



## SERIOUS FURTHER OFFENCE REVIEW

*(cover sheet to be attached to the SFO review when shared with victims: delete this guidance when completed)*

Supervised individual's name	
SFO case reference	
Probation Region	

Serious Further Offence reviews are undertaken when an individual being supervised by the Probation Service (formerly the National Probation Service or Community Rehabilitation Company) commits a specified serious offence.

In undertaking a serious further offence (SFO) review, the Probation Service must transparently and rigorously review their work and provide an understanding of what happened. The purpose of the SFO review is to:

- review whether all action had been taken as far as could reasonably be expected to manage the risk of harm posed to others by the individual;
- identify what - if anything - could or should have been done differently;
- analyse why things were done in the way they were done;
- establish whether there is learning from the review of the case that requires actions at local or national levels;
- ensure that areas for improvement are clearly identified, along with how and within what timescale action will be taken and what will be expected to improve as a result;
- give victims relevant information on how the individual was supervised and where there were shortcomings, and how action to drive improvements will be taken;
- enable senior managers in HMPPS HQ to inform Ministers, HMPPS Chief Executive and other HMPPS senior officials and the wider Ministry of Justice (MoJ) of noteworthy cases of alleged SFOs.

SFO reviews:

- are conducted in such a way that the process is seen as a learning exercise and not as a way of apportioning blame;
- identify and report on any systemic, organisational or individual failures, particularly where they may be relevant to the outcome;
- highlight notable good practice, recognising that those involved may have taken all reasonable action to manage the offender;
- contribute to the continuous improvement of the management of offenders by the MoJ, HMPPS, and Probation Service; and
- are undertaken by reviewing managers who are independent of the line management of the case.

## OFFICIAL-SENSITIVE WHEN COMPLETED

### Introduction

*(Delete after completion) Please include a brief summary of the SFO, the sentence and index offences and the period under review, including reference to any other parallel review. You should include a statement of condolence. Where practice has been exceptionally poor you may wish to consider an apology)*

### Disclosure statement

Personal and special category data can be disclosed to victims under a “legitimate interest for the administration of justice under the Data Protection Act 2018. Furthermore, under the requirements of the DPA the sharing of personal and special category data must also be “necessary and proportionate”.

This does not cover forward transmission of the content to other parties.

We advise you consider the integrity and confidentiality of this document.