (SENDING area):	
New address (RECEIVING area):	
Is new address Approved Premises?	YES / NO
If YES: Name and address of Approved Premises:	

3. MAPPA STATUS		
Current level of MAPPA management:	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3
Dates of previous MAPPA meetings		
Any other relevant information		
4. SENDING AREA INFORMATION		
Name of supervisor transferring the case:		
Office address:		
Telephone:		
Email:		
Date sent to LOCAL MAPPA Co-ordination Unit:		
5. ADMINISTRATION		
Date by which MAPPA meeting is required in receiving area:		
Date sent by SENDING area MAPPA Coordination Unit to RECEIVING area MAPPA Co-ordination unit.		



## NOTES FOR COMPLETION

## MAPPA G

As MAPPA cannot agree or refuse a MAPPA L2 or L3 transfer, this form is to be completed by the lead agency once agreement has been reached according to that agency's transfer policy.

<b>1. TRANSFER AGREED ACCORDING TO LEAD AGENCY POLICY</b>
This MUST be completed before MAPPA G is sent to the local MAPPA Co-ordination unit / Co-ordinator.
<b>2. OFFENDER INFORMATION</b>
This should be completed in full by the referrer.
<b>3. MAPPA STATUS</b>
This must be completed in full to ensure that the next review is undertaken in the required timescales.
<b>4. SENDING AREA INFORMATION</b>
This information relates to the MAPPA lead agency in the sending area i.e. the person who has completed the MAPPA G.
<b>5. ADMINISTRATION</b>
This section should be completed by the sending area MAPPA Co-ordination unit / Co-ordinator and sent to the MAPPA Co-ordinator in the receiving area to ensure that the next MAPPA meeting occurs within the required time frame.





## INITIAL NOTIFICATION OF MAPPA-ELIGIBLE OFFENDER (YOT)

MAPPA H

### → Responsible YOT supervisor:

Please complete sections 1 to 5 of this form and send it to your local MAPPA Co-ordinator 6 months before the release of a MAPPA offender

### → MAPPA Co-ordinator:

If you have any relevant information about this offender, please complete section 6 of this form and send it to the referring agency.

1. CATEGORY OF OFFENDER	
The offender must fall into one of the MAPPA Categories summarised below. Please state which one applies.	
1. Registered sexual offender	YES / NO
2. Violent or other sexual offender who has been sentenced to 12 months or more custody for a Schedule 15 offence under the Criminal Justice Act 2003 and is transferred to hospital under s.47/49 MHA 1983, or is detained in hospital under s.37 with or without a restriction order under s.41	YES / NO
3. Other dangerous offender – has been cautioned for or convicted of an offence which indicates that he or she is capable of causing serious harm <b>AND</b> which requires multi-agency management. This might not be for an offence under Sch.15 of the Criminal Justice Act 2003.	YES / NO
2. OFFENDER INFORMATION	
Last name:	
First name:	
Date of birth:	
Aliases:	
Last known address:	
Gender:	
Ethnicity:	
3. CONVICTION / CAUTION INFORMATION	
Index offence:	
Date of conviction / caution:	
Sentence:	
4. VICTIM CONCERNS	
Is the victim known to the victim contact scheme?	YES / NO

If YES:	
Please state what information has been provided	
<b>5. NOTIFYING AGENCY INFORMATION</b>	
Referring agency:	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	
Date sent to MAPPA Co-ordinator:	
<b>6. INFORMATION HELD BY MAPPA CO-ORDINATOR</b>	
Is there any information known to MAPPA, including information held on ViSOR regarding this offender, to help manage the risk he presents to the public?	YES / NO
If YES:	
Please confirm that the information has been passed to the referring agency	
Date information sent	



## INITIAL NOTIFICATION OF MAPPA-ELIGIBLE PATIENT (MENTAL HEALTH) MAPPA I

### → Responsible clinician:

If you are planning discharge for this patient as part of his long-term rehabilitation into the community, please complete sections 1 to 6 of this form and send it to your local MAPPA Co-ordinator.

### → MAPPA Co-ordinator:

If you have any relevant information about this patient, please complete section 7 of this form and send it to the referring agency.

1. CATEGORY OF OFFENDER	
The patient must fall into one of the MAPPA Categories summarised below. Please tick one box below.	
1. Registered sexual offender	
2. Violent or other sexual offender who has been sentenced to 12 months or more custody for a Schedule 15 offence under the Criminal Justice Act 2003 and is transferred to hospital under s.47/49 MHA 1983, or is detained in hospital under s.37 with or without a restriction order under s.41	
3. Other dangerous offender – has been cautioned for or convicted of an offence which indicates that he or she is capable of causing serious harm <b>AND</b> which requires multi-agency management. This might not be for an offence under Sch.15 of the Criminal Justice Act 2003.	
2. OFFENDER INFORMATION	
Last name:	
First name:	
Date of birth:	
Aliases:	
Last known address before hospitalisation:	
Gender:	
Ethnicity:	
3. DETAINED IN HOSPITAL	
Name of responsible clinician:	
Hospital:	
Details of community leave arrangements (include dates and addresses)	
Details of permanent release / discharge if known (include dates and addresses)	
Date of next CPA if applicable:	
Date of next tribunal if applicable:	
Please indicate the basis for detention from the options below:	

Guardianship order under s.7 MHA 1983	YES / NO
Hospital order under s.37 MHA 1983	YES / NO
Restriction order under s.41 MHA 1983	YES / NO
Transfer from prison under s.47 MHA 1983	YES / NO
<b>4. CONVICTION / CAUTION INFORMATION</b>	
Index offence:	
Date of conviction / caution:	
Sentence:	
<b>5. VICTIM CONCERNS</b>	
Has the victim asked to be kept informed of relevant dates and decisions by the Hospital Managers?	YES / NO
If YES:	
Please state what information has been provided	
<b>6. NOTIFYING AGENCY INFORMATION</b>	
Name of notifying hospital:	
Name:	
Grade:	
Office:	
Telephone number(s):	
Email address:	
Date sent to MAPPA Co-ordinator:	
<b>7. INFORMATION HELD BY MAPPA CO-ORDINATOR</b>	
Is there any information known to MAPPA, including information held on ViSOR regarding this patient, to help manage the risk he presents to the public?	YES / NO
If YES:	
Please confirm that the information has been passed to the referring agency	
Date information sent	



## NOTIFICATION TO JOBCENTRE PLUS

MAPPA J

To be completed by the Offender Manager / Police Officer and sent via secure email to the identified Jobcentre Plus Designated Officer / Single Point of Contact (SPOC) in the area:

- **as soon as restrictions are known, and**
- **when there is a change to the restrictions**
- **when there is a change to the Offender Manager**

1. THE JOBSEEKER				
Last name:				
First name:				
Middle name:				
Date of birth:				
Aliases including nicknames:				
Gender:				
Current address:				
Postcode:				
Telephone number:	(h)		(m)	
Disability / Diversity considerations:				
2. NOTIFYING AGENCY				
Notifying agency:	Probation / Police			
Name:				
Grade:				
Office:				
Telephone number(s):	(w)		(m)	
Email address:				
Date Jobseeker informed of Jobcentre Plus notification:  <i>(In exceptional circumstances where Jobseeker not informed, give date of discussion with Jobcentre Plus Designated Officer / SPOC)</i>				
Does the offender present a risk of serious harm to Jobcentre Plus staff or other employment and training providers?	YES / NO			

If YES: Describe the nature of the risk of serious harm and contact the Jobcentre Plus Designated Officer / SPOC to discuss.			
<b>3. MAPPA POINT OF CONTACT</b>			
Name:			
Grade:			
Office:			
Telephone number(s):	(w)		(m)
Email address:			
<b>4. INITIAL RESTRICTIONS / CHANGE OF RESTRICTIONS</b> <b>which will affect the employment / training of the Jobseeker</b>			
Initial Restrictions / Change of Restrictions <i>[delete as appropriate]</i>			Date restriction ends
Date notification emailed to JCP Designated Officer/SPOC:			
Date by which JCP Designated Officer / SPOC should contact lead agency to discuss (within 5 working days, if notification restriction/change of restrictions):			
<b>5. NO RESTRICTIONS APPLY</b>			
<b>complete only when there is serious concern regarding employment and the need to protect the public from serious harm</b>			
Date discussed with Jobcentre Plus Designated Officer / SPOC:			
Information shared:			



## AUDIT OF LEVEL 2 AND LEVEL 3 MAPPA CASES

MAPPA K

*Tick the box next to the statement that you most agree with. Only tick one box for each question.*

*At the end, add up the scores that have a tick next to them and insert the total score in the box provided.*

1. AUDITOR'S DETAILS		
Name:		
Agency:		
Date:		
2. REFERRAL		
<b>How timely was the referral?</b>		
Very timely		4
Should have been more than a week earlier		3
Should have been more than a month earlier		2
Should have been more than three months earlier		1
<b>Were all relevant sections completed?</b>		
Yes		3
No		1
3. MAPPA MEETING		
<b>How timely was the initial MAPPA meeting after the referral?</b>		
Very timely		4
Should have been more than a week earlier		3
Should have been more than a month earlier		2
Should have been more than three months earlier		1
4. AGENCY ATTENDANCE		
<b>Did all the relevant agencies attend?</b>		
Yes, all		3
No, one did not		2
No, two or more did not		1
<b>Did agencies who did not attend, and who should have provided a report, do so?</b>		
Yes, all		4
Yes, most		3

No, mostly not		2
No, none		1
<b>5. MINUTES</b>		
<b>Were the minutes of the MAPPA meeting clear and concise?</b>		
Yes, completely		4
Yes, mostly		3
No, mostly not		2
No, not at all		1
<b>Was the MAPPA Category clearly identified?</b>		
Yes		3
No		1
<b>Was the MAPPA management level recorded?</b>		
Yes		3
No		1
<b>Did the lead agency complete an initial risk management plan?</b>		
Yes		3
No		1
<b>6. CONDUCT OF THE MEETING</b>		
<b>Do the minutes show that the agenda was followed?</b>		
Yes		3
No		1
<b>Do the minutes show that information was exchanged?</b>		
Yes		3
No		1
<b>Do the minutes show that information was considered?</b>		
Yes, completely		4
Yes, mostly		3
No, mostly not		2
No, not at all		1
<b>Do the minutes show that diversity issues were considered?</b>		
Yes		3
No		1
<b>Do the minutes show that risk was properly addressed?</b>		



Yes, completely		4
Yes, mostly		3
No, mostly not		2
No, not at all		1
<b>Do the minutes show that disclosure was considered?</b>		
Yes		3
No		1
<i>The next three questions seek information only and are not scored.</i>		
<b>When a decision to disclose was made, do the minutes show to whom?</b>		
Yes		
No		
<b>When a decision to disclose was made, do the minutes show by whom?</b>		
Yes		
No		
<b>When a decision to disclose was made, do the minutes show when?</b>		
Yes		
No		
<b>Do the minutes identify potential victims?</b>		
Yes		3
No		1
<b>Is the risk posed addressed?</b>		
Yes		3
No		1
<b>7. ACTION PLAN</b>		
<b>Do the actions in the plan link to the identified risk of serious harm?</b>		
Yes, completely		4
Yes, well enough		3
No, not sufficiently		2
No, links are poor		1
<b>Are all risks addressed which were identified by MAPPA or obvious to the auditor?</b>		
Yes, all		4

Yes, but a risk could have been better addressed		3
No, some risks not addressed		2
No, major risk not addressed		1
<b>Please list below any unaddressed risks:</b>		
<b>Do the actions have smart objectives?</b>		
Yes, for all actions		4
Yes, for most actions		3
No, only for some actions		2
No, not at all		1
<b>Does the plan identify the agencies and individuals to whom actions are allocated?</b>		
Yes, in all cases		4
Yes, in most cases		3
No, only in some cases		2
No, not at all		1
<b>Is there a clear timetable for the actions?</b>		
Yes, in all cases		4
Yes, in most cases		3
No, only in some cases		2
No, not at all		1
<b>8. LEVEL OF MAPPA MANAGEMENT</b>		
<b>Was a change of management level recorded?</b>		
Yes		3
No		1
<b>Was the decision appropriate?</b>		
Yes		3
No		1
<b>If not, please explain why not below:</b>		

9. MANAGEMENT OF THE CASE		
Overall, how well has this MAPPA case been managed?		
Very well		4
Well enough		3
Not well enough		2
Poorly		1
<i>Please give reasons below:</i>		
Are all the noted decisions and actions defensible?		
Yes		3
No		1
<b>TOTAL</b>		
SCORING MATRIX		
<b>Total score</b>	<b>73 – 90</b>	<b>case managed well</b>
<b>Total score</b>	<b>57 – 72</b>	<b>case managed well on the whole</b>
<b>Total score</b>	<b>41 – 56</b>	<b>identifiable concerns about how the case was managed</b>
<b>Total score</b>	<b>26 – 40</b>	<b>case managed poorly</b>



## AUDIT OF LEVEL 2 AND LEVEL 3 MEETINGS

MAPPA L

Score:            4 = Excellent            3 = Satisfactory            2 = Unsatisfactory            1 = Poor

*Please score every box.*

AUDITOR'S DETAILS	
Name:	
Agency:	
2. DETAILS OF MEETING BEING AUDITED	
Date:	
Level:	
No. of cases discussed:	
Name of Chair:	
Agency:	
Rank:	
3. ARRANGEMENTS FOR THE MEETING	Score
Attendees were provided with joining instructions before the meeting	
Attendees were provided with relevant paperwork (including details of the referral and minutes of previous meetings)	
Attendees were properly welcomed at the venue	
The layout and environment of the meeting room were appropriate	
Comments:	
4. HOW THE MEETING WAS CONDUCTED	Score
The meeting began at the stated time	
The purpose and objectives of the meeting were clearly stated at the outset	
Attendees introduced themselves and their role	
Either the Confidentiality and Diversity Statement was read, or attention was drawn to the displayed copy / copies	
Discussion time was allocated in a way which was consistent with their importance, urgency and complexity	
Unhelpful comments were discouraged and inappropriate digressions were avoided	
The Chair encouraged each attendee to contribute effectively	
Any dissent was noted, with the meeting agreeing how to proceed, and the decision recorded where appropriate	

<b>Comments:</b>		
<b>5. RISK ASSESSMENT</b>		<b>Score</b>
The Chair ensured that victim and potential victim issues were addressed		
The Chair ensured that diversity issues were identified and addressed		
The Chair presented information and summarised clearly at appropriate points during the meeting (comprehensively addressing all identified risk of serious harm factors)		
The meeting properly considered whether disclosure of information should be made, identifying reasons for the decision reached and showing what alternatives had been considered		
The meeting properly considered whether the case required level 2 / 3 management		
<b>Comments:</b>		
<b>6. RISK MANAGEMENT</b>		<b>Score</b>
The Chair identified any new protective, restrictive and rehabilitative interventions which would assist in a reduction in the risk of serious harm posed		
The MAPPA Risk Management Plan addressed the risk of serious harm factors raised in the meeting		
All actions were SMART with identified owners		
A review date was set, where appropriate		
Where previous actions had been allocated and not completed, appropriate remedies were sought		
<b>Comments:</b>		
<b>7. OVERALL ASSESSMENT</b>		<b>Score</b>
This was a well-managed MAPPA meeting		
The right people attended to allow the MAPP arrangements to function effectively		
The meeting was chaired effectively		
<b>Comments:</b>		
<b>8. AUDITOR'S ADDITIONAL COMMENTS</b>		



## MINUTES EXECUTIVE SUMMARY

MAPPA M

## Summary of information from up to the last 10 MAPPA level 2/3 meetings

The MAPPA meeting minutes are likely to include personal, confidential third party (including victim), and operationally-sensitive information, and are therefore not suitable for full disclosure. Please delete sections not appropriate to disclose.

1. OFFENDER INFORMATION	
Last name:	
First name:	
Date of birth:	
Last known address:	
2. REFERRING AGENCY	
This information can be cut and pasted from the MAPPA A referral	
Date of referral:	
Reason for referral:	
3. OVERVIEW OF MAPPA MEETINGS	
Provide information from the most recent minutes and up to nine previous meetings, with the meeting dates	
Diversity considerations linked to risk of serious harm:	
Assessment of risk of serious harm: (give details if this changed during the course of MAPPA meetings)	
Level of MAPPA management: (give details if this changed during the course of MAPPA meetings)	
Reason for inter-agency management:	
Did disclosure take place at any point during MAPPA level 2/3 management?	YES / NO
If YES, to whom was it made and when? (give details of each occasion)	

<b>4. OUTLINE MAPPA RISK MANAGEMENT PLAN</b>	
Provide information from the most recent minutes and up to 9 previous meetings, with the meeting dates. Additional rows can be inserted for each meeting, if required	
Agency actions to manage risks of serious harm:	
<b>5. CURRENT MAPPA STATUS</b>	
Is the offender still managed at MAPPA level 2/3?	YES / NO
If case is no longer managed at level 2 or level 3, give reasons:	
<b>6. ADMINISTRATION</b>	
Agency which chaired MAPPA meetings and the date(s) of the meeting:	
Name of MAPPA Co-ordinator:	
Telephone number:	
Email address:	
Date summary provided:	



## NOTIFICATION OF MAPPA SERIOUS FURTHER OFFENCE

**MAPPA N**

### Stage 1: Identification and notification to MAPPA Co-ordinator

1. DETAILS OF OFFICER / STAFF COMPLETING	
Name:	
Grade / Rank:	
Telephone number:	
Email address:	
Date form sent to MAPPA Co-ordinator:	
2. OFFENDER INFORMATION	
Last name:	
First name:	
Middle name:	
Alternative name(s):	
Date of birth:	
Gender:	
Ethnicity:	
Address (at time of charge):	
Postcode:	
PNCID number:	
3. DETAILS OF CHARGE	
Date of offence:	
Date of charge:	
Type of offence (e.g. violent or sexual):	
Act and section:	
Brief details of offence:	
Date of first court appearance:	
Name of court:	
4. VICTIM DETAILS	
Number of victims:	
Gender of victim(s):	



Age of victim(s):	
Known to offender:	
Relationship, if known:	

Once sections 1–4 have been completed, send this form to the MAPPA Co-ordinator within five days of charge.

## Stage 2: Notification to SMB

5. DETAILS OF MAPPA CO-ORDINATOR / AREA CONTACT	
Name:	
Police Force / Probation Trust:	
Telephone number:	
Email address:	
6. MAPPA OFFENDER INFORMATION	
ViSOR reference:	
Index offence:	
Date of index offence:	
MAPPA Category:	
MAPPA level:	
Agency lead:	
Offender under probation supervision?	YES / NO
If YES, give details:	
7. MAPPA SERIOUS CASE REVIEW RECOMMENDATION	
Does this case require a <b>mandatory</b> MAPPA SCR? (Give reasons):	
Does this case require a <b>discretionary</b> MAPPA SCR? (Give reasons):	
Date form sent to the SMB Chair:	

Once sections 5–7 have been completed, send this form to the SMB Chair within 5 days.

## Stage 3: Confirmation that MAPPA SCR will take place

8. DETAILS OF SMB CHAIR AND MAPPA SCR LEAD	
Name of SMB Chair:	
SMB Area:	

Grade / Rank:	
Telephone number:	
Email address:	
Name of MAPPA SCR Lead:	
Grade / Rank:	
Telephone number:	
Email address:	
Agency:	
Does this case require a <b>mandatory</b> MAPPA SCR? (Give reasons):	
Does this case require a <b>discretionary</b> MAPPA SCR? (Give reasons):	
Date form sent to OMPPG:	

Once section 8 has been completed, send this form to OMPPG (via [MAPPA@noms.gsi.gov.uk](mailto:MAPPA@noms.gsi.gov.uk)) within 5 days.

#### Stage 4: Acknowledgement by OMPPG

9. DETAILS OF OMPPG CONTACT	
Name of OMPPG contact:	
Telephone number:	
Email address:	
OMPPG reference:	
Date form sent to SMB Chair and MAPPA Co-ordinator:	

Once section 9 has been completed, send this form to the SMB Chair and MAPPA Co-ordinator within 5 days.



## MAPPA SERIOUS CASE REVIEW: REPORT TEMPLATE

MAPPA O

**Not for publication or wider circulation without the prior approval of the MAPPA Strategic Management Board.**

Name of offender:	
Offence:	

### 1. Why a MAPPA Serious Case Review?

--

### 2. Case background

--

### 3. The Review process

--

**4. List and role of the relevant agencies**

**5. Chronology of events**

**6. Findings – including assessment of practice against MAPPA Guidance and relevant legislation**

**7. Conclusion, Learning Points and Best Practice identified**

**8. Action Plan**

<b>Action 1:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 2:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 3:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 4:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 5:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 6:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 7:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 8:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 9:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

<b>Action 10:</b>	
How will it be taken forward?	
By whom? (Grade, rank, role):	
Timescale (include dates):	

## 9. Serious Case Review Lead

Name:	
Signature:	
Date:	

NB: Any action recommended for agencies not involved in the Review, including recommendations with national implications e.g. for NOMS or ACPO, must be discussed with those agencies before appearing in the Action Plan.



## NOTIFICATION TO HOUSING BENEFIT SPOC    MAPPA P

To be completed by the lead agency (*see below*) and sent via secure email to the identified Single Point of Contact (SPOC) for housing benefit in the area.

- The person below is being managed at MAPPA level 2 or level 3 and is aged 25 to 34 and is therefore exempt from the shared accommodation rate.

1. THE BENEFIT CLAIMANT				
Last name:				
First name:				
Middle name:				
Date of birth:				
Current address:				
Postcode:				
This person will be subject to MAPPA until:				
2. NOTIFYING AGENCY				
Notifying agency:	Probation / Police			
Name:				
Grade:				
Office:				
Telephone number(s):	(w)		(m)	
Email address:				
3. HOUSING BENEFIT				
Date Housing Benefit team sent acknowledgement of MAPPA P to lead agency (by secure email):				

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Role and agency: \_\_\_\_\_

*\* "Lead agency" is the agency with the statutory authority and responsibility to manage a MAPPA offender. This management will involve appropriate information-sharing in order to properly identify risk. The lead agency will have primary responsibility for referring the offender to level 2 or level 3 MAPPA management or for continuing management at level 1.*