



Multi-Agency Public Protection Arrangements (MAPPA)

Guidance for youth offending teams

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Introduction

Multi-Agency Public Protection Arrangements (MAPPA) are a key part of the Government's strategy for protecting the public, and are intended to help manage the risks presented by serious violent and sexual offenders. This guidance for youth offending teams (YOTs) has been updated to reflect revisions to the national MAPPA guidance (Ministry of Justice, 2009), the introduction of a MAPPA document set, and findings from recent research.

The purpose of this guidance is therefore to:

- show how the national MAPPA guidance applies to YOTs
- set out the current legislative requirements on YOTs in relation to MAPPA
- set out the practice implications for YOTs in relation to notification and referral of cases to MAPPA
- highlight key aspects of effective risk management for MAPPA cases
- explain the MAPPA Serious Case Review process.

This guidance is not intended to cover every detail of the Ministry of Justice guidance, but is designed to focus on aspects that are most relevant to YOTs. However, all YOTs must also have a copy of the Ministry of Justice guidance for reference, particularly in relation to understanding the roles and duties of other MAPPA agencies which are not covered in detail here.

This guidance links to other policy and guidance documents produced by the Youth Justice Board for England and Wales (YJB), including:

- *Public Protection Sentences and 'Dangerousness': Guidance for youth offending teams*
- *Release and Recall: Guidance for Youth Offending Teams*
- *Key Elements of Effective Practice – Assessment, Planning Interventions and Supervision* (source document)
- *Case Management Guidance*
- *Serious Incidents: Guidance on Serious Incident Reporting Procedures*
- *Managing Risk in the Community*
- *Offences Against Children: Guidance for Youth Offending Teams and Prevention Schemes.*

Overview of MAPPA

MAPPA were introduced under the Criminal Justice and Court Services Act 2000 as a mechanism through which agencies can co-ordinate their work to manage the risk to the public presented by those who commit serious sexual and violent offences. These measures were subsequently strengthened by the provisions of the Criminal Justice Act 2003 (s325–327).

Purpose and structure

National MAPPA guidance produced by the Ministry of Justice in 2009 states that the four core functions of MAPPA are to:

- identify all relevant offenders
- complete comprehensive risk assessments that take advantage of co-ordinated information sharing across agencies
- devise, implement and review robust MAPPA management plans
- focus available resources in a way which best protects the public from serious harm.

There are 42 MAPPA areas in England and Wales. The Responsible Authority (comprising the police, prison and probation services) in each area has overall oversight of MAPPA and, in addition, a number of other organisations have a 'duty to co-operate' (DTC) with MAPPA. YOTs are one of the DTC agencies.

The 2009 MAPPA guidance is statutory guidance and YOTs have a duty under public law to have regard to it in exercising their duties under MAPPA. If a YOT chooses to depart from the guidance, it will need to demonstrate, and record, good reasons for doing so (MoJ, 2009:31).

MAPPA categories

To be eligible for MAPPA, an individual must fall into one of three categories (Criminal Justice Act 2003, s325–327):

- Category 1 – registered sex offenders
- Category 2 – violent and other sexual offenders
- Category 3 – other dangerous offenders.

Further detail on these categories is provided in the section 'Young people eligible for MAPPA'.

MAPPA management levels

If a young person is subject to MAPPA, he/she will be managed at one of the following three levels:

- level 1 – ordinary agency management
- level 2 – active multi-agency management
- level 3 – active multi-agency management, with senior management involvement.

It is a core principle of MAPPA that cases should always be managed at the lowest level consistent with providing a defensible risk management plan (MoJ, 2009). Further details on the different MAPPA management levels are given on page 14.

MAPPA eligibility period

The period for which a young person will remain subject to MAPPA will vary according to the type of offence committed and the sentence received. Young people will cease to be eligible for MAPPA when:

- Category 1: their registration expires
- Category 2: their licence expires (or a hospital order is discharged, or a guardianship or disqualification order is revoked)
- Category 3: a level 2 or 3 MAPP meeting decides that the risk of serious harm has reduced sufficiently and the case no longer requires active multi-agency management.

Young people and MAPPA

Several studies have revealed some confusion among YOTs and MAPPA coordinators about how MAPPA can best help manage the risks posed by the relatively small number of young people who present a risk of serious harm to the public (Kemshall et al, 2005; Sutherland and Jones, 2008; Baker and Sutherland, 2009). These studies have also shown considerable variation in the extent and quality of YOT engagement with MAPPA. One of the purposes of this guidance is therefore to promote greater consistency and rigour in this area of practice.

The specific needs of children and young people have now been addressed in the revised national MAPPA guidance, which for the first time includes a section dealing with these particular issues (MoJ, 2009). More details are given in relevant sections of the guidance below, but key points to note here are:

- under the Children Act 2004, the Responsible Authority and DTC agencies have a statutory duty to make arrangements for ensuring that ‘their functions are discharged having regard to the need to safeguard and promote the welfare of children’
- children should not be treated by MAPPA as ‘mini-adults’ and should not be managed using the same risk assessment tools or processes
- YOT staff attending MAPP meetings are not there to represent the local authority; this task should be undertaken by a different person.

Structure of MAPPA

MAPPA are a set of arrangements designed to help agencies to work together; they are not a separate organisation or a statutory body. This section of the guidance sets out the core components of these arrangements and highlights the practice implications for YOTs.

Responsible Authority

The Responsible Authority comprises the police, prison and probation services. They are responsible for ensuring that MAPPA are established in each of their 42 areas in England and Wales and that the performance of MAPPA is fit for purpose (MoJ, 2009: 187). YOTs are not currently part of the Responsible Authority.

Duty to co-operate agencies

Section 325(3) of the Criminal Justice Act 2003 specifies a number of organisations that have a duty to co-operate with the Responsible Authority. The purpose of the duty to co-operate is to co-ordinate the involvement of different agencies involved in assessing and managing risk. The national guidance specifies that the DTC agencies are:

- local authority social care services (including children's services and adult social care services)
- primary care trusts, other NHS trusts and strategic health authorities
- Jobcentre Plus
- YOTs
- registered social landlords that accommodate MAPPA offenders
- local housing authorities
- local education authorities (now incorporated into children's services)
- electronic monitoring providers.

The legislation does not define exactly what duty to co-operate means, but it requires that a memorandum be drawn up in each of the 42 areas between the Responsible Authority and DTC agencies that specifies what co-operation will entail locally. However, it is important to note that:

- DTC agencies are required to co-operate in so far as this is compatible with their existing statutory responsibilities
- the duty is reciprocal, and the Responsible Authority is required to co-operate with the DTC agencies in assessing and managing risks to the public.

Wales

It is also important to recognise that the powers devolved to the National Assembly for Wales cover several of the duty to co-operate functions. While the principles and general approach to co-operation will be the same, differences exist that will affect how the four responsible authorities in Wales proceed.

MoJ, 2009:200

This illustrates the importance of the memorandum of understanding between the Responsible Authority and DTC agencies, and YOTs in Wales will need to liaise closely with the relevant Responsible Authority for their area.

Strategic Management Boards

The Responsible Authority in each area is required to establish a Strategic Management Board, which will monitor the performance and effectiveness of MAPPA locally. The Strategic Management Board has responsibility for shaping MAPPA activity in its area (MoJ, 2009:215), and its core functions are:

- monitoring (at least quarterly) and evaluating the operation of MAPPA, particularly level 3 MAPP meetings, MAPPA Serious Case Reviews and performance
- establishing local connections that support the effective liaison and operational work with other public protection bodies, for example local safeguarding children boards (LSCBs), community safety partnerships (CSPs) local criminal justice boards (LCJBs) and multi-agency risk assessment conferences (MARACs)
- preparing and publishing the MAPPA annual report and promoting the work of MAPPA in its area
- planning the longer-term development of MAPPA in light of regular (at least annual) reviews of the arrangements, legislative changes, national guidance and wider criminal justice changes
- identifying and planning how to meet common training and development needs of those working in MAPPA
- producing and implementing a media strategy and annual communication plan
- producing and implementing an annual MAPPA business plan.

The Strategic Management Board should include senior representatives of each of the Responsible Authority and DTC agencies. YOTs should therefore ensure that they have appropriate representation on their local Strategic Management Board, and this should be someone with the necessary authority to enable them to:

- contribute to developing and maintaining effective inter-agency public protection procedures and protocols on behalf of their agency
- address the practical and resource implications of MAPPA (MoJ, 2009:216).

As there will typically be a number of YOTs operating within an area, the Strategic Management Board will agree the representation arrangements with local YOT managers to ensure that information is disseminated to all teams.

MAPPA co-ordination

MAPPA co-ordination refers to a set of functions (supported by policies and procedures) that are intended to enable all responsible authorities and DTC agencies to fulfil their obligations under MAPPA effectively. These functions are to:

- identify and have a record of all cases in their area which are eligible for MAPPA
- provide a single point of contact and advice on all aspects of MAPPA
- share information relevant to the management of serious harm with other agencies within MAPPA
- receive details of all offenders who pose a significant risk of serious harm to others and for whom a multi-agency risk management plan is necessary
- refer cases to the relevant meeting which they consider require management through multi-agency arrangements at either level 2 or level 3
- ensure the MAPPA document set is used appropriately across relevant agencies
- help determine which agencies should be core partners in terms of delivering risk assessment and risk management plans that address the risk of serious harm
- receive MAPPA risk management plans and minutes from all relevant level 2 and level 3 MAPP meetings showing clearly the status of each offender, the agencies delivering components of the plan and the timescale and the point at which the offender exits the multi-agency risk management process
- ensure all MAPP meeting minutes are entered onto ViSOR (see page 36).
- ensure all serious further offending data is captured and appropriately actioned in line with MAPPA serious case review processes
- provide robust quality assurance and audit
- provide appropriate management information to the Strategic Management Board.

In smaller areas, the role of co-ordination might be undertaken by one person whereas in larger areas it may be done by several people within the Responsible Authority. However, there should always be a single individual with designated overall responsibility for oversight of the arrangements – known as the ‘MAPPA co-ordinator’ (MoJ, 2009:37).

Junior MAPPA

Some areas have developed junior MAPPA to deal specifically with young people, and these may vary in the extent to which they are linked in to formal MAPPA structures (Kemshall et al, 2005; Sutherland and Jones, 2008). There may be some advantages to having these separate processes, although at the moment there is not enough evidence available to comment on their effectiveness. However, it is important to remember that any such arrangements must be agreed with the local MAPPA co-ordinator. YOTs also need to use the standard notification and referral documentation (described on pages 34–36) and must ensure that their activities comply with the statutory duty to co-operate with MAPPA, as set out in the Criminal Justice Act 2003 and national MAPPA Guidance (MoJ, 2009).

Key practice implications

- YOTs need to contribute to, and sign up to, a memorandum of practice with the local Responsible Authority and DTC agencies.
- YOTs must ensure that they have appropriate senior representation on Strategic Management Boards.
- Where a number of YOTs are operating within an area, discussion with the Strategic Management Board and Responsible Authority will be required to work out the most effective means for communication, representation and dissemination of information.
- YOTs should ensure that the local MAPPA co-ordinator has details of key people within the team and knows who to contact in the case of any queries.
- Any junior MAPPA arrangements must be fully agreed with the local MAPPA co-ordinator to ensure that YOTs comply with their statutory duties under the Criminal Justice Act 2003.

Young people eligible for MAPPA

One of the key responsibilities for YOTs is the identification of young people who meet the MAPPA eligibility criteria. In doing this, it is important to understand the difference between *notification* and *referral* of cases to MAPPA (MoJ, 2009). This section of the guidance looks at identification and notification, whereas the next section (MAPPA management levels and referrals) focuses on assessment and referral.

MAPPA eligibility criteria

There are three categories of cases eligible for MAPPA.

Category 1 – registered sex offenders

This category includes young people required to comply with the notification requirements (sometimes known as registration requirements) set out in part 2 of the Sexual Offences Act 2003. This is often referred to as being on the Sex Offenders' Register. For some offences, registration will be automatic while, for others, a young person will be subject to notification requirements if they received a custodial sentence of 12 months or more (Appendix 1 provides details of the thresholds for registration and of the time periods for which a young person has to comply with the notification requirements).

Category 2 – violent and other sex offenders

Category 2 covers young people who have been convicted of a specified violent or sexual offence (as defined by schedule 15 of the Criminal Justice Act 2003)¹ **and** received one of the following sentences:

- detention during Her Majesty's pleasure under s90 of the Powers of Criminal Courts (Sentencing) Act (2000)
- detention for public protection under section 226 of the Criminal Justice Act 2003 (regardless of the length of tariff)
- detention for a period of 12 months or more under section 91 of the Powers of Criminal Courts (Sentencing) Act (2000)
- detention under section 228 of the Criminal Justice Act 2003 (extended sentence)
- a Detention and Training Order for a term of 12 months or more (regardless of the actual period of time spent in custody)
- a hospital order or guardianship order.²

¹ The list of specified offences can be found in Appendix 2.

² Category 2 also includes those found not guilty of a relevant offence by reason of insanity, or those found to be unfit to stand trial and to have done the act charged, who have received a hospital order.

Young people subject to a Disqualification Order also come under Category 2 (see *Offences Against Children: Guidance for Youth Offending Teams and Prevention Schemes* for details on Disqualification Orders).

Category 3 – other dangerous offenders

Category 3 refers to “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” (Criminal Justice Act 2003, section 325(2) (b)). The identification of Category 3 offenders is significantly different from Categories 1 and 2, in that it is determined by the judgement of the Responsible Authority, rather than being automatically determined by the sentence or other disposal imposed by the court.

To register a Category 3 offender, the Responsible Authority must:

- establish that the person has been convicted or received a reprimand/warning for an offence which indicates that they are capable of causing serious harm to the public (this includes offences committed abroad)
- reasonably consider that the offender may cause serious harm to the public which requires a multi-agency approach at level 2 or 3 to manage the risks.

In most cases where Category 3 is being considered, the offence itself will be of a sexual or violent nature, although there is no requirement for it to be a specified offence listed in schedule 15 of the Criminal Justice Act 2003. There may, however, be other cases where it is the examination of the circumstances surrounding the offence that indicates the young person’s capacity for serious harm. For example, this may reveal a pattern of behaviour indicating serious harm that was not reflected in the charge on which he/she was convicted (MoJ, 2009:56).

Identifying relevant cases

YOTs are required to identify all relevant cases, i.e. any young person who meets the MAPPA eligibility criteria, *and*:

- is subject to statutory supervision in the community, or
- will be subject to statutory supervision in the community once released and their release date is within the next six months.

The *Asset – Risk of Serious Harm* form will be revised to allow for clearer identification of MAPPA eligibility.

Notification to the MAPPA co-ordinator

YOTs are required to notify the local MAPPA co-ordinator of *all* their relevant cases (as defined above).³ The relevant MAPPA co-ordinator is the one for the

³ The police will usually notify MAPPA of Category 1 young people, but it is recommended that YOTs provide notification of these cases also to help ensure that they are not missed.

area where the young person currently resides or the community into which they will be released from custody (MoJ, 2009:48).

YOTs should use MAPPA Form F for this notification (see Appendix 3). This is part of the new standard documentation set and the purpose is to:

- ensure that MAPPA co-ordinators receive key information about eligible cases
- provide greater consistency in practice across England and Wales
- enable MAPPA co-ordinators to know how many young people in their area are eligible for MAPPA.

YOTs should ensure that (MoJ, 2009:49):

- if MAPPA has not been notified of young people who meet the eligibility criteria and are currently serving community sentences, or who are about to be released from custody, Form F should be completed as soon as possible
- for new cases, there should be a process in place to identify young people who meet the MAPPA eligibility criteria within three days of sentence
- MAPPA Form F is submitted to the relevant MAPPA co-ordinator within 10 days of the relevant point: where a young person is in custody, the relevant point is six months prior to the planned release or with as much notice as possible; for young people who will be in custody less than six months, this process needs to be completed at the earliest opportunity; and where a young person is in the community, Form F should be submitted at the earliest opportunity.

Copies of MAPPA Form F can be obtained from MAPPA co-ordinators or downloaded from the YJB website.⁴

Statistical return to the MAPPA co-ordinator

The Responsible Authority is required to report on the total number of MAPPA-eligible offenders in the community and should be able to provide a monthly figure. As a result, agencies with supervision responsibilities – including YOTs – should report a monthly figure to the MAPPA co-ordinator. National MAPPA guidance (MoJ, 2009:49) states that YOTs should report monthly on the number of Category 2 cases currently subject to community supervision at MAPPA level 1.⁵ YOTs will need to liaise locally with MAPPA co-ordinators on how this information should be submitted.

⁴ <http://www.yjb.gov.uk/en-gb/practitioners/ImprovingPractice/ManagingRisk>

⁵ Other agencies will provide the data in relation to different categories, e.g. the police will report on the number of Category 1 offenders managed at level 1.

Key practice implications

- YOT managers need to ensure that appropriate processes are in place for identification and notification of MAPPA-eligible cases.
- Practitioners need to be familiar with the eligibility criteria and the three MAPPA categories.
- MAPPA Form F must be used to notify the local MAPPA co-ordinator of all relevant cases meeting the MAPPA eligibility criteria.
- If a young person is eligible for MAPPA, this needs to be clearly recorded in case files/the YOT case management system.
- YOTs should provide monthly data to MAPPA co-ordinators on the number of Category 2 cases being supervised at level 1 in the community.

MAPPA management levels and referrals

Once a young person is identified as meeting the eligibility criteria, a further decision must be made on the level of MAPPA management required. YOTs will make a recommendation based on the assessment of risk of serious harm to others and the criteria for the different MAPPA management levels as explained below. For cases requiring active multi-agency management, the decision about the appropriate MAPPA management level cannot be made by a YOT on its own but needs to be discussed and agreed with the MAPPA co-ordinator and MAPP meeting participants, as described below.

MAPPA management levels

There are three management levels within MAPPA.

Level 1: Ordinary Agency Management

The risks posed by a young person can be managed by the YOT through normal supervision procedures as set out in *National Standards for Youth Justice Services*. This does not mean that other agencies will not be involved, only that it is not considered necessary to refer the case to a level 2 or 3 MAPP meeting. This can be used only for Category 1 or Category 2 cases because, by definition, Category 3 cases present management issues which require active multi-agency involvement.

Level 2: Active Multi-Agency Management

Level 2 is for cases that require active involvement and co-ordination of interventions from other agencies to manage the presenting risks of serious harm to others.

Level 3: Active Multi-Agency Management

Level 3 is for cases that require active conferencing and senior representation from the Responsible Authority and DTC agencies. This will be when there is a perceived need to commit significant resources at short notice and/or where there are significant media issues.

For a case to be managed at level 2 or 3, it must be referred to the MAPPA co-ordinator (see also pages 16–18).

Assessment of required level of MAPPA management

YOTs need to work closely with MAPPA to determine the appropriate level of MAPPA management. The three different levels enable resources to be deployed to manage identified risk in the most efficient and effective manner. While there is a correlation between level of risk and level of MAPPA management (the higher the risk, the higher the level), the levels of risk do not equate directly to the levels of MAPPA management.

The central question in determining the correct MAPPA level is:

What is the lowest level that a case can be managed at which provides a defensible risk management plan?

This means that not all high-risk cases will need to be managed at level 2 or 3. Similarly, the complexities of managing a low/medium-risk case might, in exceptional circumstances, justify it being managed at level 2 or 3, especially where notoriety is an issue (MoJ, 2009:91).

In determining the appropriate level of MAPPA management, there are therefore two key questions:

- (i) what is the level of risk of serious harm to others?
- (ii) what resources are required to manage this risk?

Level of risk of serious harm to others

Risk of serious harm to others should be assessed using information from a wide range of sources, including parents/carers, schools, police, victims and so on. Assessment should be made using *Asset – Core Profile* and *Asset – Risk of Serious Harm* as a minimum. In some cases, additional specialist assessment may also be required (for example in relation to young people who sexually abuse, see *Key Elements of Effective Practice – Young People who Sexually Abuse* for further details).

It is not possible within the scope of this document to provide detailed information on the risk assessment process, but more information can be found in the *Asset* guidance (YJB, 2006a) and publications such as *Managing Risk in the Community* (YJB, 2005). YOTs need to ensure that staff are aware of all relevant guidance and have received appropriate training in risk assessment.

Key issues to highlight here would be:

- *Asset* defines serious harm as “death or injury (either physical or psychological) which is life-threatening and/or traumatic, and from which recovery is expected to be difficult, incomplete or impossible”
- that an absence of previous convictions cannot be taken to mean that a young person presents a low risk of serious harm to others; a full assessment needs to take account of a wider range of behaviours (e.g. behaviours at home or school that are of concern)
- a risk assessment needs to address the type of behaviour causing concern, its potential impact and the likelihood of it occurring.

Domestic extremism

The term ‘domestic extremism’ applies to unlawful action that is part of a protest or campaign. It is often associated with single-issue protests such as animal rights, far-right and far-left political extremism, anti-war and environmental extremism. The number of young people involved in these activities is likely to be small, but if there are concerns about a young person potentially causing serious harm to others as a result of involvement in such campaigns, it may be appropriate to consider whether a referral to MAPPA under Category 3 is required. For further details, see section 15 of the national MAPPA guidance.

Terrorist offences

This term covers those who have been convicted of:

- any terrorist legislation offence
- an offence of conspiring, attempting, aiding, abetting, counselling, procuring or inciting a terrorist legislation offence.

The term 'terrorist offence' may also cover others if the circumstances of the offence demonstrated a terrorist motive (MoJ, 2009:157). If a young person appears to be involved in terrorist activity but has not committed a schedule 15 offence (which makes them eligible for MAPPA under Categories 1 or 2), the nature of their offence and the risk they may present to the public must be considered in order to assess whether a referral under Category 3 is required. This is likely to be relevant only to a very small number of young people, but YOTs should be alert to the issues in cases where a young person might be susceptible to influence from extremist groups or ideologies. If there is any uncertainty about whether a referral at level 2 or 3 would be appropriate, YOTs should seek advice from the local MAPPA co-ordinator. For further details, see section 16 of national MAPPA guidance.

Level of resources required to manage the identified risk

Each case should be managed at the level necessary to provide an effective risk management plan that balances public protection with the rights and needs of the child or young person (MoJ, 2009:141).

Key criteria for the different levels of MAPPA management are as follows.

Level 1

If the risks posed by the young person can be managed by a YOT drawing on resources from partner agencies, level 1 is likely to be the most appropriate. This will generally apply to young people assessed as low or medium risk of serious harm, but high-risk cases which have a comprehensive and robust risk management plan can also be managed at this level. The majority of MAPPA cases are managed at level 1.

Level 2

Cases should be managed at level 2 where the young person:

- is assessed using *Asset – Risk of Serious Harm* as presenting a high or very high risk of causing serious harm to others. There may occasionally also be other cases with a lower assessed risk level which, due to other factors, require this level of management, AND
- requires active involvement and co-ordination of interventions from other agencies to manage the presenting risks of serious harm to others, OR
- has previously been managed at level 3 and the seriousness of risk has diminished and/or the complexity of the multi-agency management of the risks has been brokered, and a MAPPA risk management plan for level 2 has been firmly established.

Level 3

Level 3 is for cases which require active conferencing and senior representation from the Responsible Authority and DTC agencies. The relevant criteria are that a young person:

- is assessed, using *Asset – Risk of Serious Harm*, as presenting a high or very high risk of causing serious harm to others, AND
- presents risks that can be managed only by a plan that requires close co-operation at a senior level due to the complexity of the case and/or because of the unusual resource commitments it requires, OR
- although not assessed as a high or very high risk to others, there is a high likelihood of media scrutiny and/or public interest in the management of the case, and there is a need to ensure that public confidence in the criminal justice system is maintained.

Two important points to emphasise here are:

- 1) although YOTs are multi-agency, they cannot manage level 2 or 3 cases independently. If a YOT thinks that it has sufficient resources to manage the risk posed by a young person, this means that the case does not meet the MAPPA threshold for level 2 or 3 supervision.
- 2) Two cases with a similar level of risk of serious harm to others may require different levels of MAPPA management if there are differences in the amount and/or type of resource required.

Characteristics of level 2 and 3 MAPPA cases

The following list provides some pointers on the types of issues or characteristics that could be found in cases managed at these levels (MoJ, 2009:93). It is not an exhaustive list and each case must be assessed for management at level 2 or 3 on its own merits. It is equally possible that you could find some of these characteristics in cases suitable for management at level 1.

Note that the list below is based on the examples given in national MAPPA guidance (MoJ, 2009) which relate primarily to adult offenders. The YJB and the National Offender Management Service will be reviewing the guidance in due course and will consider whether more specific examples in relation to young people can be given.

Level 2

- Young people convicted of sexual offences who are resistant to addressing their offending behaviour
- Young people with a pattern of violent behaviour, compounded by substance use and/or mental health problems
- Unsuitable or unstable living arrangements and home circumstances
- Likely to reoffend and cause high level of serious harm to others
- Lack of support from parents/carers

- There is currently a lack of effective multi-agency working and this needs to be co-ordinated to provide an effective MAPPA risk management plan.

Level 3

- Complex case
- Imminence of reoffending; the young person is likely to reoffend with very serious consequences for others
- Young people convicted of sexual offences who have an additional risk of generic violence
- Unwillingness to address offending behaviour
- Additional police intelligence suggesting ongoing offending behaviour
- Threats to kill, kidnap or harm known child, young person or adult
- Emotional instability and substance misuse
- Mental illness, psychological disorders and/or self-harm
- Distorted beliefs and thought patterns towards particular groups/individuals
- Need for additional/unusual use of resources to effectively manage the case
- Potential media interest in the case.

Referral of level 2 or 3 cases to MAPPA

As explained above, the MAPPA co-ordinator needs to be notified of all young people under YOT supervision who meet the MAPPA eligibility criteria. For those young people who present a greater risk of serious harm to others and require MAPPA management at level 2 or 3, there is an additional referral process that YOTs need to follow.

YOTs have responsibility for identifying young people who may require level 2 or 3 MAPPA management. It is then the responsibility of the MAPPA co-ordinator to exercise professional judgement, on behalf of the Responsible Authority, as to the appropriateness of the referral, i.e. whether or not the young person meets the threshold for level 2 or 3.

Referral process

When a YOT considers that a case requires level 2 or 3 MAPPA management, a referral should be made to the MAPPA co-ordinator. This will usually require the completion of MAPPA Form A, although some areas may continue to use local documentation if they already have a comprehensive referral process in place (MoJ, 2009:115). YOTs should check with their local MAPPA co-ordinator to find out which form to use. Key points to note when completing MAPPA Form A are as follows.

- YOTs should complete as much of sections 1 to 22 as is possible and reasonable within the time available (some sections, such as 11 and 12, are for adults only and should therefore be left blank). However, a referral

should not be held back if there are one or two non-critical items of information missing.

- Issues relating to safeguarding need to be included in the relevant sections of the form. National MAPPA guidance states that MAPPA co-ordinators must take account of such factors (MoJ, 2009:143).
- The nature of the risk that a young person presents to others needs to be clearly explained. It is essential that this section is completed to a high standard as the majority of cases referred to MAPPA will be adults, many of whom have a long record of convictions. As a result, MAPPA co-ordinators will typically have less experience of dealing with cases of young people who, in contrast, might have a limited offending history. The national MAPPA guidance recognises that a lack of previous convictions does not indicate an absence of risk, i.e. “the fact that a child or young person does not have a history and pattern of offending does not necessarily mean that there is no likelihood of their causing serious harm to others. The very fact that there is evidence of volatility and/or impulsive behaviour in a situation could mean that the lack of a discernable pattern of behaviour increases rather than reduces the risks” (MoJ, 2009:142). Referrals from YOTs therefore need to be very specific in explaining *why* and *how* a young person presents a risk of serious harm to others.
- Supporting documentation must be provided, i.e. *Asset – Core Profile*, *Asset – Risk of Serious Harm* and any other specialist assessments (e.g. AIM2) that might have been completed. The *Asset – Risk of Serious Harm* should include a classification about which of the four levels of risk of serious harm to others (low, medium, high or very high) is most appropriate.
- The referral must identify how the specific case will benefit from multi-agency management at level 2 or 3. The key question to answer is therefore (MoJ, 2009:92):

What is it that the increased level of management will additionally provide to the effective management of this case?

Some young people will already be receiving a multi-faceted range of interventions from the YOT, e.g. those in the intensive intervention category under the Scaled Approach (YJB, 2009). A referral for level 2 or 3 management would need to clearly explain what extra resources or expertise are required in addition to what could already be an intensive package of YOT intervention.

A young person can be referred at any point in his/her progress through the youth justice system, as assessment is a continuous process and a change in his/her circumstances or behaviour may trigger a new referral. If there is uncertainty over whether a case meets the thresholds for level 2 or 3, the YOT should approach the MAPPA co-ordinator for informal consultation and advice before submitting a referral.

Decision by MAPPA

The MAPPA co-ordinator will provide the YOT with a decision within 10 days of receipt of MAPPA Form A (or local equivalent) about whether the case has met the threshold for active multi-agency management at level 2 or 3.

Where the case is considered to have met the level 2 or 3 thresholds, the MAPPA co-ordinator will respond with a date for the level 2 or 3 MAPP meeting. Where the case has not met the threshold, the MAPPA co-ordinator will provide reasons and may give suggestions for how the case can be managed at level 1. (If the case was referred for level 3 management but it was decided it could be effectively managed at level 2, the MAPPA co-ordinator will provide reasons and schedule a level 2 MAPP meeting).

In disputed cases, a senior manager from the YOT will be the final arbiter of whether the case should be referred to a level 2 or 3 MAPP meeting. The meeting will then verify whether or not the case does require management at either level 2 or 3. Where the decision is that this is not necessary, the YOT will receive an explanation of the decision from the MAPPA chair (MoJ, 2009:93).

Key practice implications

- Managers need to ensure that appropriate procedures are in place for referring level 2 and 3 cases to MAPPA.
- YOT staff need to understand the criteria for the three MAPPA management levels.
- Referrals for level 2 or 3 should be made using MAPPA Form A or local equivalent.
- Referrals need to explain the nature and level of risk of serious harm to others that a young person presents, why additional multi-agency involvement at level 2 or 3 is required and how it will contribute to effective risk management.

Case management

MAPPA are a mechanism – or a set of arrangements – to help agencies work together to manage risk but, as such, MAPPA do not hold case responsibility for any young person. The YOT retains full responsibility for each young person subject to MAPPA and effective case management by the YOT is therefore essential.

Effective practice

While there will be differences in the intensity and type of intervention between the different MAPPA management levels, there are some core practice principles which apply across all cases.

Defensible decisions

YOTs should aim to co-ordinate risk assessment with risk management. Kemshall (2003) has noted that, in order to achieve this, they should ensure that in every case:

- all reasonable steps have been taken
- reliable assessment methods have been used
- information has been collected and thoroughly evaluated
- decisions are recorded (and subsequently carried out)
- policies and procedures have been followed
- practitioners and managers adopt an investigative approach and are proactive.

Working with other agencies

YOT staff have a critical role to play in liaising with different organisations involved with a young person. For example, in the case of a young person convicted of sexual offences, it is possible that they could be referred to both a MAPP meeting and to children's services for consideration at a local safeguarding children board (LSCB) meeting. The LSCB and MAPPA serve different purposes so, in such cases, a separate referral should be made to each. The YOT caseworker can have a pivotal role in ensuring that there is no duplication of effort and that actions from one meeting do not conflict with actions from the other, as this will undermine their effectiveness (MoJ, 2009:144).

Involvement of young people and parents/carers

Effective engagement with young people and parents/carers is critical, and it is important that they do not become disengaged from the process of assessing and managing risk (MoJ, 2009:50). In most cases, young people should know that they are being managed through MAPPA, what MAPPA are and what the process means for them. YOTs will need to find ways of explaining the

complexity of MAPPA to young people in ways that they can understand. There may be a small number of cases where it is decided that a young person should not know about MAPPA as this may increase their risk. This decision must be agreed at a MAPP meeting and the reasons clearly recorded in the MAPP minutes and the young person's case file (MoJ, 2009:51).

MAPP meetings

The purpose of level 2 and 3 MAPP meetings is for agencies to share information that:

- is pertinent to undertaking a multi-agency risk assessment
- identifies the likelihood of reoffending
- identifies risk of serious harm issues and their imminence
- is critical to delivering an effective risk management plan which addresses all of the risks identified in the risk assessment.

MAPP meetings should be chaired by a representative of the police, prison or probation services (MoJ, 2009:104). YOT staff should not chair level 2 or 3 MAPP meetings as YOTs are not currently part of the Responsible Authority. However, in any case involving a young person, the Responsible Authority and DTC agencies attending the meeting must still ensure that they consider their responsibilities to safeguard and promote the welfare of the young person, as well as to manage the risks presented by the young person to others (MoJ, 2009:139).

YOT attendance

In any case involving a young person, the MAPP meeting should ensure that the YOT caseworker attends to provide details of the case. Where the YOT caseworker (or, in their absence, their line manager) fails to attend the meeting, the discussion of a young person's case must be postponed (MoJ, 2009:143).

A YOT manager, of sufficient seniority to be able to act as adviser to the MAPP meeting chair, should also be present to ensure that additional and specific issues arising from the fact that it is a child or young person being discussed are properly and fully addressed. This should also assist in identifying potential additional resources that are required and ensuring that any proposed licence conditions are proportionate to the level of risk identified.

Other agency representation

The YOT manager is not there to represent the local authority; this task should be undertaken by a different person. Whenever a child or young person is being discussed at a MAPP meeting, a representative of children's services must also be present to ensure that decisions take into account the young person's needs (MoJ, 2009:143). In the case of a child in need or a looked-after child, the local authority must be represented at the MAPP meeting and must be able to demonstrate that it is fulfilling its obligations to meet the needs of the child (MoJ, 2009:139).

When a case is referred to MAPPA for level 2 or 3 management, YOTs should ensure that section 20 of MAPPA Form A (see Appendix 4) is used to suggest additional attendees at the MAPP meeting who could provide expertise in understanding the risks presented by the young person and/or enable access to relevant services. This is particularly important for young people, as the majority of MAPP meeting participants will be more familiar with adult services and may not be so aware of resources that are relevant to young people. Examples of additional attendees include a representative from Child and Adolescent Mental Health Services (CAMHS) or a specialist in working with young people who sexually abuse.

Young people and parents/carers

Young people and parents/carers should not attend MAPP meetings (MoJ, 2009:50) but should be given an opportunity to present written information to the meeting through their YOT worker, or for the worker to provide information on their behalf. YOT staff will therefore need to help and enable young people to communicate their views effectively to MAPP meetings in this way.

Standard documentation

The MAPPA document set now includes standard formats for MAPP meeting agendas and MAPP meeting minutes in order to promote greater consistency in the management of level 2 and 3 cases (MoJ, 2009:114). YOTs will not need to initiate the use of these forms but will receive copies of them for any cases involving a young person.

Initial MAPP meetings

If at the initial MAPP meeting, it is decided that the case does not require active multi-agency management at level 2 or 3 but that it could be managed at level 1, meeting attendees should assist the YOT to develop its own risk management plan. If the case has been referred as level 2 but attendees at the initial meeting believe it should be level 3, they should still agree a MAPPA risk management plan and also set a date (within one month) for a level 3 meeting. If a case has been referred as level 3 but meeting attendees decide that it can be safely managed at level 2, the group should also agree a MAPPA risk management plan and set a date for a level 2 meeting (within eight weeks).

A date for the first review (see page 24) will be set at the initial meeting, and attendees will decide at that meeting whether the review will be a full meeting or whether it will be undertaken by a core group.

Information from MAPP meetings

The YOT does not have the authority to release confidential information that has been shared at MAPP meetings. If the YOT receives a request from a third party for MAPP meeting minutes, this must be referred to the MAPP meeting chair and the MAPPA co-ordinator must also be informed (MoJ, 2009:114). If the MAPPA co-ordinator and chair decide to release such information, a full copy of the minutes will not be provided but information will be given in the form of a MAPP meeting minutes executive summary.

YOTs should not quote a MAPP meeting as a source of information in a pre-sentence report. Where a practitioner wishes to refer to information that has been shared at a level 2 or 3 MAPP meeting, they must consult the agency that

provided it to seek approval to use the information in a report (MoJ, 2009:112). The information must be attributed to the agency and the content agreed with the agency representative who attended the meeting. Where a young person is being, or will be, actively managed at MAPPA level 2 or 3 in the community, the report writer may wish to explain this in the report. It is essential that, where MAPPA management is referred to, this is properly explained and adds to the risk assessment provided in the report.

Planning and review

Creating, implementing and monitoring robust intervention and sentence plans is critical to effectively managing risk. Risk cannot be eliminated completely but intervention is more likely to contain the risks if decisions are defensible, plans are monitored through regular reviews and adjustments are made to plans to reflect changes in a young person's behaviour and circumstances over time.

Risk management plans

All young people subject to MAPPA should have a YOT risk management plan in accordance with YJB policy and procedures (YJB, 2005, 2006a). This should specify the actions that the YOT will take in relation to external and internal risk controls.

In addition, any young person being managed at MAPPA levels 2 or 3 should also have a MAPPA risk management plan. This will identify all the multi-agency actions agreed at the MAPP meeting to manage the assessed risks (MoJ, 2009:88).

The MAPPA risk management plan must be specific, measurable, achievable, realistic and time-bound (SMART). It should clearly identify ownership of each action point, with a named agency and, wherever possible, a named individual in that agency. It should also be linked to the supervision or sentence plan, formally reviewed at a specified future date and all actions must have a date for completion.

Where an element of the MAPPA risk management plan cannot be delivered by local agencies through the level 2 meeting, consideration must be given to referring this element to the level 3 meeting.

The MAPPA risk management plan must contain actions to protect victims and a contingency plan in case the original plan breaks down for any reason.

The MAPPA risk management plan will be informed by the YOT's own risk management plan based on *Asset*. This should be a two-way process and, where new information is brought to the MAPP meeting, *Asset* and other relevant YOT documentation must be reviewed and updated as required following the meeting.

Reviews

Individual cases should be continuously monitored and reviewed to ensure that the level of assessed risk is still appropriate. The risks that a young person presents to others may increase or decrease during the course of supervision and, as a result, there may be a change in the required level of MAPPA

management. Cases should always be managed at the lowest MAPPA management level consistent with providing a defensible risk management plan.

Level 1 cases

All level 1 cases should be reviewed at least every four months. This is the minimum requirement for MAPPA, although YOTs should already be reviewing such cases quarterly anyway, in line with the National Standards. These reviews should be done as part of ordinary YOT supervision processes (including reviews of Asset) and details should be fully recorded in case management systems. Even though these cases do not require formal MAPP meetings, information should still be sought from any other agencies involved with the young person to ensure that the review captures as full a picture of the young person's circumstances as possible. The level 1 review should identify any new information relating to the case that has an effect on the risk assessment and risk management plan, review the risk management plan and revise it as necessary and set the date for the next review.

Level 2 and 3 cases

Level 2 and 3 cases should be reviewed at a MAPP meeting as follows:

- all level 2 cases in the community should be reviewed every 8–12 weeks
- all level 3 cases in the community should be reviewed every 4–6 weeks

As reviews for these cases will occur more frequently than the minimum reviews required by the National Standards, YOTs will need to ensure that they have processes in place to be able to provide up-to-date information to MAPP meetings.

An initial MAPP meeting may decide that a small core group will be responsible for reviewing the MAPPA risk management plans in between full meetings. Where this occurs, the core group will generally be three or four people and should always contain the referrer (i.e. the YOT) in all cases involving young people. Other members of the core group should be those people actively working with the young person (MoJ, 2009:100).

All level 2 and 3 review meetings, regardless of whether they are core group or full meetings, must:

- request new information from the agencies involved in the case
- receive information from each agency involved in the action plan regarding the progress they have made against their actions
- request any new information relating to the victim(s) and potential victim(s) to ensure that all necessary steps are taken to protect them
- review the existing risk management plan
- consider whether disclosure needs to take place
- decide whether the case continues to require active management at level 2 or 3 (as appropriate) and, if it is required:
 - revise the MAPPA risk management plan

- record the review on MAPPA Form D and send to the MAPPA co-ordinator within 10 days
- set a date for the next meeting.

As indicated, each review meeting must consider whether the case needs continued management at level 2 or 3. Any decision to change the level (either up or down) will be reviewed by the MAPPA co-ordinator and original MAPP meeting chair. Full details of the subsequent actions required and the timescales for decision-making are provided on pages 106–109 of the national MAPPA guidance.

Transitions

Where case responsibility transfers from one YOT to another, both YOTs have a responsibility to make sure that the transfer is properly planned and managed. The National Standards and *Case Management Guidance* set out the expected minimum level of practice, but with MAPPA cases it is particularly important that:

- the need to protect the public is emphasised throughout the transfer process
- all necessary information is transferred on case files to manage the assessed risk presented by the young person
- the National Standards for reporting and enforcement are maintained
- seamless supervision is provided in the community.

It can be helpful for a representative from the transferring YOT to attend the first level 2 or 3 MAPP meeting in the new area, although this will not always be feasible if the young person has moved away a considerable distance (use of video link or teleconferencing facilities should also be considered if these are available). In cases where attendance is not possible, a report should be completed and submitted in advance in order to provide relevant information for other participants at the meeting.

When a young person transfers from youth justice to adult criminal justice services, the same key principles apply and the YOT should provide as much information as possible to the receiving probation area (MoJ and YJB, 2009). Probation staff may not be familiar with *Asset* or with the types of interventions provided by YOTs and the secure estate, so it is important to ensure that they are fully explained where necessary.

Key practice implications

- YOTs should aim to ensure that all decisions relating to MAPPA-eligible young people are defensible.
- Effective engagement with young people, parents/carers and other agencies is an essential aspect of risk management.
- YOTs must ensure that they have appropriate representation at any MAPP meeting at which a young person is being discussed.
- YOTs should be proactive in suggesting additional attendees for MAPP meetings who have expertise in risk assessment or can provide specialist resources for young people.
- All young people subject to MAPPA should have a YOT risk management plan. In addition, level 2 and 3 cases will need a MAPPA risk management plan.
- YOTs should ensure that level 1 cases are reviewed at least every four months.
- YOTs should contribute fully to MAPP meeting reviews for level 2 and 3 cases.
- Where a young person moves between YOTs or transfers from youth justice to adult criminal justice services, YOTs must ensure that all relevant information is shared with receiving organisations to maintain seamless supervision.

Young people in custody

YOTs retain overall case responsibility throughout a young person's sentence, but the Prison Service, secure training centres (STCs) and secure children's homes have a critical role in managing young people who are subject to MAPPA. In particular, secure estate staff will have relevant information relating to a young person's behaviour, and their participation in education, offending behaviour work or other activities, while in custody. Information from all of these sources is useful for making decisions about release, resettlement and risk management in the community.

Timescales

Ideally, the process of setting the MAPPA level should take place at least six months prior to release. For determinate sentences, e.g. Detention and Training Orders (DTOs) or extended sentences imposed after July 2008, this is six months before the release date, while for those eligible for parole it is six months before the parole eligibility date (MoJ, 209:145).

For a substantial number of young people, however, the custodial element of their sentence will be less than six months and, in such cases, this process will need to begin as soon as the young person is sentenced.⁶

Setting the MAPPA level for release

If possible, a representative from the young offender institution (YOI), secure training centre (STC), or secure children's home should attend the MAPP meeting that will determine the appropriate MAPPA management level on release, but this may not always be feasible if it takes place at a considerable distance from the establishment. In such situations, other options should be considered to ensure that secure estate staff are involved in the meeting (e.g. video/phone conferencing or the provision of written reports). If a young person will be relocating to a new area after release, representatives of both the transferring and receiving YOTs should attend the meeting where this is practicable.

Information from the secure estate that will be of benefit to level 2 or 3 meetings includes (MoJ, 2009:145):

- extent of support provided by family/carers while the young person was in custody
- extent to which other agencies have been in contact with/supporting the young person during their time in custody

⁶ This is confirmed in chapter 1, section 3.1 of the *Prison Service Public Protection Manual*, which states the MAPPA level should be assigned "immediately if serving less than six months".

- information received from the monitoring of a young person's communications
- specific issues raised in internal risk management meetings within the establishment
- progress in addressing offending behaviour
- engagement with/progress in education, training and employment (ETE) and other constructive activities
- information on associates (both inside the establishment and externally)
- contacts with/attempts to contact victims
- networking patterns/associates
- response to staff/other forms of authority
- disciplinary reports
- suicide/self-harm risks
- health/mental health issues
- Multi-Agency Risk Assessment Panel (MARAP)
- Multi-Agency Lifer Risk Assessment Panel (MALRAP).

Where a young person will be managed at MAPPA level 1 on release, information from the secure estate will still be important in helping the YOT to put together an appropriate plan for resettlement and risk management. YOTs should therefore ensure that they have received relevant information from the secure establishment (e.g. information recorded in eAsset for sentence planning processes) prior to a young person being released.

Release from custody

Licence conditions

Any additional licence conditions should be proportionate to the level of risk identified and necessary for the protection of the public (for further details, see *Release and Recall: Guidance for Youth Offending Teams*).

Parole

A YOT worker preparing a report for the Parole Board cannot quote a MAPP meeting as a source of information (MoJ, 2009:112). Where a practitioner wishes to refer to information that has been shared at a level 2 or 3 MAPP meeting, they must consult the agency that provided it to seek approval to use the information in a report. The information must be attributed to the agency and the content agreed with the agency representative who attended the meeting.

Parole reports need to include details of the young person's release plan and an explanation of how any risks to the public will be managed on release. The role that MAPPA could play in contributing to this plan should be clearly set out.

Recall

If a young person being managed at MAPPA level 2 or 3 is recalled to custody (see *Release and Recall: Guidance for Youth Offending Teams*), there should be a MAPP meeting as soon as possible to put together a risk management plan in preparation for their re-release (MoJ, 2009:111–112).

Key practice implications

- YOTs need to work closely with the secure estate through the process of setting the MAPPA management level prior to a young person's release.
- The process should take place at least six months prior to release or, where the young person will be in custody for less than six months, as soon as possible.
- YOTs should receive information from secure establishments to help form resettlement and risk management plans.
- YOTs need to contribute to discussions in MAPP level 2 or 3 meetings regarding possible licence conditions to help ensure that any such conditions are proportionate to the level of risk identified.
- If a YOT worker wishes to use information from a MAPP meeting in a report for the Parole Board, they must gain approval from the agency which provided the information.
- Parole reports should explain what role MAPPA could play in managing risks that the young person may present to others on release.

Victims

Victim safety, preventing re-victimisation and avoiding the creation of new victims is fundamental to the MAPPA agencies' public protection role.

MoJ, 2009:84

The victim focus of MAPPA includes direct victims of offences but also those who, while not directly involved, have been seriously affected (e.g. close family members).

YOTs also have a statutory duty to comply with the *Code of Practice for Victims of Crime* (CJS, 2005), which sets out the minimum standards victims can expect to receive from criminal justice agencies.⁷

Role of victims in MAPPA

Effective engagement with victims is a significant aspect of MAPPA and is particularly important in relation to:

- risk assessment – victims may have information that is significant for understanding the level and type of risk that a young person may present to others
- risk management – an awareness of a victim's concerns and fears is important for putting in place appropriate risk management plans.

The victim is central to the offence and may understand the risk the offender presents, but they inform, rather than decide, the management plan because ultimately they are not responsible for delivering it.

MoJ, 2009:87

YOT responsibilities

In cases where young people are subject to MAPPA, it is important to establish:

- who is in contact with the victim(s)
- who can best act as a representative for the victim(s)
- who will act as a conduit for information between the victim(s) and MAPPA.

Following the Domestic Violence, Crime and Victims Act 2004, in cases where a young person has committed a violent or sexual offence and has received a custodial sentence of 12 months or more, the local probation service has a duty to take all reasonable steps to establish whether a victim wishes to make representations about what supervision requirements a young person should be

⁷ See <http://www.yjb.gov.uk/en-gb/yjs/VictimsofCrime>.

subject to on their release from custody. MAPPA should take these representations into account when developing a risk management plan.

In some cases, the YOT may be best placed to liaise with victims whereas in other areas probation service victim liaison officers may carry out this role. Local protocols need to be in place defining whether the probation service or the YOT is responsible, in a given case, for communicating with the victim(s).⁸

MAPP meetings and risk management plans

Victim liaison officers should attend level 2 and 3 MAPP meetings in cases where they are actively involved with the victim(s) or where there are victim issues that require attention (MoJ, 2009:86). The MAPP meeting should include an action point which describes what information will be provided to the victim and by whom.

All MAPPA risk management plans must contain action to protect victims and the plan must also contain contingency arrangements should this be required. It is important that everyone is clear on what action will be taken should the original plan break down for any reason.

MoJ, 2009:87

Key practice implications

- YOTs should comply with the *Code of Practice for Victims of Crime* in all cases involving young people subject to MAPPA.
- Local protocols should be in place, which set out the roles of the YOT and the probation service in relation to communicating with victims. YOT staff need to know what action to take, and who will take it, to ensure that the views of victims are heard.
- MAPPA risk management plans must contain actions to protect victims.

⁸ Probation Circular 11/2008 New Victim Liaison Guidance Manual contains more detail and an example of a protocol. Available at <http://www.probation.homeoffice.gov.uk/files/pdf/PC11%202008.pdf>.

Use of information

Sharing information is one of the key purposes of MAPPA and also a key factor in effectively assessing and managing risk.

Information sharing

All Strategic Management Boards must have an agreed information-sharing protocol in place (MoJ, 2009:60). The 2003 Criminal Justice Act (s325(4)) recognises that co-operation between the Responsible Authority and DTC agencies may involve the sharing of information, and therefore all MAPPA agencies have the prima facie legal power to exchange information with the Responsible Authority.

Other key principles of information sharing are listed as follows.

Necessity

For the purposes of MAPPA, this would include sharing information:

- to identify young people who present a risk of serious harm to others
- to ensure that assessment of the risks they present to others are as accurate as possible in light of the information currently available
- to enable appropriate risk management plans to be drawn up to manage the assessed risks, and protect victims and the public.

Proportionality

Proportionality means that the risk cannot be assessed or managed unless the information in question is shared. Only the information that is actually needed for the purpose should be shared and, in addition, providing information to a single point of contact in an agency does not give that contact the authority to share that information more widely across their organisation (MoJ, 2009:61).

Information is kept and shared safely and securely

Information should only be available to, and shared with, agencies and individuals involved in the MAPPA process.

Accountability

The Responsible Authority needs to ensure that all agencies involved have confidence in MAPPA processes for information storage, retrieval and record keeping.

Arrangements for information sharing should be set out in a local memorandum between the Responsible Authority and DTC agencies (see page 9). YOTs should also take account of YJB guidance on information sharing and any relevant local authority procedures. These will apply to level 1 cases, as well as cases managed at levels 2 or 3, because information sharing between agencies will still be an important part of the risk management process for such young people.

Security of restricted and confidential information

Once information has been entered into any of the forms that are part of the MAPPA document set, they must be handled in accordance with the Government Protective Marking Scheme (MoJ, 2009:115). There are two key categories – restricted and confidential.

Restricted

This would apply to Form F (notification) and Form A (referral) at the point at which the YOT completes them and sends them to the MAPPA co-ordinator. In addition, minutes of MAPP meetings will be sent to those who attended the meeting and will be marked 'RESTRICTED'.

Confidential

This would apply to any information entered into ViSOR (since the whole system is confidential), even if prior to this it would otherwise have been restricted or would not have required a protective marking.

See Appendix 5 for further details on the Protective Marking Scheme and how to handle information appropriately.

Disclosure

In developing a risk management plan, consideration must be given in each MAPPA case as to whether disclosure of information about a young person to others should take place. This applies to all categories and levels of MAPPA cases and refers to the controlled disclosure of information to third parties with a legitimate interest in the case, with the aim of reducing the risk of serious harm to others.

Factors influencing the decision to disclose information

The purpose of disclosing information is to protect the public and reduce the risk of serious harm. Factors that could indicate a need for controlled disclosure include:

- evidence that grooming behaviours may take place; schools and colleges are a likely environment for this to take place
- a condition in a licence which excludes a young person from a specific location or prevents them having contact with named persons
- where others may be at risk – this could include staff and other service users
- a need to protect past or potential victims (e.g. a young person starts a new relationship that provides access to potential victims)
- where a person may be in a position to actively assist in managing the risk presented by a young person through being familiarised with risk factors and scenarios.

Decisions about disclosure need to consider the potential harm to the young person as well as the potential risks to others if information is not disclosed. For

example, where a young person has committed a sexual offence, there is a need to ensure that others (e.g. at school or college) are protected but also that the young person is able to continue receiving education or training. The difficulty of these decisions illustrates the need for experienced YOT staff to be closely engaged with MAPPA to ensure that other agencies are aware of the specific issues relating to young people.

If alternative measures would achieve the required risk management goals, then these should be fully considered before proceeding with disclosure, and YOTs have an important role to play in explaining any such alternatives to MAPPA colleagues.

Disclosure decisions for level 1 cases

For young people managed at MAPPA level 1, the YOT is the lead agency and has the responsibility to decide whether disclosure should take place and to ensure that it is appropriately managed. For all level 1 cases, the initial risk management plan must address disclosure and the decision should be reviewed at least every four months (or earlier, if there is a significant change in circumstances). YOTs need to ensure that they have procedures in place (e.g. through internal risk panels) for ensuring that decisions about disclosure of information in relation to level 1 cases are regularly reviewed and recorded on case management systems. YOTs should also note that concerns that “lead to the need to disclose information to a third party may be an indicator that the case should be referred to a level 2 MAPP meeting” (MoJ, 2009:73).

Disclosure decisions for level 2 and 3 cases

The decision to disclose to third parties must be considered in all level 2 and 3 MAPP meetings. This is essential at the initial MAPP meeting and must be reassessed at each review MAPP meeting. Where disclosure is not taking place, the reasons for this should be fully recorded in the MAPP minutes. In view of the particular concerns around disclosing information about young people, no decision about disclosure can be made “unless a senior representative of both the YOT and children’s services are present at the MAPP meeting” (MoJ, 2009:144).

The process of information disclosure

It is preferable that the young person is aware that disclosure is taking place (and in some cases, the young person may wish to make the disclosure themselves with appropriate support from the YOT). However, there may be other cases where informing the young person about disclosure could increase the potential risk to the victim(s) and, if this applies, the young person should not be informed. This must be recorded in the meetings for MAPP level 2 or 3 meetings, and for level 1 cases the decision should be clearly recorded on case management records.

Before any information is disclosed, it is important to ensure that the third party receiving the information is aware that it is confidential, knows how to make use of the information and knows what to do if anything occurs which they need to report. Disclosure is likely to be most effective if it explains details of the key triggers for offending behaviour and the requirements for successful risk management, e.g. ‘this is what you need to look out for...’ or ‘if you see X, you need to do Y’.

Where a YOT plans to share information about a young person under MAPPA (at any level), it should keep a record of:

- exactly what information is to be disclosed
- to whom
- by whom
- within what timescale.

It is advised that children's services are made aware of cases where disclosure is made on a young person and that local monitoring of such cases takes place (MoJ, 2009).

ViSOR

ViSOR was developed to support an integrated approach to the management of sexual, violent and other dangerous offenders. A record will be created on ViSOR for all MAPPA-eligible cases managed at level 2 and 3, and for Category 1 cases managed at level 1, including those currently serving custodial sentences. Currently, ViSOR does not contain information relating to Category 2, level 1 cases (these cases, in the main, are managed by the probation service). At the moment, information in ViSOR can be reviewed and updated by the police, the Prison Service and probation services, but YOTs do not currently have direct access to it.

Cases in ViSOR are known as 'nominals', and each nominal record consists of a front-page summary screen and a series of attachments containing detailed information relating to that young person and their offending behaviour. Other information such as MAPP meeting minutes and details of decisions about disclosure will also be recorded on ViSOR. Each nominal has a ViSOR manager with responsibility for the collation and quality assurance of information stored on that record.

As YOTs are not currently able to input data directly into ViSOR, information should be shared with the Responsible Authority agencies, who will ensure that it is entered into ViSOR as required. This should be as follows (MoJ, 2009: 141/142):

Category 1 (Registered Sex Offenders)

All Category 1 offenders will have a ViSOR record and a nominated police officer who is the owner of the record. The YOT caseworker must contact the police Public Protection Unit to inform them that they are involved in the case, provide their contact details and obtain details of the police officer responsible for managing the record. The expectation is that the YOT and the police will work closely together to manage the case, with each informing the other of any significant changes/developments. This will allow the police to keep the ViSOR record updated. Where the case is managed at level 2 or 3, the MAPP meeting will also identify new information that should be entered on to ViSOR.

Category 2 (Violent Offenders)

The YOT must ensure that the MAPPA co-ordinator is kept informed of significant changes and events, for example date of release from custody and date of expiry of supervision. Where the case is managed at level 2 or 3, the MAPP meeting will identify new information which should be entered on to ViSOR. The MAPPA co-ordinator will have responsibility for ensuring that the ViSOR record is updated as required.

Category 3 (Other Dangerous Offenders)

The MAPP meeting will identify which new information should be entered on to ViSOR, for example updating risk assessments, change of personal circumstances, arrests and other intelligence pertinent to the effective MAPPA management of the case.

Inclusion period

When a young person ceases to be subject to MAPPA, their ViSOR record will be archived.⁹ This means that the information will remain within ViSOR and can be re-activated if necessary. The nominal record will be retained until the 100th anniversary of the individual's birth. At this point, it will then be reviewed and, in most cases, will be removed from ViSOR.

Key practice implications

- Information-sharing in relation to young people subject to MAPPA should be lawful, necessary and proportionate, and carried out in a safe and secure way. The use of non-encrypted email should be avoided in favour of secure email services provided through either through Criminal Justice Secure eMail (CJSM) or Government Connect (GCSx).
- Information contained in forms which are part of the MAPPA document set should be handled in accordance with the Government Protective Marking Scheme.
- YOTs need to ensure that they have procedures in place (e.g. through internal risk panels) for ensuring that decisions about disclosure of information in relation to level 1 cases are regularly reviewed (at least every four months) and recorded on case management systems.
- YOTs must contribute fully to discussions at MAPP level 2 or 3 meetings about disclosure to ensure that other agency colleagues understand the particular sensitivities surrounding disclosure of information about young people.
- If a young person wishes to disclose information themselves, the YOT should provide appropriate support and guidance.
- All young people subject to MAPPA will have a ViSOR record. YOTs need to ensure that relevant information is passed to the police (for Category 1) and the MAPPA co-ordinator/MAPP meeting representative (for Categories 2 and 3) to enter the data onto ViSOR.

⁹ Details of how long a young person will be subject to MAPPA can be found on page 5.

MAPPA Serious Case Reviews

As part of the MAPPA serious case review process, every Strategic Management Board must have a process in place to record when an offender in any of the three MAPPA categories (regardless of MAPPA management level) is charged with a serious further offence. The process also applies to those charged with a relevant offence within 28 days of leaving MAPPA.

A serious further offence, for these purposes, is any offence listed in Appendix 6. The MAPPA serious case review process also applies to young people who are reprimanded or warned for a relevant offence.

Notification to MAPPA of a serious further offence

Where a young person is charged with a serious further offence, the MAPPA co-ordinator should be notified within five days and/or no later than the first court appearance. This will be done by the police, who will complete sections 1–4 of MAPPA Form M (attached at Appendix 7) and send it the MAPPA co-ordinator.

The MAPPA co-ordinator will then complete sections 5–7 of MAPPA Form M and make a recommendation to the Strategic Management Board on whether a serious case review is required (see below). A copy will be sent to the YOT at this point in the process.

When is a MAPPA Serious Case Review required?

The Strategic Management Board must commission a Serious Case Review if a young person in any MAPPA category who is managed at level 2 or 3 commits, or attempts to commit, one of the following offences:

- murder
- manslaughter
- rape.

The Strategic Management Board may also commission a serious case review for:

- level 1 cases where the subject is charged with murder, manslaughter, rape or an attempt to commit any of these offences
- all levels of cases where the subject is charged with other serious offences listed in Appendix 6
- cases where it would otherwise be in the public interest to undertake a review; for example, a case that results in serious physical or psychological harm to a vulnerable adult or child but is not an offence listed in Appendix 6.

Once the MAPPA co-ordinator has sent Form M to the Strategic Management Board and made a recommendation about whether a serious case review is

required, the Strategic Management Board has 10 days to confirm whether or not a review should take place.

MAPPA Serious Case Review process

If an Serious Case Review is required, the Strategic Management Board is responsible for overseeing the process. The board should appoint a MAPPA serious case review lead either from:

- the Strategic Management Board
- a senior manager from the Responsible Authority
- a senior manager from the DTC agency who is not connected with the case or responsible for line managing staff involved.

The Strategic Management Board chair should write to the YOT (and all other agencies involved) within five days of a decision being made to carry out a serious case review, and should confirm the contact details of the MAPPA serious case review lead. In response, the YOT should confirm that relevant case records have been secured to guard against loss or interference and should also identify a single point of contact for the review.

The purpose of the MAPPA serious case review is to look at whether the MAPPA arrangements were effectively applied and whether the agencies worked together to do all that they could reasonably have done to manage effectively the risk of further offending (MoJ, 2009:234). Full details of the secure case review process are set out in section 28 of the national MAPPA guidance (MoJ, 2009), and YOTs should refer to this for further information if a MAPPA serious case review is required for a young person.

Link with YJB serious incident procedures

The list of serious further offences which may trigger a MAPPA serious case review is not the same as the YJB's definition of a serious incident. Although this might initially appear to be problematic, the MAPPA serious case review process itself does not conflict with YJB serious incident reporting procedures and YOTs should continue to comply with YJB guidance in this area (YJB, 2007).

In some cases (e.g. offences of murder, manslaughter or rape committed by young people managed at MAPPA level 2 or 3), there will need to be both a YOT local management report to comply with YJB procedures and a MAPPA serious case review. The Strategic Management Board will need to know if a YOT local management report is being prepared, but the two reviews are likely to have a different focus. The local management report will be concerned primarily with internal YOT processes whereas the MAPPA serious case review will have a more specific focus on how the different agencies worked together under MAPPA. However, completion of a YOT local management report will obviously assist the MAPPA serious case review lead and be an important source of information for that process.

The number of mandatory MAPPA serious case reviews concerning young people is likely to be relatively small. In addition, many of the cases which

require a local management report will not necessarily trigger a MAPPA serious case review (e.g. if committed by a young person managed at level 1 and the Strategic Management Board exercises its discretion not to hold a review) but YOTs still need to comply with YJB serious incident procedures in such cases.

There may be a small number of cases in which a MAPPA serious case review is requested for offences which fall outside the YJB's definition of a serious incident. In such cases, the YJB strongly encourages YOTs to undertake their own review in order to learn lessons for future practice development.

Key practice implications

- YOTs need to be aware of the different purposes of a YOT local management report and a MAPPA serious case review, and understand and comply with the procedures for each.
- If a MAPPA serious case review is required for a young person, the YOT must secure the case records, provide a single point of contact and provide information to the secure case review lead to inform the review process.

Appendix 1: Registration thresholds for sexual offences

The following table¹⁰ describes the thresholds that must be met before an offender becomes subject to the notification requirements of part 2 of the Sexual Offences Act 2003. The thresholds only apply for offences committed after 1 May 2004.

Offence	Threshold to registration in schedule 3
Indecent photographs of children under 16 (Protection of Children Act 1978, section 1)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration.
Importing indecent photographs of children under 16 (Customs and Excise Management Act 1979, section 170 and Customs Consolidation Act 1876, section 42)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration
Possession of indecent photographs of children under 16 (Criminal Justice Act 1988, section 160)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration
Rape (1), ¹¹ Assault by penetration (2)	Automatic registration
Sexual assault (3)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment. Where the offender is 18 or above, and at least one of the following applies: <ul style="list-style-type: none"> the victim was under 18 the offender received a prison sentence was detained in a hospital was made the subject of a 12-month community sentence.
Causing sexual activity without consent (4) Rape of a child under 13 (5) Assault of child under 13 by penetration (6)	Automatic registration

¹⁰ Taken from MAPPA Guidance 2009 Version 3.0 Ministry of Justice (2009), page 256.

¹¹ Number in brackets denotes section number in the Sexual Offences Act 2003.

Sexual assault of a child under 13 (7)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration
Causing or inciting a child under 13 to engage in sexual activity (8) Child sex offences committed by adults (9–12)	Automatic registration
Child sex offences committed by children or young persons (13)	(The offender will always be under 18): <ul style="list-style-type: none"> 12 months' imprisonment
Arranging or facilitating the commission of a child sex offence (14)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration
Meeting a child following sexual grooming (15)	Automatic registration
Abuse of a position of trust (16–19)	Where the offender fulfils any of the following: <ul style="list-style-type: none"> received a prison sentence was detained in a hospital was made the subject of a 12-month community sentence
Familial child sex offences (25–26)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months' imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> automatic registration
Offences against persons with a mental disorder (30–37)	Automatic registration
Care worker offences (38–41)	Where the offender is under 18: <ul style="list-style-type: none"> 12 months imprisonment Where the offender is 18 or above: <ul style="list-style-type: none"> received a prison sentence; or was detained in a hospital; or was made the subject of a 12 month community sentence

Paying for the sexual services of a child (47)	<p>Where the victim was under 16 and the offender was under 18:</p> <ul style="list-style-type: none"> ▪ 12 months' imprisonment <p>Where the offender was 18 or above:</p> <ul style="list-style-type: none"> ▪ automatic registration
Administering a substance with intent (61)	Automatic registration
Committing an offence (62), or trespassing (63) with intent to commit a sexual offence	<p>Where the offender is under 18:</p> <ul style="list-style-type: none"> ▪ 12 months' imprisonment. <p>Where the offender is 18 or above, and at least one of the following applies:</p> <ul style="list-style-type: none"> ▪ the victim was under 18 ▪ the offender received a prison sentence ▪ was detained in a hospital ▪ was made the subject of a 12-month community sentence
Sex with an adult relative (64–65)	<p>Where the offender is under 18:</p> <ul style="list-style-type: none"> ▪ 12 months' imprisonment <p>Where the offender is 18 or above and where either of the following applies:</p> <ul style="list-style-type: none"> ▪ received a prison sentence ▪ was detained in a hospital
Exposure (66)	<p>Where the offender is under 18:</p> <ul style="list-style-type: none"> ▪ 12 months' imprisonment <p>Where the offender is 18 or above, and at least one of the following applies:</p> <ul style="list-style-type: none"> ▪ the victim was under 18 ▪ the offender received a prison sentence ▪ was detained in a hospital ▪ was made the subject of a 12-month community sentence.
Voyeurism (s67)	<p>Where the offender is under 18:</p> <ul style="list-style-type: none"> ▪ 12 months imprisonment <p>Where the offender is 18 or above:</p> <ul style="list-style-type: none"> ▪ the victim was under 18; or ▪ the offender received a prison sentence; <p>or</p> <ul style="list-style-type: none"> ▪ was detained in a hospital; or ▪ was made the subject of a 12 month community sentence
Intercourse with an animal (s70) or sexual penetration of a corpse (s71)	<p>Where the offender is under 18:</p> <ul style="list-style-type: none"> ▪ 12 months imprisonment <p>Where the offender is 18 or above:</p> <ul style="list-style-type: none"> ▪ received a prison sentence; or ▪ was detained in a hospital

Appendix 2: Criminal Justice Act 2003, schedule 15

Specified violent offences (those marked with an asterisk are serious specified 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 (making 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 the safety of aircraft)*
40. An offence under section 3 of that Act (other acts endangering or likely to endanger the 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 the 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 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 assaults)
59. An offence falling within section 31(1)(a) or (b) of that Act (racially or religiously aggravated offences under section 4 or 4a of the Public Order Act 1986 (c.64))
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*
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)*

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

Specified sexual offences (those marked with an asterisk are serious specified 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 a woman by threats)
68. An offence under section 3 of that Act (procurement of a 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 a girl under 13)*
71. An offence under section 6 of that Act (intercourse with a girl under 16)
72. An offence under section 7 of that Act (intercourse with a defective)
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 a woman by force or for the sake of her property)*
80. An offence under section 19 of that Act (abduction of an unmarried girl under 18 from parent or guardian)
81. An offence under section 20 of that Act (abduction of an unmarried girl under 16 from parent or guardian)
82. An offence under section 21 of that Act (abduction of a 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 a girl under 21)
85. An offence under section 24 of that Act (detention of a woman in a brothel)

86. An offence under section 25 of that Act (permitting a girl under 13 to use premises for intercourse)*
87. An offence under section 26 of that Act (permitting a girl under 16 to use premises for intercourse)
88. An offence under section 27 of that Act (permitting a 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 a girl under 16)
90. An offence under section 29 of that Act (causing or encouraging the prostitution of a 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 a 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) (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 an 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 a position of trust: sexual activity with a child)
118. An offence under section 17 of that Act (abuse of a position of trust: causing or inciting a child to engage in sexual activity)
119. An offence under section 18 of that Act (abuse of a position of trust: sexual activity in the presence of a child)
120. An offence under section 19 of that Act (abuse of a 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 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 the 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. 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
 - c. attempting to commit an offence so specified.

Appendix 3: MAPPA Form F – Initial notification of a MAPPA nominal (YOT)

1. MAPPA Category

Select one only:

Category 1 – Registered Sexual Offender: Yes/No

Category 2 – Violent offenders who have been sentenced to 12 months or more in custody or detention in hospital. Also, those who have been disqualified from working with children. Yes/No

2. Disclosure to the Offender

Has MAPPA notification been discussed with and explained to the young person? Yes/No

Has the young person been informed of their right to present written information to any meetings under MAPPA for which they are a subject? Yes/No

3. Offender Information

Family name:

First name:

Middle name:

Alternative name(s):

Current address:

Postcode:

Date of birth:

Gender:

Ethnicity:

Disability/diversity considerations:

Contact index number (under 16s):

NI number:

Prison number:

PNC number:

Agency identity number:

Current status: Community / Custody / Hospital

4. Responsible Adult

Family name:

First name:

Middle name:

Alternative name(s):

Date of birth:

Relationship to the offender:

Current address:

Postcode:

5. Conviction Information

Conviction date:

Sentence date:

Court:

Type of conviction:

Offence:

Sentence type:

Sentence length:

Sentence end date:

Latest possible release date (for DTOs and EPPs):

ROTL date:

Availability and suitability of home detention curfew:

Additional licence conditions (please list these):

Current offence and offending history:

6. Key Worker Contact Details

Name:

Grade/rank:

Area:

Unit:

Address:

Postcode:

Telephone number:

Fax number:

Email address:

Date notification sent:

Appendix 4: MAPPA Form A – Referral to a level 2 or 3 MAPP meeting

Has the MAPPA notification been discussed with and explained to the offender?

Yes/No

Has the offender been informed of their right to present written information to any meetings under MAPPA for which s/he is a subject?

Yes/No

Is the offender a young person?

Yes/No

Is the offender a vulnerable adult?

Yes/No

1. Offender information

ViSOR reference:

Family name:

First name:

Middle name:

Alternative name(s):

Date of birth:

Gender:

Ethnicity:

Disability/diversity considerations:

NI number:

Prison number:

PNC number:

CRO number:

Agency unique reference:

Current address:

Postcode:

2. Responsible adult

Family name:

First name:

Middle name:

Alternative name(s):

Date of birth:

Relationship to the offender:

Current address:

Postcode:

3. Employment

Employed? Yes/No

Full or part time:

Occupation:

Employer name:

Employer's address:

Postcode:

4. Education

Is the offender currently in education? Yes/No

Full or part time:

Institution name:

Institution address:

Type of institution:

5. Current Status

MAPPA category:

Has offender been given permission to travel abroad? Yes/No

6. Conviction information

Type of conviction:

Court:

Offence:

CJS offence code:

ACPO offence code:

Caution/Reprimand/Warning date:

Offence start date:

Conviction date:

Sentence date:

Offence end date:

Sentence type:

Sentence length:

Was it an indeterminate or life sentence? Indeterminate/Life/Neither

Is this the index offence? Yes/No

Parole eligibility date:

Non-parole date:

ROTL date:

EDR date:

7. Home Detention Curfew

Curfew period start:

Curfew period end:

Curfew start time:

Curfew end time:

8. Early Custody Release

Eligible? Yes/No

ECL start date:

ECL end date:

9. Supervision/Licence

SI type:

SI start date:

SI end date:

Recall? Yes/No

Recall start date:

Recall end date:

New release date:

10. Mental Health

Next tribunal date:

Next care plan approach date:

11. Risk Assessments (adult offender)

OASys (Full RoH) level:

Comments:

OASys (Full RoH Children) level:

Comments:

Risk Matrix 2000 level:

Comments:

SARA level:

Comments:

Stable/Acute level:

Comments:

Other (specify) level:

Comments:

12. Current Agency Risk Management Plan (adult offender)

Has a plan been completed?

Yes/No

Risk level managed at:

Date of plan:

Case manager:

Agency:

Details of plan:

Likelihood of reoffending:

Risk to public:

Risk of harm to children:

Risk to staff:

Risk to self:

Risk to known adult:

Risk to prisoners:

Risk to others:

13. Risk Assessments (child/young person offender)

Asset level:

Comments:

Asset (Risk of serious harm) level:

Comments:

14. Current Agency Risk Management Plan (child/young person offender)

Has a plan been completed? Yes/No

Risk level managed at:

Date of plan:

Case manager:

Agency:

Details of plan:

Likelihood of re-offending

Vulnerability classification:

Details:

Risk to siblings:

Risk to younger children:

Risk to peers:

Risk to parents/carers:

Risk to vulnerable adults:

Risk to public:

Risk to staff/people in authority:

Risk to others:

15. Victims

What are the victim issues?

Agency area VLO unit aware? Yes/No

VLO name:

VLO area:

VLO address:

Postcode:

VLO telephone number:

VLO fax number:

VLO email address:

Is anyone else in contact with the victim? Yes/No

Nature of contact:

Other name:

Other area:

Other address:

Postcode:

Other telephone number:

Other fax number:

Other email address:

16. Safeguarding Children

Is this offender a child at risk?

Is this offender a child in need?

Is this offender a risk to children?

Is this offender accommodated by a local authority?

Other relevant information:

17. MAPPA referral

Is this a referral to level 2 or level 3?

Reason for this referral (including the reason why this case requires active multi-agency management information, must include details of offending history and of current offences)? Identify any potential disclosure issues. Are there accommodation issues and any other relevant information?

18. Details of Referrer

Name:

Grade/rank:

Agency:

Area:

Unit:

Address:

Postcode:

Telephone number:

Fax number:

Email address:

Date of referral:

19. Manager Endorsement

Name:

Grade/rank:

Agency:

Area:

Unit:

Address:

Postcode:

Telephone number:

Fax number:

Email address:

20. Suggested additional attendees to potential MAPP Meeting (excluding core group members). Enter contact details here (name, agency, address, postcode, telephone number, email address if known)

21. Key Worker contact details (if different from referrer)

Name:

Grade/rank:

Agency:

Area:

Unit:

Address:

Postcode:

Telephone number:

Fax number:

Email address:

22. Media Strategy

Are there any press/media implications associated with this offender/case or victim(s)? (If yes, identify what these are and whether the interest is from local or national media/press or both):

Date referral sent:

23. MAPP Referral Decision

Is this a MAPP-qualifying offender? Yes/No

Does this referral meet the level 2/3 threshold? Yes/No

Comments:

24. Details of Person making Referral Decision

Name:

Grade/rank:

Agency:

Area:

Date of completion:

25. Initial Meeting

Meeting date:

Host area:

Location:

Appendix 5: Restricted and confidential information

Government Protective Marking Scheme¹²

Restricted	Your Action	Confidential
Top and bottom of every page.	Marking	Top and bottom of every page.
Protected by one barrier, e.g. a locked container within a secure building. Use secure waste sacks.	Storage of papers	Protected by two barriers, e.g. a locked container in a locked room within a secure building.
Use secure waste sacks. Keep in secure location when left unattended.	Disposal of papers	Downgrade by tearing into small pieces and place in secure waste sacks, or use a cross-cut shredder. Keep in secure location when left unattended.
Securely destroy. Floppy disk - dismantle and cut disk into quarters (at least), dispose with normal waste. CD ROMs - destroy completely, disintegrate, pulverise, melt or shred.	Disposal of magnetic media	Securely destroy. Floppy disk - dismantle and cut disk into quarters (at least), dispose with normal waste. CD ROMs - destroy completely, disintegrate, pulverise, melt or shred.
In a sealed envelope with protective marking shown. A transit envelope may be used if sealed with a security label.	Movement within agency via internal dispatch	In a new sealed envelope with protective marking shown. Transit envelopes may not be used.
By post or courier, in a sealed envelope. Do not show protective marking on the envelope.	Movement between partner agencies	By post or courier. Double enveloped and both fully addressed. Protective marking shown on inner envelope only. Return address on outer envelope.
May be used.	Force internal and public telephone network	Only if operationally urgent. Use guarded speech and keep conversation brief.
Digital cellphones may be used. Use analogue cellphones only if operationally urgent. Use guarded speech and keep conversation brief.	Mobile telephone (voice and text)	Digital cellphones may be used but only if operationally urgent. Use guarded speech and keep conversation brief.
Not to be used.	WAP telephones	Not to be used.
Use of police radio network is an essential tool for policing. Criminal elements and other untrustworthy persons continually monitor the network. Care should be taken when disclosing information of a sensitive nature and, if not operationally urgent, another means of communication must be sought.	Police radios pre 'AIRWAVE'	Only if operationally urgent. Use guarded speech and keep conversation brief.
Not to be used.	Pager systems	Not to be used.
May be used.	Force data network/Criminal Justice extranet	May be used in conjunction with CESG Enhanced Grade Encryption.
Government-approved encryption required.	Internet	Not to be used.
Check recipient is on hand to receive. Send cover sheet first and wait for confirmation before sending.	Fax	Use secure fax machines only.

¹² Taken from MAPPA Guidance 2009 Version 3.0 Ministry of Justice (2009) p262.

Appendix 6: MAPPA serious further offences list

In addition to the substantive offences below, aiding, abetting, counselling, procuring or inciting the commission, or conspiring to commit, or attempting to commit any of the listed offences constitutes a serious further offence.

Violent serious further offences

Murder
Attempt to commit murder or a conspiracy to commit murder
Manslaughter
Kidnapping
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 (under 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)

Sexual serious further offences

Rape (section 1 of the Sexual Offences Act 1956)
Intercourse with girl under thirteen (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 thirteen 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 Sexual Offences Act 2003) <i>Note: only where penetration is involved</i>
Care workers: Sexual activity with a person with a mental disorder (Section 38 Sexual Offences Act 2003) <i>Note: only where penetration is involved</i>
Care workers: causing or inciting sexual activity (Section 39 Sexual Offences Act 2003) <i>Note: only where penetration is involved</i>

Appendix 7: MAPPA Form M – MAPPA serious case reviews

Identification of MAPPA Serious Further Offending

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

Family 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 MAPP
Co-ordinator within 5 days of charge**

Stage 2: Notification to Strategic Management Board**5. Details of MAPP Co-ordinator/Area contact**

Name:

Force/Probation Area/Trust:

Telephone number:

Email address:

6. MAPP Offender Information

ViSOR reference:

Index offence:

Date of index offence

MAPP Category:

MAPP Level:

Agency Lead:

Is the offender under Probation Service supervision:

If yes, give details:

7. MAPP Serious Case Review recommendation

Does this case require a mandatory MAPP SCR? (Explain reasons)

Does this case require a discretionary MAPP SCR? (Explain 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 MAPP SCR will take place and notification to
NOMS-Public Protection Unit (PPU)**

8. Details of serious management board chair and MAPPA serious case review lead

Name of SMB chair:

SMB Area:

Grade/Rank:

Telephone number:

Email address:

Name of MAPPA SCR:

Grade/Rank:

Telephone number:

Email address:

Agency:

Does this case require a mandatory MAPPA SCR? (Explain reasons)

Does this case require a discretionary MAPPA SCR? (Explain reasons)

Date form sent to NOMS-PPU:

Once Section 8 is completed, send this form to NOMS-PPU (via MAPPA@justice.gsi.gov.uk) within 5 days

Stage 4: Acknowledgement by NOMS-PPU

9. Details of PPU contact

Name of NOMS-PPU contact:

Telephone number:

Email address:

NOMS-PPU Reference:

Date form sent to SMB Chair :

Once Section 9 is completed, send this form to the SMB Chair and MAPPA co-ordinator within five days

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