

Safeguarding Department - Management of Sexual, Violent and Dangerous Persons under Multi-Agency Public Protection Arrangements (MAPPA) and of Potentially Dangerous Persons (PDPs)

Issued: 04/17/2019 **Effective:** 07/16/2014 **Next Review:** 09/06/2020

PROCEDURE TITLE: Management of Sexual, Violent and Dangerous Persons under Multi-Agency Public Protection Arrangements (MAPPA) and of Potentially Dangerous Persons (PDPs).

Section 1

1 Introduction

Section 2

2 Background

2.1 Principles Underpinning MAPPA

2.2 MAPPA Strategic Management Board (SMB)

2.3 Central MOSOVO Unit

Section 3

3 Registered Sex Offenders (Category 1 MAPPA)

3.1 Violent and Other Sexual Offenders (Category 2 MAPPA)

3.2 Other Dangerous Offenders (Category 3 MAPPA)

3.3 Exit from MAPPA

3.4 Potentially Dangerous Persons (PDP)

3.5 Definition of a Risk of Serious Harm

Section 4

4 Level 1 Management (Ordinary Agency Management)

4.1 Level 2 (Active Multi-Agency Management)

4.2 Level 3 (Active Multi-Agency Management)

4.3 MAPPA Referral Procedures

4.4 Co-ordination of Level 2 Panel Meetings

4.5 Police Attendance at Level 2 Panel Meetings and Level 3 MAPP Meetings

4.6 Transfer of MAPPA Cases

4.6.1 Transfer of a case within Northumbria

4.6.2 Transfer of a case between Force areas

4.7 PDP Referral Procedures

4.7.1 Management of PDPs

Section 5

[5 What is Risk Assessment?](#)

[5.1 Risk Matrix 2000](#)

[5.2 Active Risk Management System \(ARMS\)](#)

Section 6

[6 Risk Management Plan](#)

[6.1 Police Review of Risk Management Plan](#)

[6.1.1 Police Management of Category 1 Offenders \(RSOs\)](#)

[6.1.2 How Police Identify Category 1 Offenders \(RSOs\)](#)

[6.1.3 Notification Requirements of Offenders](#)

[6.1.4 Risk Management Officer Workload](#)

[6.1.5 Home Visits to Registered Sex Offenders](#)

[6.1.6 Legal Orders](#)

[6.1.7 Review of Indefinite Notification Requirements](#)

Section 7

[7 MAPPA Serious Case Reviews](#)

[7.1 Police Internal Management Review](#)

SECTION 1

1. Introduction

Northumbria Police Management of Sexual Offenders and Violent Offenders (MOSOVO) Department will either manage or have involvement with all offenders who fall within MAPPA, including those who do not yet meet the criteria, but are believed to pose a serious risk to the public.

This procedure, therefore, relates to all offenders who fall within MAPPA because they have a relevant conviction or caution, and also to those who have no relevant conviction or caution but who are believed to present a risk of serious harm to the public. These people are referred to as Potentially Dangerous Persons (PDPs). In Northumbria, relevant MAPPA offenders will be managed through the MAPPA procedures, and PDPs will be managed through a similar set of procedures known as the non-MAPPA procedures.

[\(Top\)](#)

SECTION 2

2. Background

MAPPA was introduced by the Criminal Justice and Court Services Act 2000 (Sections 67 & 68). The legislation placed a statutory duty upon Police and Probation Services to establish arrangements to assess and manage the risks posed by relevant sexual and violent offenders. Relevant sexual and violent offences are defined in Schedule

15 of the Criminal Justice Act 2003. In order to ensure joint working and close collaboration between the police and probation services, these two agencies were designated as the Responsible Authority.

[Link > MAPPA Guidance July 2018](#)

The Criminal Justice Act 2003 (Section 325 [3]) strengthened the MAPPA by including the Prison Service in the Responsible Authority. This legislation also placed a statutory 'duty to cooperate' with MAPPA upon the following agencies:

- Youth Offending Teams (YOTs)
- Jobcentre Plus
- Local Education Authorities (LEA)
- Local Housing Authorities
- Registered Social Landlords (RSLs)
- Local Authority Social Services
- Health Bodies
- Electronic Monitoring Providers

These agencies have signed up to a memorandum defining the 'Duty to Co-operate'.

[\(Top\)](#)

2.1 Principles Underpinning MAPPA

It is a primary duty of the Responsible Authority or other lead agency (i.e YOT) to ensure that all MAPPA offenders are identified, that the risk they present to the public is thoroughly assessed, and that the risk is managed in the most appropriate way in order to minimise harm. The principles underpinning the MAPPA can be summarised as follows:

- Managing the risk presented to the public by offenders in a multi-agency way and at the most appropriate level possible;
- Ensuring that all 'relevant offenders' are identified, assessed and risk managed; and,
- Making 'defensible decisions' in regard to the level of risk management required to reduce the risk presented by relevant offenders.

These principles also underpin the procedures for the management of PDPs.

[\(Top\)](#)

2.2 MAPPA Strategic Management Board (SMB)

The MAPPA SMB oversees the MAPPA arrangements in the area; it is chaired by one of the members of the Responsible Authorities, (currently chaired by Probation, Head of North of Tyne Cluster). The membership of the MAPPA SMB typically comprises representatives from:

- The Responsible Authority
- Duty to Co-Operate (DTC) Agencies
- Two lay Advisers

The Board meets three times a year and its responsibilities include:

- Directing the continued development of the arrangements resulting from further legislation, national policy or guidance and monitoring the local arrangements;
- Monitoring and evaluating how the arrangements are working, including the number of offenders being managed, any serious further offences and points that have been identified from individual cases which exemplify wider issues that need attention;
- Fostering connections with the Local Criminal Justice Boards, Safeguarding Children's Boards and other related arrangements;
- Publication of the Annual Report and other information about MAPPA; and
- Training arrangements which support working together under the arrangements.

There are two sub groups of the MAPPA SMB as follows:

Performance and Monitoring Sub Group.

The primary aim of this group is to monitor MAPPA activity on behalf of the MAPPA SMB with a view to improving service delivery and evaluating the effectiveness of MAPPA in Northumbria. The group includes one of the two lay advisers who sit on the Northumbria MAPPA SMB thereby ensuring public accountability.

The Business Sub Group incorporates:

Business Plan – ongoing monitoring and review of the delivery of the business plan;

Training - consideration of the provision and delivery of appropriate training to staff, both internal and external, in support of MAPPA; and

Communications – to assist the MAPPA SMB in raising public awareness, increasing understanding of Public Protection issues and explaining multi-agency work, and is undertaken through MAPPA to increase public confidence.

MAPPA Serious Case Review Sub Group and Audit Group

As and when a MAPPA offender is charged with a serious further offence in which the criteria for a mandatory or discretionary review is met , the Serious Case Review (SCR) Group will meet to appoint a lead and will identify a review panel. The primary aim of this group is to ensure, when a SCR is commissioned by the MAPPA SMB, that a full review of the case is conducted. The purpose of the review is to:

- Examine if MAPPA was effective;

- Determine whether agencies did all they reasonably could to manage the risk of further offending;
- Identify good practice;
- Identify whether there are lessons to be learned, and to implement the learning, in order to protect the public better; and,
- Conduct internal agency audit reviews.

[\(Top\)](#)

2.3. Central MOSOVO Unit

This is a joint Police and Probation Unit based within the Safeguarding Unit , situated at Middle Engine Lane Police Station. This unit includes the Police and Probation MAPPA Coordinators and Violent and Sexual Offender Register (ViSOR) Central Point of Contacts and the ViSOR LPC/ MAPPA/ Registrar. The Sex Offender Register for the Northumbria area is also managed from this unit together with the Northumbria MAPPA register. The unit is responsible for the administration of all MAPPA Level 2 panels and PDPs.

[\(Top\)](#)

SECTION 3

3. Registered Sex Offenders (Category 1 MAPPA)

A person will be a Category 1 MAPPA offender if they are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003. These offenders are commonly referred to as Registered Sex Offenders (RSOs).

An offender will be subject to these notification requirements where they have, since 1st September 1997, been convicted or cautioned for a relevant offence, or was found not guilty by reason of insanity or was unfit to plead, or was on that date serving a sentence for a relevant offence. The relevant offences are listed in Schedule 3 of the Sexual Offences Act 2003.

[Link> Schedule 3 of the Sexual Offences Act 2003](#)

The police are responsible for ensuring offenders comply with the notification requirements and, as such, it is primarily the police who are responsible for identifying Category 1 offenders, notwithstanding the fact that some may be under the statutory supervision of YOTs or the Probation Service.

Category 1 offenders are automatically included in MAPPA. It is the responsibility of the police to create Category 1 offenders on ViSOR.

[\(Top\)](#)

3.1. Violent and Other Sexual Offenders (Category 2 MAPPA)

Category 2 offenders are those who have been convicted of a relevant violent or sexual offence and who were sentenced to 12 months imprisonment or more since the 1st April 2001, or who were in custody for a relevant offence at that point in time and are currently subject to post-release licence supervision by probation.

Sex offenders who fall within Category 2 are not subject to sex offender notification requirements, however, they will be under the statutory supervision of the Probation Service. As a result, it will be the Probation Service which is primarily responsible for identifying these offenders.

Category 2 violent offenders are also identified primarily by the Probation Service.

Category 2 offenders are automatically included in MAPPA. It is the responsibility of the Probation Service to create Category 2 offenders on ViSOR.

[\(Top\)](#)

3.2 Other Dangerous Offenders (Category 3 MAPPA)

Category 3 offenders are those offenders who, by reason of offences committed by them and which they have been convicted for, are considered by the Responsible Authority to be persons who may cause serious harm to the public.

Category 3 offenders are not automatically included in MAPPA; they must be referred in by the agency identifying the risk of serious harm.

(See section 4.3 for Referral Procedures)

Where the case was actively managed by the Probation Service on licence, and at its expiry the management has been transferred to Category 3 or they are currently being managed by a community order, they will be responsible for the management of the case on ViSOR. For all other cases, the police will be responsible.

[\(Top\)](#)

3.3 Exit from MAPPA

Offenders cannot be subject to MAPPA indefinitely, there needs to be a method for offenders to exit from MAPPA. The means by which an offender will exit is dependent on the category of offender as follows:

Category 1: A Category 1 offender will automatically exit MAPPA at the time when they are no longer subject to the Sex Offender Notification Requirements;

Category 2: A Category 2 offender will automatically exit MAPPA at the end of their post release licence period.

Category 3: A Category 3 offender will remain in MAPPA until the Responsible Authority considers that they no longer present a risk of serious harm to the public.

[\(Top\)](#)

3.4 Potentially Dangerous Persons (PDP)

A PDP is defined as a person who has not been convicted of, or cautioned for, any offence placing them into one of the MAPPA categories, but whose behaviour gives reasonable grounds for believing that there is a present likelihood of them committing an offence or offences, that will cause serious harm. 'Serious' for this section means life-threatening or traumatic and from which recovery (physical or psychological) is likely to be difficult or impossible.

Referral to MOSOVO Central (Safeguarding Department) of a PDP should be considered in the following cases:

- 1) Individuals who are suspected of committing a serious sexual or violent offence as defined in Probation circular 41/2006, (referred to in MAPPA national guidance section 21.1), but not brought to justice.
- 2) Individuals who are considered likely to commit a serious sexual or violent offence imminently, as defined in Probation circular 41/2006.
- 3) Individuals charged with a serious sexual or violent offence as defined above, who are either acquitted, or not proceeded with at court.
- 4) Any other case where the referring officer/ agency considers there is an imminent likelihood of serious harm.

[\(Top\)](#)

3.5 Definition of Risk of Serious Harm

The definition of risk of serious harm in MAPPA is taken from the Probation Service Offender Assessment System (OASys) Risk Assessment Manual, and the intention is that there will be some corporacy in determining what constitutes serious harm.

Serious harm is defined as death or serious injury, physical or psychological from which recovery would prove difficult or impossible.

One of the fundamental aims of MAPPA is to reduce the risk of harm to the public by reducing the risk of sexual and violent offenders re-offending. In order to ensure effective use of resources, three levels have been identified at which these risks may be managed.

Risk cannot be completely eliminated but by managing the risk in the most

appropriate way it can be reduced.

When assessing risk of serious harm posed by PDPs, the following will be taken into account:

- Nature and pattern of the individual's behaviour;
- Nature of the risk;
- Who is at risk (e.g. particular individuals, children, vulnerable adults);
- In what circumstances risk is likely to increase (e.g. issues relating to mental health, medication, drugs, alcohol, housing, employment, relationships);
- What factors are likely to reduce the risk?

The assessment should include all relevant medical evidence available, and consideration of whether there is a reasonable medical explanation for the behaviour displayed.

[\(Top\)](#)

SECTION 4

4. Level 1 Management (Ordinary Agency Management)

Level 1 management is the level used in cases where the risks posed by the offender can be managed by the agency responsible for supervision/case management of the offender. 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^A meeting. It is essential that good information sharing takes place and that this is recorded on the relevant agency records.

Many offenders managed at Level 1 will often be assessed as presenting a low or medium risk of serious harm but high risk offenders, who have a comprehensive and robust risk management plan (RMP), can also be managed at Level 1.

For all new category 1 cases, a MAPP^A Notification for Level 1 Cases form **must** be completed by the Risk Management Officer (RMO) and forwarded via their line manager to the Probation Team Manager at the relevant Probation Office or Youth Offending Service. This will ensure that joint decision making regarding the appropriateness of Level 1 management is made and recorded.

For all new category 2 cases, a MAPP^A Notification for Level 1 Cases form **must** be completed by the Offender Manager and forwarded via their line manager to the MOSOVO Detective Sergeant, Safeguarding Department, for the reasons outlined above. The Local MOSOVO team must then ensure that this information is updated onto the offenders Information System (IS) record and all the relevant screens updated in order to ensure that good information sharing takes place and any relevant information is passed to appropriate probation/ prison colleagues.

[Link > MAPP^A Notification for Level 1 Case](#)

There may be occasions where, in order to decide at what level of risk a case should be managed, it is necessary to convene an information sharing meeting with other relevant agencies. This could take place in the form of a meeting or telephone conversation and **must** be recorded by the lead agency managing the offender.

[\(Top\)](#)

4.1. Level 2 (Active Multi-Agency Management)

Cases should be managed at Level 2 where the offender:

- Is assessed as posing a high, or very high risk of serious harm, or,
- The risk level is lower but the case requires active involvement and coordination of interventions from other agencies to manage the presenting risks of harm, or,
- The case has been previously managed at level 3 but no longer meets the criteria for level 3, or
- Multi-agency management adds value to the lead agencies management of the risk of serious harm posed.

Level 2 MAPPA meetings are discussed at a panel chaired by both Probation and Police designated managers. The panels consist of representatives from Probation, Police, Health - including Primary Care and Northumberland, Tyne & Wear NHS Trust, Housing, Safeguarding Children, Safeguarding Adults and YOT (where the offender being considered is under 21).

Other staff who have a knowledge of the offender being discussed such as the RMO, the local Neighbourhood Policing Team, and the Offender Manager from Probation will also be invited. Other than the 'standing' panel members, all other staff will only have to attend for the section where the offender they have knowledge of, is being discussed.

It is imperative that reports are prepared in advance for the panels. Panel representatives will receive reports from agencies for each level 2 panel meeting to consider in advance of the meeting. This enables the panels to focus on the assessment and management of the risk instead of information exchange, which has already been shared by the distribution of reports.

[\(Top\)](#)

4.2. Level 3 (Active Multi-Agency Management)

Level 3 management should be used for cases that meet the criteria for Level 2, but where it is determined that the management issues require senior representation from the Responsible Authority and Duty to Co-Operate agencies. This may be when there is a perceived need to commit significant resources at short notice, or where, although not assessed as high or very high risk of serious harm, there is a likelihood

of media scrutiny 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.

Representation at MAPPAs must be at a senior management level as key decisions will need to be taken and often the allocation of resources is necessary.

Police representation should be from the Crime Superintendent from the area in which the offender resides or a designated senior officer (Chief Inspector).

[\(Top\)](#)

4.3. MAPPA Referral Procedures

Where any agency identifies an individual who has a conviction or caution which shows that they are capable of causing serious harm to the public and who it is considered presents a risk of serious harm to the public at that point in time, then a MAPPA Referral Form should be completed for referral into MAPPA.

If the referral is from the police, enquiries as to whether the offender is already subject to MAPPA should be undertaken (i.e. check IS warnings screen). If the offender **is** already subject to MAPPA, then prior to proceeding with the referral, contact should be made with the lead agency presently managing the offender to discuss the concerns.

If the offender **is not** currently subject to MAPPA, then the individual identifying the risk should gather as much information as possible.

In either case, having completed the MAPPA Referral Form, it should then be forwarded via a line manager to the Central MOSOVO Unit.

[Link > MAPPA Referral Form](#)

On receipt of the MAPPA Referral, the form is checked for completeness and urgency and allocated to the Screening Panel, which sits weekly, however, if a referral is assessed as urgent, the panel will consider the referral as soon as possible. The panel consists of representatives from the police and Probation Service and will decide whether the threshold for Level 2 or 3 management is met.

The decision will then be:

- Offender does not meet the criteria for MAPPA; or
- Offender does meet the criteria and requires management at Level 2 or Level 3; or
- Information sharing required as there is insufficient information available to evidence the requirement for ongoing multi-agency management.

Once a decision has been made, the appropriate level of meeting will be convened within one month . The referrer will be notified of the outcome on a MAPPA

Feedback to Referrer form within 10 days of their referral. If a decision is taken not to include the offender in MAPPA, then the reasons will be given. However, the referrer can still request multi-agency management and the feedback form provides details regarding this.

[\(Top\)](#)

4.4 Co-ordination of Level 2 Panel Meetings

All Level 2 Panel meetings are coordinated by the MAPPA Administration Coordinators and convened by the MAPPA chairs.

[\(Top\)](#)

4.5. Police Attendance at Level 2 Panel Meetings and Level 3 MAPP Meetings

Where a decision is taken to convene a Level 2 or 3 meeting, the Central MOSOVO Unit will forward an invitation to the relevant MAPPA team who is responsible for the area where the offender is residing or, is likely to reside, upon release from custody. Where it is not known where the offender will reside, this will usually be the area in which they were residing upon their conviction.

On receipt of an invitation to a Level 3 MAPP meeting, the Central MOSOVO Unit will inform the Area Command Crime Superintendent.

On receipt of an invitation to a Level 2 Panel meeting, the MOSOVO Detective Sergeant or delegated RMO will attend.

Where an invitation is received, a police representative **must** attend the meeting. If it is unavoidable that no police representative is able to attend, then a report must be forwarded to the Central MOSOVO Unit, providing relevant information and any update or results from actions allocated at previous meetings.

Where it is believed that more than one area command has relevant information regarding an offender, then liaison between RMOs in both area commands should take place. This is in order that information may be presented to the meeting. It may be necessary for representatives from more than one area command to attend the meeting.

[\(Top\)](#)

4.6 Transfer of MAPPA Cases

MAPPA offenders often move from one police force area to another and between area commands within one force area. It is at these times that an offender may present a heightened risk of re-offending and as such, every effort should be made to ensure the offender is closely monitored during the period of a move.

[\(Top\)](#)

4.6.1 Transfer of a Case within Northumbria

Where it has been identified that an offender is about to move, or has moved, from one area to another within Northumbria Police, the MOSOVO Detective Sergeant in the exporting area will ensure that initial checks are carried out to verify that the proposed address is valid, and will ensure that a full briefing is provided to the receiving area.

The IS and ViSOR records of the offender should be accurate and up to date. The MOSOVO Detective Sergeant from the exporting area must ensure that all partners are removed from the ViSOR record if appropriate.

The MOSOVO Detective Sergeants should ensure the ViSOR record is transferred via the MAPPA Registrar, Central MOSOVO Unit, to the receiving area. On receipt of a ViSOR record, the Detective Sergeant will allocate a RMO as owner of the record. The new address will be confirmed by the receiving area within three days of notification. If it is found that the subject does not reside there, ownership reverts to the exporting area to initiate enquiries to trace the offender.

[\(Top\)](#)

4.6.2 Transfer of a Case Between Force Areas

Where it has been identified that an offender is moving into or out of the Northumbria Police area the following action should be taken:

- Offenders subject to probation statutory supervision will have their cases transferred from one probation area to another by the probation case manager in line with national probation procedures.

In such cases, the MOSOVO Detective Sergeant should ensure that all relevant information which the police have is forwarded to the receiving police area. The ViSOR record should be transferred via the MAPPA Registrar.

- Offenders not subject to probation statutory supervision will have their cases transferred via the Central MOSOVO Unit in the exporting and receiving areas.

In these cases, the MOSOVO Detective Sergeant will again ensure that all relevant information which the police have, is transferred to the receiving area. All disinterested parties and diary entries should be removed from the ViSOR record, which should be transferred via the MAPPA Registrar.

[\(Top\)](#)

4.7 PDP Referral Procedures

Any police officer or agency may identify and refer an individual for PDP management following the above criteria, by completing a PDP Referral Form.

[Link > PDP referral form](#)

The referral form is to be forwarded to the MAPPA HQ Mailbox via secure email.

The referrals are then quality assured by the Central MOSOVO Unit and allocated to the Screening Panel which considers the referrals every Friday.

The Screening Panel will decide whether the PDP threshold is met and advise the referrer accordingly using the appropriate feedback to referrer form.

The Screening Panel will make a determination on whether it is appropriate to manage the individual as a PDP taking into account:

- Nature and pattern of the individual's behaviour;
- Imminence of risk;
- The degree of harm posed by the person;
- Who is at risk (e.g. particular individuals, children, vulnerable adults);
- In what circumstances risk is likely to increase (e.g. issues relating to mental health, medication, drugs, alcohol, housing, employment, relationships); and,
- What factors are likely to reduce the risk, including the involvement and realistic capacity of relevant agencies to effectively contribute to the management of the risk posed by the PDP. In many cases, the risk could be managed by police as a single agency and no multi-agency management can realistically be anticipated.

The assessment should include all relevant medical evidence available, and consideration of whether there is a reasonable medical explanation for the behaviour displayed.

In the event that the Screening Panel determines that PDP management is not appropriate, the individual will be referred to the referring agency/policing team with recommendations that a single agency management plan is put in place to reduce the risk of harm.

In the event that the Screening Panel determines that PDP management is appropriate, the matter will be referred to the appropriate MAPPA administrators coordinator in order that arrangements can be made for the PDP cases to be heard.

The individual concerned, whether accepted for PDP management or not, **must** be created on the Police IS (if not already created). The decision and the rationale behind the decision must be documented on IS. The individual must also be created on ViSOR as per ViSOR standards (whether accepted for PDP or not) .The record will

subsequently be archived if not accepted as a PDP.

Accepted PDPs must have a RMP recorded on ViSOR. The cases should not be managed indefinitely and should be reviewed at regular intervals. The PDP RMP should be reviewed and updated at least once every four to six weeks, as per [College of Policing guidance](#).

Following termination of PDP management, the ViSOR record will remain active for three months and then subsequently archived once an updated RMP supports this view.

[\(Top\)](#)

4.7.1 Management of PDPs

The coordination of the PDP process will be the responsibility of the Central MOSOVO unit. The MAPPA coordinators will, in consultation with the relevant MAPPA chairs, identify the panel members and any other appropriate person who can assist in the risk management of the PDP.

The information shared will be under the provisions of section 115 of the Crime and Disorder Act 1998, and the persons attending the meeting will sign a confidentiality statement.

Any PDP meeting should be recorded on the appropriate PDP minute template and the forms should be attached to the ViSOR record.

All accepted PDPs must have an allocated RMO identified by the MOSOVO Detective Sergeant for the duration of their management and ensure an 'mk' marker is appended to the IS record which will remain in place until three months after termination of PDP management. (The IS record must reflect the PDP status as an orders page and when terminated this warning must be amended to an information marker highlighting date of exit.)

It is the responsibility of the MOSOVO Detective Sergeants to ensure adherence by the RMO to update all relevant information/ intelligence systems.

[\(Top\)](#)

SECTION 5

5. What is Risk Assessment?

Risk assessment is a dynamic and continuing process which will enable the following to be established:

- Likelihood of a behaviour or event occurring;
- Frequency with which it may occur;

- Whom it will or may affect; and,
- Extent to which the behaviour will cause harm.

[\(Top\)](#)

5.1 Risk Matrix 2000

Nationally, Risk Matrix (RM) 2000 has been the approved risk assessment tool for police for a number of years. The Probation and Prison services also use this tool. **It is an actuarial tool based on static risk factors and is only properly validated for use with convicted male sex offenders aged 18 or over.** RM 2000 must not be used to assess female sex offenders, nor male offenders who had not attained the age of 18 years at the time of at least one sexual conviction.

RM 2000 does not assess the seriousness of harm that is likely to be caused nor does it assess to whom that harm may be caused. Therefore, RM 2000 should be considered as a screening tool and it is imperative that all other dynamic risk factors are considered in order to arrive at a full assessment of risk.

Should an offender require a higher level of management than dictated by RM 2000 assessment this must be reflected in the appropriate sections in the Offenders RMP Activity for overall Risk Assessment. (This will subsequently populate the ViSOR nominal summary page).

Review of Risk Matrix 2000

RM 2000 must be reviewed every 12 months and in any case upon becoming aware of any change in circumstances/ reviews that may have a subsequent impact on the result of RM 2000.

RM 2000 is now used in conjunction with the Active Risk Management System (ARMS) in order to provide a more accurate assessment of risk.

[\(Top\)](#)

[A Name="Link 25">5.2. Active Risk Management System (ARMS)

ARMS is a dynamic risk management framework that draws information together into a risk management plan. It is intended for the assessment of males over the age of 18 years of age. Rather than relying upon historical factors, ARMS focuses on the 'here and now' and a range of dynamic factors found to be predictive of recidivism of the desistence from offending.

Rather than replacing existing core arrangements for the risk assessment of sexual offenders, ARMS was developed to be integrated with Risk Matrix 2000.

ARMS consists of 5 key stages:

- The assessment of a range of risk factors, including: opportunity; sexual preoccupation; offence related sexual interests; emotional congruence with children; hostile orientation; poor self-management; social influences; commitment to desist; intimate relationship; employment or positive routine; and, social investment;
- an overall priority assessment of the case;
- a RM2000 assessment;
- a combination of RM2000 and ARMS Priority assessments to arrive at a General Level of Risk Management; and,
- a Risk Management Plan

ARMS must be reviewed every 12 months as standard. A review is also required upon becoming aware of any change in circumstances/ reviews that may have a subsequent impact on the result of the risk management plan or risk level.

[\(Top\)](#)

SECTION 6

6 Risk Management Plan (RMP)

Risk Management is the process of ensuring there is an effective RMP which addresses the identified risk of serious harm factors by putting appropriate plans in place. In effect, it is what is done with an offender which is crucial. Risk Management is not an exact science as it is not possible to eliminate risk entirely. It is therefore critical that the decisions made are defensible, that the RMP is implemented and monitored through regular reviews and that adjustments are made to the plan as necessary.

The MOSOVO team Sergeant must ensure that each RSO is assessed to see if there are any other RSOs within the same extended family and consideration given to managing such offenders by the same RMO.

In any instances when it is decided not to allocate the same RMO, the reason for such a decision should be clearly recorded on ViSOR.

When there is a close family connection between RSOs this should be cross referenced on their respective ViSOR records.

NB: All decisions in relation to allocation of RMOs are to be recorded on ViSOR.

Every MAPPA offender must have a RMP completed by the lead agency irrespective of level of management. ([MAPPA Guidance 2018](#)). This plan should be compiled by the RMO and updated/amended when appropriate and reviewed in accordance with CoP guidance (see below).

Level 1 management - Police RMP to be appended to RMP activity on ViSOR by

RMO.

Level 2/3 management - Police Lead Agency Plan to be appended to Activity Log on ViSOR with heading POLICE RMP (completed by the RMO).

Offenders managed at Level 2 or 3 will have a MAPPA RMP compiled by the MAPPA Level 2 panel or Level 3 meeting. This plan will identify all the multi-agency actions agreed. This plan will be updated onto ViSOR by MOSOVO central.

NB. When significant events occur in an offender's behaviour, or information is received indicating risk factors might have changed, the RMP should be reviewed by the RMO as fit for purpose and amended accordingly.

[\(Top\)](#)

6.1 Police Review of Risk Management Plan

In order to ensure that offenders are being managed at the most appropriate level and that the risk assessment and risk management plans are acceptable, each case must be reviewed in line with MAPPA Guidance.

It is accepted that the reviews of those cases which are managed at Level 2 and 3 are conducted as part of the ongoing MAPP panel process and must be held as follows:

Level 2 cases will be reviewed every 16 weeks.

Level 3 cases will be reviewed every 8 weeks.

In level 1 cases the frequency of the reviews will be determined by the level of risk at which the offender is being managed. Therefore as a minimum, Level 1 cases will be reviewed as follows:

Overall Risk Level Review

Very High Monthly

High Every 3 months

Medium Every 6 months

Low Every 12 months

As stated, this is the **minimum standard for frequency of review**. It is expected that if any new intelligence or information comes to light, a review of the Risk Management Plan should always be conducted and recorded on systems appropriately.

The review must be robust and must:

- Identify any new information (for example, intelligence gleaned from a home visit) relating to the case which has an effect upon the risk assessment and

RMP. Where 'no change' is identified to the plan, this decision needs to be recorded with supporting evidence, taking into account all risk related concerns identified during the period under review;

- Review the RMP and revise it as necessary;
- Set the date for the next review;
- Be recorded; and
- Consider disclosure and document the rationale to either disclose or if not, why not

Intrusive supervision of risk management plans by MOSOVO supervisors must be fully recorded on ViSOR.

The police will check ViSOR to ensure that there is no significant new information which could affect the risk assessment and therefore, the level of management of the case and record this has taken place.

[\(Top\)](#)

6.1.1 Police Management of Category 1 Offenders (RSOs)

This section will outline the roles and responsibilities of staff and the procedures involved in the management of RSOs in relation to the following:

- Initial notification procedures for police officers and staff, including no fixed abode;
- Periodic notification;
- Change in personal details; and
- Foreign Travel Notification

6.1.2 How Police Identify Category 1 Offenders (RSOs)

An offender will become subject to the notification requirements of the Sexual Offences Act 2003 at one of the following points:

- Caution;
- Conviction;
- Sentence threshold;
- Subject of Sexual Harm Prevention Order (SHPO);
- Subject of Notification Order.

An offender will remain within MAPPA from that point until the time they are no longer subject to the notification requirements. At that point they will be de-registered, unless it is considered that they still present a risk of serious harm to the public, in which case a referral should be made to the MAPPA screening panel for management at Level 2 or 3 as a category 3 offender.

RMOs must ensure that in Category 1 cases where cultural influences may have a

bearing on the risk assessment and risk management, that these are taken into account and recorded.

RMOs need to demonstrate a consistent and robust professional approach in the management of registered sexual offenders, no matter what their religious or cultural background.

[\(Top\)](#)

6.1.3 Notification Requirements of Offenders

The sex offender notification requirements are prescribed for in Part 2 of the Sexual Offences Act 2003, which has replaced the Sex Offenders Act 1997.

There are circumstances where an offender will be required to attend a police station in order to notify the police of certain details. They can be summarised as follows:

- Initial Notification;
- Periodic (annual) Notification;
- Foreign Travel Notification;
- Frequent/Temporary Notification (any seven days in 12 month period);
- Notification Requirements - change in personal details;
- Contact with children in certain circumstances.

[Link > Notification Requirements for Offenders](#)

[\(Top\)](#)

6.1.3a Initial Notification

Part 2 of the Sexual Offences Act 2003 provides that:

- A RELEVANT offender must notify the police within the period of **three days** from the date of conviction, caution, or the date of a finding of not guilty by reason of insanity, or a finding that they are under a disability and have done the act charged against them in respect of an offence requiring notification to notify the police. If notification depends on the sentence reaching a qualifying threshold the relevant offender must notify the police three days from the sentence date.
- All notifications must be done in person at a prescribed police station in the police area in which the offender is residing.

The RMO managing a Category 1 case at Level 1 must liaise with the relevant MAPPA Housing single point of contact and share relevant risk related concerns when it is known a registered sexual offender is applying for a tenancy.

Section 83 of the Sexual Offences Act 2003 sets out the information which an offender must notify to the police upon initial notification. This includes the offender's:

- Date of birth;
- National Insurance number;
- Name and any other names used on the date of conviction, caution etc. and on the date of notification;
- Home address on the date of conviction, caution etc. and on the date of notification. This means the offender's sole or main residence in the United Kingdom (UK), or where the offender has no such residence, the location of a place in the United Kingdom where he can regularly be found and if there is more than one such place, such one of those places as the person may select. Therefore, an offender cannot simply register as "no fixed abode" (although the term "regularly" has not been defined);
- Address of any other premises in the UK where, at the time of notification, the offender resides or stays;
- Passport, bank account and credit card details (including joint and business accounts); and
- Details of any residence or contact with a child; and,
- Passwords for any telephone/ email/ other media devices.

[Link > List of Prescribed Police Stations](#)

6.1.3b Periodic Notification

Under section 85(2) (c) of the Sexual Offences Act 2003, offenders are required to re-notify their details to the police 12 months from the date the offender last made a notification, whether it was an initial notification, previous periodic notification, or a notification of change in personal details. The notification must be made in person at a prescribed police station.

Foreign travel notifications do not affect the periodic notification date. Where an offender is outside the United Kingdom (UK) when the periodic notification date falls, the periodic notification date will then fall three days after they have returned to the UK.

6.1.3c Change to Notified Details

Should the notified details change (for example, by moving address or assuming an alias); an offender must notify the police within 3 days of the change as set out in Section 84. Therefore, an offender must notify the police of new details within 3 days of:

- The offender using a name that he has not already notified to the police;
- A change to the offender's home address;

- The offender staying at an address in the UK, that has not previously been notified, for a qualifying period (this is a period of 7 days or two or more periods in any 12 months which taken together amount to 7 days);
- The offender residing or staying in a household with a child for a period of at least 12 hours;
- Any changes to the offender's bank account or credit card details, including the opening or closure of accounts (personal, business and joint accounts) and the cancellation, expiry or issue of credit cards;
- Any changes to certain details contained in the offender's passport or other identity documents;
- The offender's release from detention in a prison, hospital or service detention

6.1.3d Frequent/Temporary Notification

Under section 84(6) offenders must notify the police of any address which they may reside in for more than seven days in any 12 month period. The seven days do not have to be consecutive, and therefore can be an accumulation of days stayed, however, the address must be the same.

Procedure for Initial/ Periodic Frequent/ Temporary Notification

Role of Enquiry Office Staff

When an offender attends a prescribed police station to make any notification, the police officer or enquiry officer should make every effort to ensure that the offender, where possible, is seen or interviewed in circumstances which will ensure the offender is not inadvertently identified as a RSO.

Also, staff should bear in mind that sensitive information such as personal financial details and telephone numbers will be supplied by the offender and every effort must be made to ensure that such information is handled correctly. **Under no circumstances should personal financial information be recorded into IS.**

The officer who accepts the notification should endeavour to gather further information regarding the offenders circumstances and update IS in order that an initial assessment of risk may be made by the relevant MAPPA North/ South Unit. This should include the following:

- Who does the offender live with?
- Does the offender have children?
- What is the offender's occupation?
- Does the offender have access to children?

It is **imperative** that the following steps and procedures are followed to ensure full and effective management of offenders:

- Prior to registering the notification by the offender, a PNC and IS check should be carried out to establish the identity of the offender and whether they are notifying within the required time-period.
- Ensure that the offender understands the requirements of sex offender notification.
- A sex offender notification form (Form Pros 160) or Foreign Travel Notification form (Pros 161) as appropriate must be completed **in full, ensuring that all the BOLD items highlighted on the form are completed in FULL where applicable.**
- Details of other addresses frequented should be recorded, using a separate form.
- "No Fixed Abode" is **not** acceptable. **An address or location should be identified in the UK** where they can regularly be found. **If there is more than one address, then they can select a primary address.** Failure to comply with notification requirements in this instance may render the offender liable to be arrested and contact should be made with a police officer. Where the offender is on "no fixed abode" they must re-notify every seven days.
- The offender should be questioned appropriately to supply sufficient details to complete the form although they do not have to sign it.
- Fingerprints/ photographs should be taken upon initial notification, temporary / frequents notification and periodic notification (sec 83(1) , 84(1) and 85(1) Sex Offences Act 2003). Consultation must be made with Local MOSOVO unit prior to doing so.
- Photograph the offender or any part of them for the purpose of verifying identity. This can include tattoos or other identifying features. Sec 87(4) Sex Offences Act 2003.
- Create new IS record if not recorded on Northumbria Police IS.
- If already recorded in IS, then IS is to be updated regarding the notification being made, together with any other information gleaned during the registration.
- The Pros 160 is in the form of a duplicated book which will be located in the Enquiry Office. Copies of the completed form should be distributed as follows:
 - Yellow copy to the offender;
 - White copy should be scanned and emailed immediately to Central MOSOVO Unit (MAPPA HQ Mailbox); and
 - Same white copy should be forwarded to the Central MOSOVO Unit, First Floor, Middle Engine Lane;
 - Pink copy to remain in Pros 160 book.

The individual responsible for recording the registration details of the offender should seek advice from the MOSOVO Unit when deciding whether an address is suitable for notification purposes or if there are any doubts or concerns over the information being supplied.

Where it becomes known that there is potential for contact with children, in the first instance contact MUST be made with the relevant MAPPA Unit or failing this a police officer on duty to further investigate with the

offender their domestic circumstances in order that a Child Concern Notification can be submitted before the end of tour of duty. When a child concern is submitted, the referrer's residual responsibility includes ensuring that a response to the concern is received and recorded on the police intelligence system. Where necessary, this will include proactive follow up by the referrer with Safeguarding Department, to make sure that the children are safeguarded.

[Link > List of Prescribed Police Stations](#)

6.1.3e Foreign Travel Notification

Under section 86 of The Sexual Offences Act 2003 offenders who intend to leave the UK must notify police of the date they will leave the United Kingdom, the country to which they will travel and their point of arrival, and any other information regarding his or her departure from, or return to the United Kingdom, and their movements outside. This applies to all travel outside of the UK. The notification should ideally be disclosed seven days prior to departure, but no less than 24 hours prior.

Procedure for Notification of Foreign Travel

On receipt of a **Notification of Foreign Travel** the MOSOVO Unit will update both ViSOR (Foreign Travel section) and IS fully with the details of foreign travel as soon as possible.

The RMO should then assess the risk that the offender may present as a result of their travelling to a foreign country. The risk assessment should take into consideration the country they intend to visit, their offending history, any travelling companions and the current assessment of risk presented by the offender. Whether or not it is thought that the offender presents an increased risk as a result of travelling abroad, the fact that an assessment of such has been carried out should be documented on ViSOR.

If a RMO has concerns regarding a registered sex offender's travel plans and the risk presented, two forms of further action can be considered:

1. Notification to foreign authorities

Where it is considered necessary to inform the authorities in the country to which an offender intends to visit, the RMO should complete a Schengen Alert.

2. Notification to Special Branch

Where there are concerns about the offender's travel itself as a result of the risk assessment, the MOSOVO Unit can notify the relevant Special Branch Ports section if they are travelling via a port in Northumbria. Notification can be made on an "information only" basis if the offender is thought to be medium, high or very high risk or, where justified, a request can be made for Special Branch to actively monitor

the offender's travel. This may include checking they adhere to their notified itinerary, checking travel companions or stop/checking the offender on exit from, or return to, the port.

In such cases the RMO should create a High Priority Activity Log. If the foreign travel is to occur in the following 24 hour period then the RMO should also confirm the details.

Role of Central MOSOVO UNIT

On receipt of a Pros 160 the MAPPa Registrar will perform the following tasks in addition to quality assuring the form itself:

- Update Names screen to reflect the offenders registration status e.g. "registered".
- Allocate the ViSOR record to the relevant RMO via MOSOVO Detective Sergeant.
- Update the Central Sex Offender Index and ensure all relevant paperwork is accurate and filed securely in Central MOSOVO Unit.
- Update the offender's IS intelligence screen to show that a Pros 160 has been received.
- Where an offender resides in the Northumbria Police area and the Force owns the PNC Wanted/Missing page, the MAPPa Registrar will inform the Criminal Information Bureau via email who will update the PNC Wanted/ Missing and Address pages with relevant details. The RMO will also be copied into this. If no RMO is identified the notification will be sent to the MAPPa Unit Detective Sergeant Coordinator.
- Where the offender is resident in another force area or if the Wanted/Missing page has previously been created by another force, then the MOSOVO Unit will send, via secure e mail, the Pros 160 to the owning force in order that they may update the PNC with the relevant details.
- Provide the Probation Service Central MAPPa administration team with notification of a 'new' Category 1 offender.

The Pros 160/ 161 is recorded on the offender's electronic file .

Role of Criminal Information Bureau (CIB)

- On receipt of the certificate of conviction from the courts, the CIB will update the PNC WM page (if the PNC record is owned by Northumbria Police) and AD page of offenders PNC record as soon as practicable and in any case within 24 hours. The nominal summary/ front page will also be updated where a permanent address is notified.
- The PNC record of the offender will show the last registered address on the Wanted/ Missing page. It will also show the date that the offender last registered.
- The registered address will also be shown on the Address page.

- Temporary registered addresses will only be shown on the Address page and not the Wanted/ Missing page of the PNC record.

Role of Officer accepting Foreign Travel Notification

The below information must be ascertained and appended to the Pros 161:

- The date on which they will leave the UK;
- The country (or, if there is more than one, the first country) to which they will travel and their point of arrival in that country (Sexual Offences Act 2003 (Travel Notification Requirements) Regulations 2004);
- Where they intend to travel to more than one country, the point of arrival in each country (Sexual Offences Act 2003 (Travel Notification Requirements) Regulations 2004);
- The identity of any carrier or carriers they intend to use for the purpose of departure from, and return to the UK, and for travelling to any other point of arrival;
- Details of their accommodation arrangements for their first night outside the UK (Sexual Offences Act 2003 (Travel Notification Requirements) Regulations 2004);
- In a case in which they intend to return to the UK on a particular date, that date;
- In a case in which they intend to return to the UK at a particular point of arrival, that point of arrival.

The above requirements apply if an offender intends to leave the UK for any period. The information should be provided not less than seven days prior to their departure. Where an offender is not in possession of the full information required seven days prior to departure, for example short notice travel, they must notify the police at least 12 hours prior to departure. It should be noted that a relevant offender cannot be prevented from travelling simply because he does not hold the range of information specified.

The Pros 161 is in the form of duplicate loose leaf A4 sheets which will be located in the Enquiry Office. Copies of the completed form should be distributed as follows:

- The white copy should be scanned and emailed immediately to Central MOSOVO Unit (MAPPA HQ Mailbox); and
- The same white copy should be forwarded to the MOSOVO Unit, First Floor, Middle Engine Lane
- The blue copy should be handed to the offender.

6.1.3f Notification Requirements - Change in Personal Details

Section 84 of the Sexual Offences Act 2003 provides that an offender must notify the police within three days of:

- Using a name that they have not already notified to the police;
- A change to their home address;
- Their release from detention in a prison or hospital.

Notification must take place in person at a prescribed police station in the area in which the offender intends to reside. Offenders also have the option of making an advance notification of a change of details at the prescribed police station in the area they are currently residing.

Procedure for Notification of Change in Personal Details

Role of Enquiry Office staff

Where an offender attends a prescribed police station to notify a change of name or address then a sex offender notification form (Form Pros 160) must be completed **in full, ensuring that all the BOLD items highlighted on the form are completed in FULL where applicable**. The registration details on conviction (top box) should remain unchanged. New details are to be documented in the second box marked "New Name and Address".

Copies of the completed Pros 160 form should be distributed as follows:

- Yellow copy is given to the offender;
- The white copy should be scanned and emailed immediately to Central MOSOVO Unit (MAPPA HQ Mailbox); and
- The same white copy should be forwarded to the MOSOVO Unit, First Floor, Middle Engine Lane
- The pink copy should remain in Pros 160 book.

The officer who accepts the notification should endeavour to gather further information regarding the change of details in order that an initial assessment of risk may be made by the Area Command PPU. This should include the following:

- Who does the offender live with?
- Does the offender have children?
- What is the offender's occupation?
- Does the offender have access to children?

Where it becomes known that there is potential for contact with children, in the first instance contact MUST be made with the relevant MOSOVO Unit or failing this a police officer on duty to further investigate with the offender their domestic circumstances in order that a Child Concern Notification can be submitted before the end of tour of duty. When a child concern is submitted to the Safeguarding Department, the referrer's

residual responsibility includes ensuring that a response to the concern is received and recorded on the police intelligence system. Where necessary, this will include proactive follow up by the referrer with Safeguarding Department, to make sure that the children are safeguarded.

Role of MOSOVO Unit with regards to all notifications (Initial, Periodic, Foreign Travel, Frequents/ Temporary Address and Change in Personal Details)

On receipt of **initial and periodic notifications**, the MOSOVO Unit will create and validate a ViSOR nominal record as soon as practicable and in any case within three working days if not already created.

The unit will also be responsible for ensuring that the details provided are verified as soon as practicable and no later than three days from that notification in order to assess risk.

Officers will ensure IS, PNC and ViSOR are accurately updated as follows:

IS

Appropriate warnings are created and populated on the Warnings screen as follows:

- **VS** - ViSOR (RMO to complete unless PDP then MOSOVO Headquarters (HQ) to do initially)
 - Category of offender
 - ViSOR reference number
 - Risk as per ViSOR front page
 - RM 2000 level
 - On ViSOR (identify archive date)

Level of management – Level 1, 2 or 3

Overall MAPPA risk assessment – Low, medium, high or very high

Details of RMO and Probation Officer or other DTC involved to include name, telephone number and email address.

An entry will also be placed on the page if there is a referral into MAPPA Screening Panel, including the outcome.

- **PD - PDP** (Initially created by MAPPA HQ then the RMO when deregistered as a PDP)
 - This will initially highlight the referral into the screening panel and the date of the first Special Case Conference (SCC).PDP overall risk assessment.
(If it is decided that there will not be a PDP SCC then an Information Marker will be generated outlining the reasoning **not** a PDP warning - this is done by over-typing the PD marker.)

Orders –

- **MI** - MAPPA - SEXUAL (Registrar to complete)
 - Level of Management - Level 1, 2 or 3
 - Overall MAPPA risk assessment - Low, medium, high or very high
 - Details of RMO and Probation Officer or other DTC involved to include name, telephone number, and email address

An entry will also be placed on the page if there is a referral into MAPPA Screening Panel, including the outcome.

With all orders if the end termination date is indefinite then the first line of the text must read:

Order imposed indefinitely
then list the prohibitions

DQ - Disqualified from working with children order
Disqualified from working with children for life

FG - Foreign Travel Order
List the prohibitions/restrictions

RE – Restraining Order (Old style Sex Offender Order on conviction)
List the prohibitions/restrictions

SX – Sex Offenders Order (Old style SOPO)
List the prohibitions/restrictions

VO – Violent Offender Order
List the prohibitions/restrictions

- **MARKER** – MK (RMO to complete)
CoP guidance states "... to ensure that all information/intelligence is checked and, where there is any suggestion of relevance, that it is communicated to the appropriate partners promptly, particularly to prison and probation colleagues."

The RMO must as a minimum append a marker on the offender's MK screen highlighting the reason for the marker. Consideration must also be made to append a marker to the relevant Addresses and VIS that the offender is associated in order to ensure:

- Previous convictions are recorded correctly;
- Address screen is accurate
- Intelligence screen is updated with any relevant intelligence.

PNC

- Check accuracy of Address page;

- Check accuracy of Wanted/Missing page re Sex Offender Notification requirement;
- Check accuracy of Other Details (OD) page where the offender is subject to a Prohibitive Order;

ViSOR

- Ensure the front page is accurate and relevant fields are populated
- Add the RMP
- Ensure reviews are carried out in a timely manner and correctly recorded

[\(Top\)](#)

6.1.4 Risk Management Officer Workload

It is accepted that safeguarding work is demanding and stressful and the workload of a RMO includes managing violent, dangerous and potentially dangerous offenders as well as RSOs.

RMOs should be required to manage a reasonable case load of offenders, where practicable a ratio of 1:50 is deemed to be reasonable, but this may be exceeded where necessary. (This will include all Category 1 Offenders and Category 2 and 3 Offenders managed at Levels 2 and 3).

It is the responsibility of the Detective Sergeant and Detective Inspector to manage the welfare of staff and, whilst annual health visits to the Occupational Health Unit no longer take place, voluntary referrals can be made.

[\(Top\)](#)

6.1.5 Home Risk Reviews to Registered Sex Offenders

Home Risk Reviews (HRR) are a limited risk management tool, unless carried out by staff who are adequately trained, informed about the individual case and able to undertake reviews in the most appropriate circumstances. Inadequately planned and risk assessed reviews can undermine officer and staff safety.

All HRR should be undertaken by staff who are adequately trained in MOSOVO, risk assessment and safeguarding children issues. They should be fully informed about the individual case and able to undertake HRR in the most appropriate circumstances.

Consideration should be given to conducting joint visits with staff from other agencies, such as the Probation Service, Social Services or YOT.

Visits should generally be unannounced or conducted with minimal prior warning. They should also be conducted when practicable, i.e. vary the days and times of visiting, including evenings and weekends.

Visits should be consistently conducted by at least one of the same staff/officers who have previously visited the offender. This will enable any changes in the offender's physical appearance, behaviour or other circumstances to be more easily identified.

Frequency of HRR

The frequency of HRR will be based on the assessment and review of risk of each individual case. The RMO managing the case must also consider additional HRR to the offender following new information/ intelligence coming to their notice from markers on the offender's record.

The initial HRR must take place as soon as possible, and in any case within three days of registration, and will inform the initial risk assessment. The initial risk assessment cannot take place until after the initial HRR.

All RSOs will be visited at their registered home address and/ or any other notified address in accordance with the following minimum frequency standards:

<u>ARMS/Risk Matrix 2000 Score</u>	<u>Minimum Frequency of Visit</u>
Very High	Monthly
High	Three Monthly
Medium	Six Monthly
Low	Twelve Monthly

The risk assessment should include dynamic factors, and where risk is believed to be increased, consideration should be given to visiting more frequently.

It is important that the frequency of HRR is dictated by the Risk Assessment. Therefore the above criteria should not prevent additional HRR being undertaken where necessary.

Where an offender is managed at Level 2 or Level 3 of MAPPa the frequency of home visits may be set as part of the RMP.

Staff Safety

Prior to any HRR being conducted, an assessment of risk to staff should be made and endorsed by a supervising officer. HRR should not be conducted by lone staff. Staff should carry the appropriate Personal Protective Equipment, Airwaves radio and mobile telephone during any operational activity.

Purpose of a HRR

Staff should be clear about the purpose of a HRR, which will include the following:

- Check compliance with legislation and court orders;

- Ensure compliance with notification requirements;
- Confirm that the offender resides at the notified address;
- Where an offender is subject to a probation post-release licence, ensure they are complying with the conditions in the licence;
- Where an offender is on bail, ensure they are complying with the conditions of their bail;
- Where an offender is subject to a court/ civil order e.g. SHPO, Disqualification from Working with Children Order, SRO, ensure that they are not breaching the order.

Information gathering

Where an offender's appearance has changed, the officer conducting the HRR can request that the offender gives consent for a photograph to be taken. The consent of the offender must be obtained in writing before a photograph is taken.

During a HRR, staff should monitor the offender's behaviour, their personal circumstances, and obtain consent if an order is not in place to examine any media devices. Through direct and robust management, staff should seek to identify risk factors and assess the level of risk posed by the offender.

The following checklist may assist those conducting HRR to focus their observations of, and conversations with, the offender in such a way as to elicit any relevant information:

- Any change in appearance
- Any change in demeanour, including paranoia or suicidal thoughts
- Change in living conditions, including cleanliness which may indicate that an offender is not coping
- New partner
- Access to children
- Change in habits
- Level of social isolation
- New pets
- Evidence of alcohol or drug use
- Employment status
- Hobbies or activities
- Use of computer/ mobile telephones including interrogation of devices where an order is in place - if not, consent should be sought
- Association with other offenders
- Identify any access to vehicles
- Evidence of pornography
- Evidence of holiday planning
- Evidence of children's toys, videos, computer games
- Evidence of offending/ concerning behaviour
- Any relevant disclosure issues identified.

Outcomes of a HRR

After each HRR the offender's ViSOR and IS records should be updated with the fact that a HRR has been conducted and with any relevant information obtained as a result of the review . Likewise all unsuccessful HRR should be recorded for the purposes of defensible decision making and performance management. Such records will also be relevant in exercising powers under the Violent Crime Reduction Act 2006.

The update should include any officer safety issues that have been encountered. If no safety issues were encountered, this should also be recorded in order that future risk assessments may be completed.

After each HRR the risk assessment of the offender should be reviewed, taking into account any change in dynamic risk factors. The decision to disclose or not should always be recorded on the Visits Activity Log on ViSOR and if disclosure is decided necessary an updated RMP should be completed. An activity log should be created under the activity type " disclosure" with the headline comment disclosure type, (Voluntary or Assistant Chief Constable (ACC) Authority), and then signpost to relevant RMP. This activity log should be flagged with the supervisor and also the manager (if not the disclosing officer). The full details of the disclosure should be appended to the disclosure tab on the RMP which will include an exact copy of either the voluntary disclosure or the ACC Authority disclosure.

- Human Rights Act (1998)
- Children's Act (1989) and (2004)
- Criminal Justice and Immigration Act (2008)

MAPPA guidance requires that the risk assessment of all MAPPA offenders identifies those persons who may be at risk of serious harm from the offender. The RMP must identify how those risks will be managed. As part of this process, consideration must be given in each case as to whether disclosure of information about an offender to others should take place to protect victims, staff and other persons . The decision and rationale as to whether disclosure will be made MUST be recorded.

Disclosure (Voluntary or ACC Authority)

Disclosure, for the purposes of this section, is the sharing of specific information about a MAPPA offender with a third party for the purpose of protecting the public. It is preferable that the offender is aware that disclosure is taking place and, on occasion, they may make the disclosure themselves in the presence of police and/or their Offender Manager or the content of the disclosure be confirmed/ verified by them subsequently. Therefore voluntary disclosure must be considered prior to any further application being made. If the offender refuses to give permission for

voluntary disclosure then ACC Authority will need to be sought.

Link to [Voluntary Disclosure forms](#)

6.1.6 Legal Orders

A number of court orders and sentences are available to support the police in managing offenders and protecting the public. Police staff should understand the meaning of each order and its limitations so that they can carry out their responsibilities in terms of public protection, including applying for orders.

There are a number of orders which are relevant for Public Protection issues. Staff are directed to the [CoP Authorised Professional Practise \(APP\) guidance](#) where further information can be found in relation to:

- Sexual Harm Prevention Orders
- Violent Offender Orders
- Sexual Risk Orders
- Criminal Behaviour Orders

[\(Top\)](#)

6.1.7 Review of Indefinite Notification Requirements

On 21 April 2010, the Supreme Court ruled that Indefinite Notification without the possibility of a review was incompatible under the Human Rights Act 1998. The Government, working in conjunction with the police service, has taken action to remedy this incompatibility by virtue of the Sexual Offences Act 2003 (remedial) Order 2012 which has introduced the provision for offenders subject to indefinite notification to seek a review. This became effective from Monday 30 July 2012.

This remedial order gives offenders the right to seek a review only once they have completed a minimum period of time subject to the notification requirements. This is 15 years from the point of first notification following release from custody for the index offence for adults and eight years for juveniles.

Offenders subject to a SOPO/SHPO or interim SOPO/SHPO can only apply for a review once they have had the SOPO/SHPO discharged.

The review and timescales for the police and other agencies begins on receipt of an application but in any event an offender must be notified of the decision by the completion of 12 weeks from the date the application is received.

The decision on whether an offender is removed from the register rests with the Superintendent, Safeguarding Department. Offenders who believe they have grounds to challenge the determination made by the police have a right of appeal to the Magistrates' Court.

If a registered sex offender contacts the police, requesting an application form, they should be informed that the request has been noted and they will receive an application form in the post.

The officer taking the above details should forward the request via email to the MAPPA HQ Mailbox.

The officer should also make an entry on the intelligence page of the IS record of the offender to that effect.

[\(Top\)](#)

7. MAPPA Serious Case Reviews

Purpose

There is a need for a serious case review to take place in certain circumstances when MAPPA offenders are charged with a serious further violent or sexual offence. Where a serious case review is deemed appropriate, it is essential that the MAPPA activity of the agencies involved is scrutinised and this must be a transparent process, which adequately examines whether MAPPA Guidance and policies were followed in the management of the offender.

The purpose of the MAPPA Serious Case Review (MSCR), is to look at whether the MAPP arrangements were effectively applied and whether the agencies worked together under MAPPA to do all that they could reasonably be expected to have done to reduce the risk of further offending. The review process will not focus on single agency failures or lessons to be learned which do not have any impact upon the management of the offender under MAPPA to reduce the risk of further offending.

SERIOUS CASE REVIEW PROCESS

[Form N](#) – Notification of MAPPA Serious Further Offence

Form N's are to be submitted when a statutory Serious Further offence is committed AND the person is CHARGED.

This means a Form N is mandatory under the following circumstances:

- **An offender, managed at Level 2 or 3 at any point up to 28 days before the offence is committed, is charged with murder, manslaughter, rape or an attempt of any of these. (This is a statutory Serious Further Offence)**

OR

- **An offender managed at Level 1 is charged with murder, manslaughter, rape or an attempt of any of these, or any of the offences listed in Annex 6 of current MAPPA guidance. (This may trigger a discretionary Serious Case Review)**

OR

- **Where you consider it would be in the public interest to review it, for example an offence resulting in serious physical or psychological harm to a child or vulnerable adult but which is not an offence listed in the serious offence list.**

Where a case arises that an offender has been arrested but not charged, then a Form N is not required unless the circumstances are such that there is an immediate response required, i.e. child related, significant media involvement – something substantial enough to require early oversight. The RMO/Supervisor must ensure that the record is monitored and if the person is then charged with an SFO offence, the Form N is to be submitted.

Where offenders are **arrested** in other circumstances a review of the risk management plan will be conducted by the RMO in consultation with the Detective Sergeant. This review will be recorded on ViSOR.

Where an offender has been arrested/charged, and on reviewing the circumstances it is believed there has been an error of management which may have had a bearing on the offence taking place, or the risk posed by the individual, this should be referred for a "peer review". This should be no more than an examination of the circumstances and records to spot any gaps and provide feedback, identifying if lessons need to be learnt.

In circumstances whereby a Form N or Peer Review is required, the MAPPA Coordinator is to be informed and details will be recorded in the SFO/SCR spreadsheet.

Standard – It is a Strategic Management Board (SMB) responsibility to commission a MAPPA SCR when the mandatory criteria have been met.

MANDATORY - The SMB must commission a MAPPA SCR **if both of the following conditions apply.**

- The MAPPA offender (in any category) was being managed at level 2 or 3 when the offence was committed or at any time in the 28 days before the offence was committed.
- The offence is murder, attempted murder, manslaughter, rape, or attempted rape.

Standard – It is an SMB responsibility to decide whether to commission a discretionary MAPPA SCR

DISCRETIONARY -

- An offender, managed at Level 2 or 3 at any point up to 28 days before the offence is committed, is charged with murder, manslaughter, rape or an attempt of any of these. (This is a statutory Serious Further Offence)

OR

- An offender managed at Level 1 is charged with murder, manslaughter, rape or an attempt of any of these, or any of the offences listed in Annex 6 of current MAPPA guidance. (This may trigger an discretionary Serious Case Review)

OR

- Where you consider it would be in the public interest to review it, for example an offence resulting in serious physical or psychological harm to a child or vulnerable adult but which is not an offence listed in the serious offence list.

MAPPA SERIOUS CASE REVIEW TARGET DATES – According to MAPPA National Guidance

STAGE OF MAPPA SCR PROCESS TARGET DATE

MAPPA Co-ordinator to be notified of MAPPA offender being charged with SFO using MAPPA N (sections 1–4)	Within 5 days of charge
MAPPA Co-ordinator to notify the SMB Chair using MAPPA N	Within 5 days of being made aware of the charge
SMB Chair to decide whether the case requires a MAPPA SCR	Within 10 days of receiving the MAPPA N
If decision is to conduct a MAPPA SCR the SMB Chair to notify OMPPG by	Within 5 days of decision being made

completing section 8 of MAPPA N	
OMPPG to complete section 9 of MAPPA N and return to SMB Chair and MAPPA Co-ordinator	Within 5 days of receiving notification
SMB Chair to inform each of the agencies involved that a MAPPA SCR will take place	Within 5 days of decision being made to conduct MAPPA SCR
MAPPA SCR Panel to meet. The Panel should consist of the SCR Lead, a senior nominated person from each agency involved, and a Lay Adviser	Within 1 month of agencies being notified of the decision to conduct a MAPPA SCR
MAPPA SCR Lead to produce MAPPA SCR report. The other members of the SCR Panel will be given the opportunity to make representations on behalf of their agencies before the SCR report is forwarded to the MAPPA SMB for comment and approval. Also send to OMPPG for quality assurance and guidance	Within 4 months of the MAPPA SCR Panel's first meeting
MAPPA SCR Lead to produce an Overview Report which can be shared externally as approved by SMB and OMPPG	Within 1 month of completion of the MAPPA SCR report

When a MAPPA SCR has been commissioned the SMB will appoint a MAPPA SCR Lead. The designated lead can be either a member of the SMB or a senior manager from the Responsible Authority or DTC agencies. This person should have no connection with the case and should not be involved in the line management of the staff managing or supervising the offender.

If local funding will allow, and in accordance with best practice, the SMB should consider using an independent MAPPA SCR Lead, if this person has sufficient knowledge, experience and skills in relation to offender management or management reviews.

All SMB actions and statutory responsibilities are clearly documented in the MAPPA national guidance for reference.

Diversity

Whilst there are no exemptions or special procedures for offenders with special needs, cognisance should be given to issues surrounding the diversity of sex offenders, for example, consideration being given to registering offenders with mobility impairment during a HRR.

In addition, a diversity monitoring form must be handed to all Category 1 offenders at the initial HRR within Northumbria. This form is optional, however all forms, including nil responses, must be forwarded to the MOSOVO Unit.

[\(Top\)](#)

CRITERIA: The Multi-Agency Public Protection Arrangements (MAPPA) were introduced by the Criminal Justice and Court Services Act 2000 (Sections 67 & 68) to address the need for the public to be protected from dangerous offenders.

ACCESS AND DISCLOSURE RESTRICTIONS: This document must not be printed and left in unsafe environments

FORMAL TRAINING REQUIREMENTS: None

IS A LOCAL PROCEDURE REQUIRED IN SUPPORT OF THIS DOCUMENT: No.

This instruction is designed to avoid discrimination and in accordance with the Human Rights Act 1998 and its underlying principles.