



GLOSSARY

Each SFO review should have an accompanying bespoke glossary to explain unfamiliar terminology, to aid the understanding of a wider audience, including victims and their families. This template should be amended on a case by case basis, with definitions added and removed as required. The glossary should be followed by a list of documents and policies examined and/or referred to by the reviewing manager to inform the SFO review. *(delete this guidance prior to disclosure).*

Name:	
SFO case reference:	

Action plan – the list of actions identified within the SFO review as being required to address all areas of deficient practice observed. This may include the highlighting and sharing of positive aspects of practice, as well as addressing all appropriate areas of deficient practice.

Acute risk factors – those that change quickly, perhaps over days or hours and whose emergence indicates a period of critical risk for an individual where the potential for inflicting serious harm on others already exists. Examples might be:

Increased levels of substance misuse or destabilisation of socio- economic factors such as loss of accommodation.

While alcohol may be a dynamic risk factor, intoxication would be the acute risk factor

AiO (ARMS informed OASys) – the incorporation of ARMS (see below) into the Offender Assessment System (OASys), the core HMPPS risk assessment tool.

Approved Premises (AP) - A residential unit providing intensive supervision for supervised individuals who present a high or very high risk of serious harm. Most will have been released from prison on licence or have a requirement imposing AP residency on them. Residents at APs are subject to national rules with a number of restrictions, including a minimum curfew of 11pm-6am.

ARMS – Active Risk Management System. Provides a nationally consistent NPS/Police approach to joint working with adult male sex offenders. ARMS supports the management of sex offenders by bringing together effective practice and public protection into a single framework. Focusing on a supervised individual’s current behaviour and circumstances, and evolving as an individual’s circumstances change, those working with them will

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<p>develop a greater understanding of the individual, the risks that they pose, and their protective factors.</p>
<p>BASS – The Bail Accommodation and Support Service provides a source of accommodation and/or support for those who would otherwise be held in prison. The service is specifically for defendants who can be bailed and supervised individuals who can be released on HDC or who are subject to an intensive community order with a Residence Requirement.</p>
<p>Breach – when a supervised individual subject to a community sentence fails to comply with expectations. Breach action is initiated which results in a further court appearance and sentence for the non-compliance.</p>
<p>CAS – Case Allocation System. This was used by the NPS to allocate cases sentenced prior to the end of June 2021, to either the NPS or CRC. CRCs are no longer in existence and all cases are now managed by the Probation Service.</p>
<p>Child in need – A defined level of management by children’s services to support/safeguard the child and seek to address problems that have been identified. This will involve all agencies working with the parents. Regular group meetings are held to monitor progress.</p>
<p>Child protection plan – A plan put in place by children’s services to safeguard the children identified to be at risk. This will involve input from all agencies working with the children and parents. Regular conferences and core group meetings are held to monitor progress.</p>
<p>Chronic (or stable) risk factor – A dynamic risk factor that tends to be persistently present.</p>
<p>Clinical risk assessment – Based on professional judgement through interview and observation, knowledge of case history and current circumstances. The aim is to increase the understanding of how relevant dynamic risk factors interact for this individual and thus be able to work more effectively with them to construct a workable plan to address the risks.</p>
<p>Community Order (CO) - A community sentence imposed by the court as an alternative to imprisonment. It will have additional requirements with the aim of punishing and/or rehabilitating the supervised individual.</p>
<p>Contingency plan – an outline of intended contingency actions should essential elements of the risk management plan break down. The plan should identify what actions would be required in response to the emergence of specific risk factors or the breakdown of protective factors.</p>
<p>CPPC – Critical public protection cases. The critical few cases that meet a certain threshold and require additional resources/specialist management.</p>
<p>Community Rehabilitation Company (CRC) – Private probation provider who prior to 26 June 2021, managed most low/medium risk of serious harm supervised individuals serving community sentence/subject to licence. Allocation to the CRC was determined by the NPS at the point of sentence based on a number of criteria. The Probation Service is now responsible for the management of all supervised individuals.</p>
<p>Defensible decisions – Decisions that will stand up to ‘hindsight scrutiny’. All probation staff should be able to demonstrate defensible decision making throughout the management of a case and that ‘all reasonable steps’ have been taken to minimise the risk</p>

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<p>of serious harm. Decisions should be appropriately recorded and explained in the case record.</p>
<p>Deficient practice – Where the work undertaken is assessed to have fallen below the required standards.</p>
<p>Dynamic risk factor – A factor that contributes to further offending, but is amenable to change. A dynamic risk factor may be stable or acute (see respective definitions in this glossary). Examples of dynamic risk factors might be: alcohol; substance misuse; mental ill health; suicidal ideation; threats to harm others; access to weapons; relationship problems; psychotic and manic behaviour; financial problems; unemployment.</p>
<p>Domestic Homicide Review (DHR) – A DHR is undertaken to explore the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by:</p> <ul style="list-style-type: none">a) a person to whom he was related or with whom he was or had been in an intimate personal relationship, orb) a member of the same household as himself. <p>A DHR is undertaken with a view to identifying the lessons to be learnt from the death</p>
<p>Enforcement – the term used to refer to action taken if a supervised individual fails to comply with the requirements of their sentence/licence. Actions can include verbal and written warnings, additional restrictions, breach proceedings and potential recall to custody.</p>
<p>Harm – Ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another. The threshold between non-harmful and harmful behaviour would be more easily met in the case of a child or vulnerable adult. ‘Serious Harm’ is a sub-category of this definition (see below).</p>
<p>HDC – Home Detention Curfew. The HDC scheme was introduced in 1999 to provide a managed transition from prison to community for supervised individuals serving short sentences. Those released subject to HDC will have electronic monitoring in place to manage an agreed curfew during which they must remain at their designated address.</p>
<p>High Profile – SFOs which attract significant media attention or may have increased ministerial involvement.</p>
<p>HMPPS – Her Majesties’ Prison & Probation Service. A government organisation with responsibility for the management of supervised individuals in prison and by both the NPS and CRCs.</p>
<p>Imminence – Imminence relates to the timescale within which it is likely that an event will occur e.g. how soon will this supervised individual do something harmful? Is the harmful offence likely today, tomorrow or in the foreseeable future? Professional judgement will need to determine such timescales in each individual case.</p>
<p>IOM – Integrated Offender Management brings a cross-agency response to the crime and reoffending threats faced by local communities. The most persistent and problematic supervised individuals are identified and managed jointly by partner agencies working together.</p>

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<p>Jigsaw - responsible for managing sex offender registration, sexual harm prevention orders & sexual offences prevention orders. Sometimes known by different names which include PPU and MOSOVO officers.</p>
<p>Key findings – these are the areas of positive and deficient practice that the SFO review identifies. These should be addressed with appropriate learning points in the action plan.</p>
<p>MAPPA – Multi-Agency Public Protection Arrangements. These are designed to protect the public, including previous victims of crime, from serious harm by sexual and violent supervised individuals. They require the local criminal justice agencies and other responsible authorities/agencies dealing with supervised individuals to work together in partnership to devise and implement plans to manage risk.</p>
<p>MARAC – Multi Agency Risk Assessment Conference. The focus of MARAC is the protection of victims who are at a high risk of serious harm from domestic abuse. A number of agencies meet to discuss and review plans for managing risks and supporting victims.</p>
<p>MOJ – Ministry of Justice. The department of government with responsibility for criminal justice, including the management of supervised individuals by HMPPS.</p>
<p>MOSOVO – Managing Sexual Offenders and Violent Offenders, responsible for managing sex offender registration, sexual harm prevention orders & sexual offences prevention orders. Sometimes known by different names, which include Jigsaw and PPU officers.</p>
<p>National Delius (NDelius) – The national case recording system for community based work with supervised individuals.</p>
<p>NPS – National Probation Service. The public sector service with responsibility for managing high risk (and other) supervised individual's released into the community. The NPS was renamed as the Probation Service on 26 June 2021.</p>
<p>Offender Assessment System (OASys) – The offender risk assessment and management tool.</p>
<p>Offender Manager (OM) – responsible officer for managing the supervised individual through their sentence. Also known as the Responsible Officer (RO) dependant on the organisation.</p>
<p>OGRS 4 – Version 4 of the Offender Group Reconviction Scale, which is a validated risk predictor tool based on static risk factors.</p>
<p>OVP 2 – Version 2 of the OASys Violence Predictor, which is a validated risk predictor tool for violent offending, based on both static and dynamic risk factors.</p>
<p>ORA (Offender Rehabilitation Act) – this refers to legislation governing sentences imposed from 1 February 2015. The biggest change was the requirement for any supervised individual receiving a custodial sentence to be supervised in the community for a minimum period of 12 months. This meant the introduction of post sentence supervision (PSS) – see below.</p>
<p>Post Sentence Supervision (PSS) – Supervised individuals sentenced to less than 2 years' custody are now subject to post sentence supervision following the end of their licence. The licence period and PSS combined is a maximum of 12 months. PSS is focussed on rehabilitation and does not allow for the same level of restriction to be placed upon the supervised individual. If a supervised individual fails to comply with PSS, they</p>

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<p>cannot be recalled to prison immediately but are returned to court for the breach to be dealt with.</p>
<p>PPG –Public Protection Group. The group within HMPPS in which the national SFO team sits.</p>
<p>PPU – public protection unit (police), responsible for managing; sex offender registration, sexual harm prevention orders & sexual offences prevention orders. Sometimes known by different names which include Jigsaw and MOSOVO officers.</p>
<p>Pre-Sentence Report (PSR) – A report completed by the PS with a view to assisting the court in determining the most suitable sentence for the offence/supervised individual. Reports can be fast delivery (FDR) or standard delivery (SDR), the difference being the timescales for their completion and depth of investigation undertaken to inform the report. Some reports are delivered verbally to the Court.</p>
<p>Probation Officer (PO) or Probation Practitioner (PP) – someone with responsibility for supervising/managing supervised individuals. A PO will have achieved defined qualifications in order to obtain PO status.</p> <p>Also known as a Responsible Officer or Offender Manager</p>
<p>Probation Service (PS) - The public sector service with responsibility for managing supervised individuals released into the community. Prior to 26 June 2021, the PS was known as the National Probation Service.</p>
<p>Probation Service Officer (PSO) – an officer with responsibility for supervising/managing supervised individuals. Whilst a PSO performs a similar role to a PO, there are certain cases (mainly high risk) that would require management by a qualified PO.</p>
<p>Protective factors – static or dynamic factors, whether external or internal, that make it less likely someone will re-offend.</p>
<p>Recall – A supervised individual subject to licence can be recalled to prison if they fail to comply with the conditions of their licence. They can be released again after 28 days if they meet certain criteria, if not, the parole board will decide if they can be re-released at any point prior to the end of their sentence. In some instances, the responsible officer can support executive release which allows the public protection casework section to decide whether an supervised individual is suitable for re-release without a full parole board review.</p>
<p>Rehabilitation Activity Requirement (RAR) - From Dec 2013, when imposing a Community Order, the court can include a RAR. A RAR is designed to allow providers of probation services the flexibility to deliver innovative rehabilitative interventions. The maximum period of the RAR activities is expressed in days.</p>
<p>Risk assessment – The process of collecting, verifying and evaluating information to establish the nature and extent of risk, either of likelihood of re-offending or of the occurrence of serious harm. Risk assessment is often aided by the use of formal risk assessment tools. Good quality risk assessment builds on strengths as well as identifying difficulties; is grounded in evidence; is supervised individual-centred; is a continuing process, not a single event.</p>
<p>Risk Escalation – the process of referring a case from the CRC to the National Probation Service (NPS) (prior to 26 June 2021) on the basis that there is good evidence that risk of</p>

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serious harm (RoSH) may have increased to high. A Probation Instruction (PI) sets out the process that should have been followed by both organisations.

Risk Management – Refers to those strategies used to manage risk, either by reducing the likelihood that a harmful offence will occur, or in reducing the impact of the offence should it take place (e.g. victim protection). Strategies most usually restrict opportunities to offend, restrict access to or impact on potential victims, and target risky behaviours for change. The term tends to be used with reference to risk of harm rather than risk of re-offending. Risk management is more effective when the supervised individual is committed to and supports the activities, which is made more likely by a clear focus on desistance principles and opportunities to change.

Risk Management Plan (RMP) - A shared, actively monitored plan, for managing the identified risk of serious harm. Such a plan is required to be in place and documented for all supervised individuals assessed as medium, high or very high RoSH.

RoR (LoR) – risk of re-offending or likelihood of re-offending. Based on static and dynamic assessment tools, the likelihood that an supervised individual will go on to commit a further offence. Expressed in terms of low, medium, high or very high.

Risk of serious recidivism (RSR) tool – A tool to identify a score for the probability that an supervised individual will commit a seriously harmful offence within the next 12 or 24 months, based on a defined list of relevant offence types. The tool can be administered using static information only, or a combination of static and dynamic information.

Risk of Serious Harm (RoSH) – The assessed level of risk of harm that the service user is identified as presenting. Serious harm is defined below. This assessment is part of the OASys assessment tool. There are four levels of RoSH:

Low risk of serious harm (LROSH) - Current evidence does not indicate likelihood of causing serious harm.

Medium risk of serious harm (MROSH) - There are identifiable indicators of risk of serious harm. The supervised individual has the potential to cause serious harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, and drug or alcohol misuse.

High risk of serious harm (HROSH) - There are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious.

Very high risk of serious harm (VHROSH) - There is an imminent risk of serious harm. The potential event is more likely than not to happen imminently and the impact would be serious. This assessment is likely to relate to a 'critical few'

SARA – The Spousal Assault Risk Assessment tool; used to assess the risk of repeat domestic abuse.

SAQ – Self Assessment Questionnaire. Completed by the supervised individual at each sentence plan review to identify any problematic areas linked to their offending.

Serious Case Review (SCR) - Where a supervised individual subject to MAPPA commits an offence which triggers a MAPPA SCR, the Senior Management Board (SMB) will be required to instigate a review using the MAPPA SCR process. Once the review has been

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<p>completed, the SMB must meet to discuss it and to ensure that the findings and action plan are implemented and completed.</p>
<p>Serious harm – an event which is life-threatening and/or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible. As defined in the OASys risk assessment tool.</p>
<p>SFO – serious further offence</p>
<p>SFO Notification – the document submitted to the national SFO team within 10 working days of the supervised individuals first court appearance. Also known as the Annex D.</p>
<p>SFO Review – the document submitted to HMPPS SFO team within 3 months of receipt of the SFO notification.</p>
<p>SFO review period – The period under review will typically commence from the point of sentence and cease at the end date of the commission of the SFO. If less than six months is recorded, and the supervised individual had an immediate previous sentence, then the review may explore the work undertaken in this previous sentence.</p>
<p>Sexual Harm Prevention Order (SHPO) - persons convicted of sexual offences can be prevented from doing certain things for a specified period of time by the imposition of a SHPO. The Order is designed to protect victims (known and possible). SHPO replaced SOPO following a change in legislation.</p>
<p>Sexual Offences Prevention Order (SOPO) – predecessor to the above SHPO servicing the same purpose.</p>
<p>Sex Offender Register (SOR) – a register containing the details of anyone convicted or cautioned of certain sexual offences since 1997. An supervised individual may be subject to SoR requirements, which would include the need to inform police within three days of a change of address (including release from prison).</p>
<p>SPO – senior probation officer</p>
<p>Stable risk factors (also referred to as ‘chronic’ risk factors) – dynamic risk factors that tend to be persistently present.</p>
<p>Static risk factors – those elements of an supervised individual’s identity or past behaviour and its consequences that are historical and/or factual such as gender, age, number and type of previous convictions. Unlike dynamic risk factors, static factors are not susceptible to fluctuation.</p>
<p>Suspended Sentence Order (SSO) – When a court imposes a custodial sentence of between 14 days and two years (or six months in the magistrates’ court), the court may choose to suspend the sentence for up to two years. This means that the supervised individual does not go to prison immediately, but is given the chance to stay out of trouble and to comply with up to 12 requirements set by the court. If the supervised individual fails to comply, the custodial part of the SSO may be activated.</p>
<p>VISOR – The national police database for violent and sexual supervised individuals.</p>

Policies and Guidance

You should provide details here of all practice guidance that informed the review where this is not nationally issued or part of a policy/practice framework, is not readily available on Equip and which could not be easily located in archives at a later date. For example, specific guidance about former CRC policies and procedures. An example of how to set this out is given below (*delete this guidance prior to disclosure*).

Recall Practice

- National briefing: "Recall Myths Briefing" (2019)
- National briefing: "Serious Further Offences, Learning from High Profile Cases" (2019)