

Criminal casework - Multi agency public protection arrangements (MAPPA)

This guidance is based on agreed working practices across different agencies

Multi agency public protection arrangements (MAPPA)

About this guidance

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This guidance tells you how to identify multi agency public protection arrangements (MAPPA) cases and tells you what action must be taken with them.</p> <p>MAPPA are a set of local arrangements for assessing and managing the risks posed by sexual and violent offenders.</p> <p>To be classed as a MAPPA sexual offender an individual does not have to serve a custodial sentence. Where a sentence is served MAPPA status does not have any bearing on circumstances relating to the issue of prison licences, but it does affect the licence conditions.</p> <p>MAPPA arrangements do not form part of a custodial sentence itself and will often extend beyond the period of the licence.</p> <div><div>Restricted information – do not disclose – start of section</div><div>The information in this page has been removed as it is restricted for internal Home Office use only.</div><div>Restricted information – do not disclose – end of section</div></div> <p>Changes to this guidance – This page tells you what has changed since previous versions of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and</p>	Related links Changes to this guidance Contact Information owner Links to staff intranet removed
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	promote the welfare of children and tells you where to find more information.	
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Multi agency public protection arrangements (MAPPA)

Changes to this guidance

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	This page lists the changes to the multi agency public protection arrangements (MAPPA) guidance, with the most recent at the top.		Related links See also Contacts Information owner Links to staff intranet removed
	Date of the change	Details of the change	
	27 August 2013	Change request: <ul style="list-style-type: none">• Mappa regional and criminal casework single points of contact (SPOC):<ul style="list-style-type: none">○ This page has been renamed 'MAPPA single point of contact (SPOC)'○ New first paragraph.○ Sub-heading 'Responsibilities of the MAPPA SPOC' changes to the para after the bullets○ Sub-paragraph 'Tracking case owners' last paragraph removed and new final paragraph.○ Contact details in restricted box updated.○ Home Office changed to Immigration Enforcement.	
	10 July 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• No changes.	
	25 June 2013	Change request: <ul style="list-style-type: none">• Sex offenders and children aged 18 and under:	

			<ul style="list-style-type: none"> ○ removal of requirement to notify the office of the children's champion. • Minor housekeeping changes 		
			<p>For previous changes to this guidance you will find all earlier versions in the archive</p> <p>See related link: Multi-agency protection (MAPPA) - Archive</p>		

Multi agency public protection arrangements (MAPPA)

Categories of offender

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This page tells criminal casework (CC) staff about the three categories of multi agency public protection arrangements (MAPPA) offenders.</p> <p>Category one – registered sexual offenders This is someone who commits an offence which comes under the Sexual Offences Act 2003 and they must notify the police of their details. They may have received a custodial sentence, a community sentence or a caution. The nature of the sentence determines the length of the period of registration. They are MAPPA eligible until their registration period expires.</p> <p>Category two – violent and other sexual offenders This is someone sentenced to 12 months custody or more for offences contained in Schedule 15 of Criminal Justice Act (CJA) 2003, the Terrorism Act 2006 or murder.</p> <p>They are MAPPA eligible until the expiry of their sentence. Anyone sentenced to a hospital order with or without restrictions are MAPPA eligible until the responsible clinician or a Mental Health Tribunal decide the order no longer applies.</p> <p>Category three – other dangerous offenders This is based on a professional judgement call. The offender must have a previous conviction or caution that indicates:</p> <ul style="list-style-type: none">• they have the potential to cause serious harm to others• their current behaviour is such they may cause serious harm to others, and• the risks require active multi-agency management at MAPPA level two or three. <p>Disclosure of MAPPA status to foreign national offenders (FNOs) Offenders are usually informed of their MAPPA status but this does not happen in all cases due to public protection concerns and possible risk escalation. If you are not sure the offender has been informed of their MAPPA status, you must contact the National Offender Management Service (NOMS) offender manager to ask if it is appropriate to disclose the</p>	<p>Links to staff intranet removed</p> <p>External links</p> <p>Criminal Justice Act 2003</p> <p>Terrorism Act 2006</p>
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	<p>status to the offender.</p> <p>When you are told whether or not you can tell the FNO about their MAPPA status, you must record the information on the CID 'Special Conditions' screen, next to the MAPPA level in the 'Additional Information' section. For example select 'CCD MAPPA case' from the drop down menu and input 'Management Level 3 – MAPPA status NOT to be disclosed' in the 'Additional Information' section.</p>	
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Multi agency public protection arrangements (MAPPA)

Level of risk management

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Multi agency public protection arrangements (MAPPA)

Case owner and line manager responsibilities

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- G4S
- Reliance, or
- other contractors or detention services. This action must be recorded in CID
- Make sure the electronic monitoring provider (currently SERCO) is notified of the offenders MAPPA status when arranging release with electronic monitoring conditions.
- Make sure any cases that come to light where a known sex offender is living at an address with children aged under 18, the situation is brought to the attention of local authority children's services and the office of the children's champion, and record the action on CID notes.

Restricted information – do not disclose – start of section

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Restricted information – do not disclose – end of section

For more information about corporate partners see related links: National list of PUC contacts.

Concerns about foreign national offenders (FNOs) and child welfare

Where a FNO reveals they have committed or been committing offences against children either in the UK or abroad (this may emerge, for example during an interview for an asylum claim), under Section 55 of the 2009 Act the Home Office has a duty to report this to the relevant authorities.

If you become aware of such information, you must contact the regional intelligence unit (RIU), who will check the validity of the information and pass it onto the relevant interested authorities, which may include the:

- Child Exploitation and Online Protection centre (CEOP)
- Serious Organised Crime Agency (SOCA)
- Local police

- Local authority children's service.

In the interest of safeguarding children's welfare best practice is to make sure the information is passed on for checking at the earliest opportunity. If you need advice then please ask your senior caseworker or team leader.

For more information, see related link: Safeguard and promote child welfare.

Case owners and annual leave

If you go on annual or flexi leave you must make sure your MAPPA cases are covered by another member of staff. This is particularly important when a bail hearing is scheduled as this could lead to the release of a subject. It is not acceptable to have a situation where an offender manager is not informed of the release of a MAPPA subject because you are on leave.

Line manager responsibilities

You must:

- Check all appropriate action is taken on MAPPA cases, especially making the correct contact with corporate partners. If contact has not been made then urgent remedial action must be taken.
- Make sure staff have arranged for MAPPA cases allocated to them to be covered by a colleague when they are on scheduled annual or flexi leave.
- Arrange cover for the management of MAPPA cases allocated to a member of your staff if there is an unforeseen absence, for example, sick leave.

If a member of staff misses or ignores MAPPA cases this must be brought to the attention of the assistant director.

Multi agency public protection arrangements (MAPPA)

MAPPA single point of contact (SPOC)

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	<p>MAPPA coordinator in the London borough or local area to see if they can call in by video or tele-conferencing. If this is not possible they must submit a written report.</p> <p>Tracking case owners Offender managers and/or the police often need to track down case owners in Immigration Enforcement, usually in CC. A process chart explaining how offender managers and/or the police can identify the case owners who deal with MAPPA cases can be found using the related link: Identifying Immigration Enforcement case owners.</p> <p>The National Offender Management Service (NOMS) and/or the police MAPPA coordinator must contact the Immigration Enforcement MAPPA SPOC in the first instance, even if they suspect the case is not yet being dealt with by CC.</p> <p>The Immigration Enforcement MAPPA SPOC will try to identify who owns the case within Immigration Enforcement.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Restricted – do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p style="text-align: center;">Restricted – do not disclosed – end of section</p> </div>	
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Multi agency public protection arrangements (MAPPA)

Checking MAPPA status

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Multi agency public protection arrangements (MAPPA)

Recording MAPPA status on CID

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Multi agency public protection arrangements (MAPPA)

Recording the MAPPA indicator, offender manager details and criminal casework special conditions on CID

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Multi agency public protection arrangements (MAPPA)

Closing special conditions on CID

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	<ul style="list-style-type: none">• the subjects appeal is allowed, or• the subject is deported or removed.	
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Multi agency public protection arrangements (MAPPA)

Updating the CID offences screen

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Deportation proceedings initiated under Section 3(5)(a) of the Immigration Act 1971

When back filling the offences screen you must make sure all previous criminal convictions

	<p>and sentences totalling more than 12 months over a period of five years are entered separately on CID. This covers all offenders not just those subject to MAPPA.</p> <p>In each case the following information must be completed on the offences screen:</p> <ul style="list-style-type: none"> • Licence and offender manager details. • Details of the crime. <p>You must make every effort to identify and contact the offender manager to get a copy of the licence, even in cases where the licence has expired.</p> <p>The licence no longer exists</p> <p>In cases where there was a licence, but this no longer exists, you must answer 'No' to the following questions on the offence screen:</p> <ul style="list-style-type: none"> • 'Has the offender manager been identified and contacted?' • 'Is the licence on file?' <p>No further action needs to be taken if the licence no longer exists.</p> <p>In level 2 or level 3 MAPPA cases risk management arrangements may apply even when the licence has expired. You must notify the offender manager about release from detention in all cases including where the licence has expired. Every effort must be made to identify and contact the offender manager in these cases.</p> <p>Where the licence still exists you must make every effort to identify and contact the offender manager and place a copy of the licence on file.</p>	
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Multi agency public protection arrangements (MAPPA)

Recording MAPPA status on Home Office file

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Multi agency public protection arrangements (MAPPA)

Contacting offender managers

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Multi agency public protection arrangements (MAPPA)

What the offender manager needs to know

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	<ul style="list-style-type: none"> • If the FNO is granted bail by the IAC. • If the FNO's appeal is allowed and they are released. • If the FNO is bailed or released for any other reason by the Secretary of State. • If the FNO absconds or escapes from immigration supervision. • If the FNO changes their address (including change of address within the detention estate). • The FNO is granted leave to remain in the UK or other immigration permission. • The FNO is granted permission to work (but not leave to remain). • The FNO is refused leave to remain in the UK. • There are specific concerns about behaviour or a change of circumstance which might affect the risk assessment. • If the FNO is deported or removed from the UK. • If the FNO dies. <p>If a FNO needs management at MAPPA level two or three, a multi-agency risk management plan must be in place to manage the risks. The highest risk management level (three) is put in place in more complex or high risk cases. These need exceptional resources, often a hostel placement and overseeing by senior managers.</p> <p>These arrangements can only be put in place if you contact offender managers as soon as:</p> <ul style="list-style-type: none"> • a bail application is received from the FNO • the FNO is released from immigration detention under any circumstances, or • the FNO leaves the UK. <p>MAPPA risk management arrangements may apply even after the licence has expired, therefore the offender manager must be notified of all changes even if the licence has expired.</p>	
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Multi agency public protection arrangements (MAPPA)

Contact with corporate partners

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This section tells criminal casework (CC) case owners about contacting corporate partners involved in multi agency public protection arrangement (MAPPA) cases.</p> <p>It is vital Home Office corporate partners are told when cases are subject to MAPPA so they can be managed effectively and risks to their staff and the public can be reduced.</p> <p>CC's main corporate partners are:</p> <ul style="list-style-type: none">• immigration, compliance and engagement (ICE), formerly known as local immigration teams (LITs), and the regions• detention services• SERCO, G4S, Reliance and other contractors• Section 4 accommodation providers• local police• National Offender Management Service (NOMS) offender managers. <p>For more information about contacting each of these see related links: How to contact corporate partners.</p>	<p>In this section</p> <p>How to contact corporate partners</p> <p>Links to staff intranet removed</p>
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Multi agency public protection arrangements (MAPPA)

How to contact corporate partners

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This page tells criminal casework (CC) case owners about contacting Home Office corporate partners in multi agency public protection arrangement (MAPPA) cases.</p> <p>Non-criteria cases</p> <p>MAPPA cases that are referred to CC but do not meet the CC criteria, and do not have existing leave, are transferred by workflow to the regions or immigration, compliance and engagement (ICE), formerly known as local immigration teams (LITs) through agreed central points of contact, using form ICD3399A.</p> <p>MAPPA subjects with leave or the right to remain in the UK are issued with a warning letter. A copy of this letter must be forwarded to the relevant police public protection unit (PPU) if the subject is a category one offender.</p> <p>CC subjects who must not be allowed contact with children</p> <p>You must inform detention services and the detainee escorting and population management unit (DEPMU) if you deal with an offender who is not allowed to come into contact with children. You must contact them by email giving full details of the FNO and why they are considered to be a threat. This must be done even if the subject is already within the detention estate.</p> <p>For the detention services mailbox address see related links.</p>	Links to staff intranet removed
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Section 4 accommodation providers

MAPPA subjects must always be placed in appropriate accommodation. A MAPPA marking may mean FNOs cannot be placed in multi-occupancy hostels or accommodation which houses vulnerable adults and children. If FNOs become eligible for Section 4 accommodation MAPPA status must be recorded on the accommodation template which is sent to NAM+. For more information on Section 4 see related links: Considering cases for section 4 bail accommodation.

Local police

The local police and the relevant police public protection unit must be informed by telephone when:

- bail hearings are scheduled, or
- bail is granted to MAPPA subjects.

You must also record the following details on CID to help the police take any action needed:

	<ul style="list-style-type: none">• the police officer it was reported, and• their contact number.	
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Multi agency public protection arrangements (MAPPA)

Sex offenders and children aged 18 and under

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This page tells criminal casework (CC) case owners how to deal with cases when a sex offender is found living or making a request to live, in a household with children aged 18 and under.</p> <p>If you find out a known sex offender is living at the same address as children aged 18 and under you must notify the relevant local authority children's services (LACS) and the Police Protection Unit. This fulfils the safeguarding responsibilities under Section 55 of the Borders, Citizenship and Immigration Act 2009. You must record this on CID.</p> <p>If a sex offender makes a bail application, and the proposed bail address has children aged 18 and under living there, you must bring this to the attention of the National Offender Management Service (NOMS) offender manager.</p> <p>They will check the suitability of the address, and if the licence conditions set by the prison prohibit residence with minors. They must send their comments back to you and you must take these into account.</p> <p>In all cases you must make sure the authority considering the bail application (either the Immigration and Asylum Chamber, the Secretary of State or chief immigration officer depending on the type of bail) is fully aware of the situation and the opinions of the offender manager.</p> <p>Under no circumstances must a sex offender be released to an address where children aged 18 and under are living without the full written agreement of the offender manager. If bail is granted for a sex offender to live with children, you must inform the relevant LACS to make them aware of the situation. This must be fully recorded in CID notes.</p>	Links to staff intranet removed
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Multi agency public protection arrangements (MAPPA)

Licences

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	<ul style="list-style-type: none">• if the offender is managed by the health authority you must contact the local primary care trust to get more information.	
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Multi agency public protection arrangements (MAPPA)

Multi agency public protection panel (MAPP) meetings

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This page tells criminal casework (CC) case owners about multi agency public protection panel (MAPP) meetings.</p> <p>The Home Office is committed to providing an update to MAPP meetings. This will normally be in writing, but can be in person or by video or tele-conferencing. It will be a management decision on whether attendance is necessary and who should attend, normally taken at assistant director level, but it is expected there will be some presence at the highest risk cases.</p> <p>Whether attending or submitting a written report, you will be asked to provide up to date information. This must include the subject's immigration status and whether you intend to detain and deport an individual at the end of their custodial sentence.</p> <p>If you are not attending the MAPP meeting in person you must complete a form for each case and send it to the MAPP meeting coordinator before the meeting. To access the form, see related link: MAPPA meetings form. There may be a requirement in some level three management cases for you or a CC representative to attend the MAPP meeting in person.</p> <p>MAPP meetings must not be confused with MALAP (multi-agency looked after partnership) meetings which are groups of people from different organisations who work together to improve the care of looked-after children.</p>	Links to staff intranet removed
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Multi agency public protection arrangements (MAPPA)

Non-detained cases and absconders

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Multi agency public protection arrangements (MAPPA)

MAPPA in Scotland and Northern Ireland

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		External links MAPPA for Scotland MAPPA for Northern Ireland
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Multi agency public protection arrangements (MAPPA)

Contacts

About this guidance Categories of offender Levels of risk management Case-owner and line-manager responsibilities Checking MAPPA status Recording MAPPA status on CID Contacting offender managers Contact with corporate partners Sex offenders and children aged 18 and under Licences Multi-agency public protection panel (MAPP) meetings Non-detained cases and absconders MAPPA in Scotland and Northern Ireland	<p>This page explains who criminal casework (CC) case owners can contact for more help with a specific case on multi agency public protection arrangements (MAPPA).</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email the criminal casework process and policy team (CCOPPT), see related link: Email: CCD process team, for guidance on the policy.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	Related links Information owners Changes to this guidance Links to staff intranet removed
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Multi agency public protection arrangements (MAPPA)

Information owners

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[MAPPA in Scotland and Northern Ireland](#)

This page tells criminal casework (CC) case owners about the multi agency public protection arrangements (MAPPA) guidance and who owns it.

Version	13.0
Valid from date	27 August 2013
Policy owner	Criminal casework process and policy team (CCOPPT)
Cleared by director	Lynn Smart
Director's role	Senior process manager, criminal casework operational process and policy
Clearance date	16 August 2013
This version approved for publication by	Richard Short
Approver's role	Assistant director, modernised guidance team
Approval date	27 August 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT (see related link: Email: CCD process team) who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

Related links

[Contacts](#)

[Changes to this guidance](#)

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MAPPA download
Special conditions screen on CID

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MAPPA download
CID offences screen

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