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|  | **Notes for completion** | **MAPPA A** |

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| * The MAPPA Area should be identified at the top of the form
* The referrer should identify the Level being referred to (2 or 3)
* The agency that should complete each section is identified on the right hand side of the field
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| **1**. **CATEGORY OF OFFENDER** |
| This section identifies which category brings the offender into MAPPA, and therefore avoids incorrect identification from the outset. The offender can only fall into **one** category. If they meet the criteria for more than one category they should be identified as the first category they meet the criteria for. Referrals to Category 3 will not yet be MAPPA offenders but should still be identified as other dangerous offenders until the referral is approved by the Responsible Authority.  |
| **2. OFFENDER INFORMATION** |
| * Nicknames have been included as this is relevant for a number of reasons including gang membership
* State the actual ethnicity, not the code.
* ViSOR reference should be included when a ViSOR record has been created e.g. sexual offenders
* Agency unique identifier should be included (e.g. PNC ID, nDelius reference number)
* Where the offender was NFA prior to imprisonment that should be stated, and then the area to which the offender has closest links indentified
* The proposed release address should be that which has been approved
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| **3. CONVICTION / CAUTION INFORMATION** |
| * The index offence or relevant caution (for Category 3) is the offence/s or caution which has brought the offender into MAPPA
* Sentence length and type is the outcome of Court proceedings
* **Brief** details of offence. Information must not be cut and pasted from the Pre-Sentence Report or any other document. Use bullet points
* Previous related offences should be included.
* There may or may not be additional information the referring agency wishes to add
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| **4. RELEVANT DATES** |
| Relevant dates are those which relate to the current sentence or order (input dates where known). |
| **5. DETAINED IN HOSPITAL** |
| This section should be completed by Mental Health Services and provides relevant information regarding the patient. |
| **6. RELEVANT INFORMATION** |
| **Reason for referral**The reasons why the referral has been made may include concerns about:* Behaviour and attitudes
* Previous offences and patterns of offending
* Information gathered from other agencies
* The offender’s pattern of co-operation
* Gang involvement
* TACT involvement
* Relevant psychiatric history
* Diagnosed personality disorder
* Information from Risk Assessment or risk of reconviction tool Disclosure issues

**How will active Level 2 or 3 management add value to the management of the case over and above what is already being achieved?** * Key words are **active** and **add value**
* Describe what additional resources etc the agencies involved in MAPPA can add to how the risk of the serious harm the offender poses can be managedmore effectively
* Describe what is required from a level 2 or 3 MAPPA meeting in order to complete the risk assessment or deliver a defensible Risk Management Plan.

**What interagency work has been undertaken so far?** Should include the outcomes of:* Care Plan Approach Meetings
* Child Protection Conferences
* Professionals Meetings
* Which agencies have been contacted and what they have contributed to the risk management plan?
* MARAC

**Equality considerations linked to risk of serious harm** * Consideration is to be given if any of the nine protected characteristics set out in the Equality Act 2010 (i.e. age, disability, gender reassignment, marriage & civil partnership, pregnant & maternity, race, religion or belief, sex, sexual orientation) apply to the offender
* Only comment on equality issues that could impact upon risk management, e.g. is the offender a vulnerable adult, does he/she have learning disabilities etc.
* If the offender is a child, consider the voice of the child
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| **7. RISK ASSESSMENT** |
| The information in the header line indicates the type of offender the tool should be completed for. It is important to include the date the tool was completed. |
| **8. SAFEGUARDING** |
| * Children’s services keep records by the name of the child. To assist this agency, the name of the child and any other relevant information available should be provided to enable the coordination unit to invite the correct person to the meeting.
* Where the concerns relate to children in general, these should be specified.
* Vulnerable Adult concerns should be noted, both in relation to the offender and those adults the offender is in contact with. If in doubt, contact the local Safeguarding Adults Unit.
* The vulnerability of the offender should be distinguished from the risks presented by the offender. Where the offender is a child, it is important that the panel considers the needs of the child as well as the risks posed by them.
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| **9. VICTIM CONCERNS** |
| This section should outline any known or suspected concerns regarding the victim of the index offence/s, previous offences or potential victims e.g. children, partners, vulnerable adults etc, and why the referring agency thinks those identified are at risk of serious harm. |
| **10. RISK ASSESSMENT AND MANAGEMENT PLAN** |
| **Lead Agency Risk Assessment Summary****Lead Agency Risk Management Plan** These fields must be completed.***Supervision***Supervision is not limited to statutory supervision by the NPS but also includes engagement with any other agency that has a role in helping offenders lead law abiding lives.Examples of supervision:* Office-based supervision.
* Home visits (by police and probation) and other regular visits to the offender's premises.
* Contact with healthcare professionals.
* Interaction with staff in Approved Premises.
* Tenancy support from Housing Associations.
* Assistance from the Department of Work and Pensions (DWP) in finding work.
* Actions to build on offenders’ strengths and protective factors.
* Curfews

***Monitoring and Control***Monitoring and control are strategies aimed at controlling and reducing opportunities for harmful behaviour.Examples of monitoring and control:* The use of licence conditions (see PI 09/2015 for details).
* A licence condition placing restrictions on residence, for example, residing at Approved Premises.
* Restrictions on associations, activities and movements.
* Surveillance and electronic monitoring.
* Polygraph examinations.
* The use of Restrictive Orders.

Where offenders pose a continuing risk of serious harm, the police will consider whether these risks are high enough to justify applying for one of the following orders:* Notification Order (Sexual Offences Act 2003 (SOA 2003) sections 97 to 101).
* Sexual Risk Order (SOA 2003 sections 122A to 122K).
* Sexual Harm Prevention Order (SOA 2003 sections 103A to 103K).
* Violent Offender Orders (Criminal Justice and Immigration Act 2008, Chapter 4, Part 8).

***Interventions and Treatment***Interventions and treatment are activities that focus more on developing the offender’s own ability to avoid and manage risk situations and to build strengths and protective factors that enable desistance from offending. They may be mandatory, such as complying with a licence condition, or voluntary. They may include, but will not be limited to, accredited programmes.Examples of interventions and treatment:* Attendance at accredited programmes, which address the causes of offending behaviour.
* Interventions that emphasise self-risk management and which promote the use of internal controls over the longer term.
* Interventions which combine intensive supervision with the appropriate use of sanctions and responding to non-compliance.
* Supportive and integrative approaches where risk assessments indicate their usefulness, e.g. Circles of Support and Accountability.
* Referral for medical or psychological interventions as required.
* Co-operation with drug and alcohol advisory services.
* Involvement in other activities to divert the offender from offending, such as appropriate employment or voluntary work.

***Victim Safety***Victim safety strategies are designed to protect previous and *potential* victims from harm. Examples of victim safety actions:* The disclosure of information to third parties.
* Relocation of the victim.
* Action by Children’s Services.
* Exclusion zones and non-contact licence conditions.
* Restraining Orders and other orders made by the Family Court

**Contingency Plans**Contingency plans should be included in all RMPs. They will include rapid response arrangements to changing situations or a deterioration in circumstances or behaviours. The following factors are associated with escalating risk.* A change in situational risk e.g. increased proximity to victims, increased opportunity to offend in other ways, change in family circumstances etc.
* Deterioration in lifestyle e.g. loss of accommodation, relapse into drug or alcohol use, increased association with offending peers etc.
* Psychological factors e.g. increased preoccupation with offending or offending related issues, deterioration in mental or psychological wellbeing etc.
* Breakdown in supervision e.g. missing appointments, superficial compliance etc.
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| **11. ADDITIONAL MAPPA INVITEES** |
| Invite 1 must be completed by the referring agency identifying themselves. This will identify who needs to be sent an invitation to the meeting when the case is to be discussed.* The referring agency should also consider which other agencies would assist in the assessment and management of the risk posed by the offender. If there are more than six, complete on a separate sheet and attach to the referral
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| **12**. **REFERRING AGENCY INFORMATION** |
| This must be fully completed and endorsed by the line manager (this ensures that the line manager is fully aware of the case and the reason for the referral to MAPPA). For Mental Health Services, it may be more appropriate for a Doctor or other senior member of the team to endorse the form. If the referral is being completed by a line manager, the referral does not require endorsement if agreed by local agency protocol. |
| **13. MAPPA CO-ORDINATION UNIT/ RESPONSIBLE AUTHORITY DECISION** |
| This section should be completed as appropriate to the SMB endorsed local process.  |