

# Managing Allegations and Perpetrators

Handbook

# Introduction

Welcome to the Thirtyone:eight Managing Allegations and Perpetrators course. This handbook is designed to accompany the webinar and contains the case scenarios, discussion questions we will be using in the webinar.

Managing Allegations and Perpetrators (often referred to as 'managing offenders') is a four UK nations friendly course. Most of the information in the handbook is applicable to all four nations, but there are also individual sections related to each nation. Please find the section(s) that relates to the nation(s) you work in. This handbook has a lot of information and isn't designed to be read cover-to-cover. We do encourage you to use the contents page to identify the information relevant to you, and to revisit this information when you need a refresher and as things arise.

Faith and community groups regularly have to navigate the tension between having an 'open door for all' and implementing appropriate boundaries for those who have acted, or are suspected of acting, in abusive ways.

We are looking forward to supporting you as you create tailored boundaries that allow individuals to participate safely in your organisation and activities.

The Thirtyone:eight team

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# Definition of ‘Abusive Behaviour’

Physical, verbal or psychological acts that violate an individual’s human and civil rights. Some abuse constitutes a criminal offence.

From: Guidance on Developing and Implementing Multi-agency Policies and Procedures to Protect Vulnerable Adults from Abuse

# Status of behaviours

While abusive behaviours are always harmful to victims and will need to be managed well, they can carry different legal statuses.

Some of these legal statuses will have specific considerations that you may need to be aware of. We've included some of the main ones with an explanation below. These are in alphabetical order to make it easier to look up the status that applies to your situation.

*This is just for reference and to expand your understanding, you don't need to know all of these.*

Behaviour Status	Definition	Key consideration for you
Allegation/rumour	When an individual has been accused of acting in a harmful way. At the stage of allegation/rumour, the behaviour is unsubstantiated.	Avoid writing the concern off as 'malicious'. Follow normal Safeguarding recording and reporting processes. If the individual holds a role, you may need to 'step them back' for a time. Legally, this is a neutral act.
Conviction	A person has been found guilty of a crime by a judge and/or a jury.	Where they've served a prison sentence, they may be assigned a probation officer on release. You should collaborate with them.
Discharged at court	Either the sentence given has already been served while on remand in prison, or they're found not guilty and they are free to go.	Ongoing statutory involvement is unlikely, so the risk assessment is key for your organisation. Report on any subsequent concerns.

## Status of behaviours (continued)

Behaviour Status	Definition	Key consideration for you
Early [conditional] release	The person has been released from prison earlier than was originally stated. In most cases they will have conditions attached to them. This means that they are still legally under the care of the prison service but will be managed locally by probation officer who will make sure they follow the conditions set.	<p>Make sure you're aware of the conditions attached to their release and that any written contract is in-line with this.</p> <p>Collaborate with probation [social workers in Scotland] services and inform them of any non-compliance.</p>
Ongoing investigation	<i>Or 'out on bail'</i> . They have not been found guilty (or innocent), but there are allegations against them or pending evidence which is under review by the police and may go to court. This can be ongoing for a long period of time while the parties involved gather the information needed before they progress to court proceedings.	<p>Risk assessment and written contract are important here. This will need to be reviewed once the investigation concludes, regardless of the outcome.</p> <p>Inform the police of the individual's involvement with your organisation and share any safeguarding concerns.</p>
Police caution	Given instead of going to court. How long the caution is in place depends on the circumstances of the incident. The person getting it must have admitted guilt to the charges to avoid further action being taken by the police.	Cautions hold significant consequences for positions of trust and regulated activity. Follow the risk assessment and written agreement contracts process and seek advice regarding regulated activity or positions of trust.

## Status of behaviours (continued)

Behaviour Status	Definition	Key consideration for you
Probation	They manage the conditions of the person's license and check in with them regularly, often weekly. The police may be involved in monitoring their movements.	Probation are an excellent source of local knowledge and will link in local services that are relevant for those they manage as well as deliver programmes in house.
Public protection	When high risk offenders (those who have committed violent or sexual crimes) are released from prison, they're managed by the local Public Protection team. They may pose a risk to the public and need to be monitored for a time.	<i>See nation specific information.</i>
Self-disclosure	When someone tells you that they have committed a crime .	If they have never been tried for this crime you will need to call the local police service to report it.
Sex offenders register	This register is a list of those who've committed a sexual crime. It's monitored by police and other statutory agencies.	You can ask to be notified by the police if an individual is on the register. The written agreement should be relevant to the specific risk of sexual harm they may pose.
Spent conviction	Where the individual has been found guilty but has completed the required rehabilitation period. They do not have to disclose this to you.	This shows on a criminal record check, but no action is to be taken unless the individual is barred from work with certain groups. Only enhanced checks show this.

# Standard of proof

'Standard of proof' is the amount of evidence needed to determine whether or not an individual is guilty.

There are two main types which are applied to different contexts - as explained in the table below.

*The main takeaway for you is that - even if an individual is found not guilty in a court of law - they may still be deemed guilty by civil courts or the barring service [England, Northern Ireland and Wales] and/or Protecting Vulnerable Groups [Scotland] lists.*

Standard of proof:	
Beyond a reasonable doubt	In criminal cases, such as in a court of law or with a police caution, the appropriate standard of proof is beyond reasonable doubt, this means that the relevant facts have been proved by confession or evidence.
Balance of probabilities	In civil cases, a person can be found guilty 'on balance of probabilities', which means it is more likely than not that the individual committed the act they're accused of. The mechanisms that prevents individuals working in regulated activities with vulnerable group apply this standard of proof.

It's possible to be found Not Guilty in a court of law, but found guilty in civil court. An example is Ella Janneh's civil rape case against her therapist:  
<https://www.bbc.co.uk/news/articles/cw99e1vpe58o>

## Safeguarding and offenders: Laws and differences across the UK

The following pages contain useful information for those seeking to create safer places with an awareness of key differences across the 4 UK nations.



## Laws

Safeguarding practice is usually based on the laws made by one of the 4 UK Governments (Westminster, Holyrood, Stormont and the Senedd). Much of the guidance for working with those who have, or who may have, acted in abusive ways is shared across the UK, with some differences in application.

**One significant difference is that Scotland has Criminal Justice Social Workers rather than Probation teams.**

The full legislation/guidance documents are available online by searching the name and date given here.

England	Northern Ireland	Scotland	Wales
<b>Vulnerable groups laws:</b>			
Safeguarding Vulnerable Groups Act 2006	Safeguarding Vulnerable Groups (Northern Ireland) Order 2007	Protection of Vulnerable Groups (Scotland) Act 2007  Police Act 1997 (as amended)	Safeguarding Vulnerable Groups Act 2006
<b>Position of trust laws:</b>			
'Position of trust' offences within ss.16 – 19 of the Sexual Offences Act 2003 now include situations where certain activities take place in a sport or religion (as amended by the Police, Crime, Sentencing & Courts Act, 2022).	Section 5 of the Justice (Sexual Offences and Trafficking Victims) Act (Northern Ireland) 2022 known as 'Abuse of Position of Trust'	'Positions of trust' law in Scotland remains as originally set out in the Sexual Offences Act (2009), which does not cover religious or sports settings.	'Position of trust' offences within ss.16 – 19 of the Sexual Offences Act 2003 now include situations where certain activities take place in a sport or religion (as amended by the Police, Crime, Sentencing & Courts Act, 2022).

## Laws (continued)

England	Northern Ireland	Scotland	Wales
<b>Equal opportunity laws:</b>			
Equality Act 2010	Disability Discrimination Act 1995*	Equality Act 2010	Equality Act 2010
<b>'Spent' convictions:</b>			
Rehabilitation of Offenders Act 1974	Rehabilitation of Offenders (Northern Ireland) Order 1978	Rehabilitation of Offenders Act 1974	Rehabilitation of Offenders Act 1974
<b>Multi-agency Public Protection Arrangements (MAPPA):</b>			
Info available from: <a href="http://www.mappa.justice.gov.uk">www.mappa.justice.gov.uk</a>	Info available from: <a href="http://www.publicprotectionni.com">www.publicprotectionni.com</a>	Management of Offenders etc. (Scotland) Act 2005	Info available from: <a href="http://www.mappa.justice.gov.uk">www.mappa.justice.gov.uk</a>
<b>Probation services</b>			
<a href="http://www.gov.uk/government/collections/probation-finder">www.gov.uk/government/collections/probation-finder</a>	<a href="http://www.pbni.org.uk">www.pbni.org.uk</a>	<a href="http://www.ccpscotland.org/cjvsf-activities/third-sector-engagement-with-local-community-justice-partnerships/">www.ccpscotland.org/cjvsf-activities/third-sector-engagement-with-local-community-justice-partnerships/</a>	<a href="http://www.gov.uk/government/collections/probation-finder">www.gov.uk/government/collections/probation-finder</a>
<b>4 Nations</b>			
<a href="https://www.legislation.gov.uk/new">https://www.legislation.gov.uk/new</a>			

# Module 1: Concern

**Task 1:** How might we become aware of concerns?

*Unmute or share in the chat.*

## **Your role and responsibility:**

- Record keeping,
- Confidentiality,
- Liaise with statutory bodies
- Identify key people internally



# Module 2: Collaboration

## **Scenario (part 1) - Initial phone call**

The local probation office called you – they have someone they are working with who would like to attend your church. There are risks associated with this person and they have told you that there will need to be a risk assessment done and a behaviour contract in place in order for him to attend.

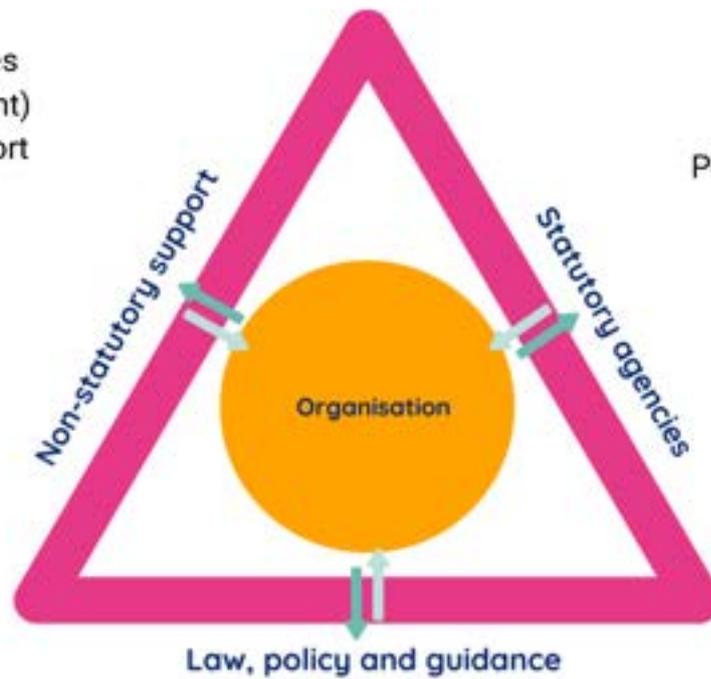
They tell you that his crime was of a violent nature and that he is also on the Sex Offenders register. They want to know if your church is willing and able to accommodate this person's attendance and can they meet with you to discuss this further.

The person in question had given permission to probation to call you on their behalf and are willing to engage in any process needed.

1. What are your initial thoughts/concerns?
2. What further information do you need?
3. Who in your church/organisation needs to be aware?

## Elements of collaborative working

Specialist charities  
(e.g. Thirtyone:eight)  
Community support



Police & emergency services  
Probation services  
Health and social care

Government/law makers  
Professional bodies

### Your role and responsibility:

- Be thoughtful
- Be open
- Be honest



## Module 3: Contract

**Using the template, discuss what a risk assessment form might look like for one of the following two scenarios.**

In your breakout group, talk about:

- What are the allegations/concerns?
- What are the possible risks?
- Who is at risk?
- Can the risks be managed? How?

### **Scenario (part 2) – Sam**

You meet with Sam and his probation officer and learn the following additional information:

- Sam was convicted for rape and murder 20 years ago of his ex-girlfriend
- He is not in a relationship currently
- He did 16 years in prison and it was through the prison chaplaincy that he became a Christian
- He is on the SO register for life and has very specific conditions that he must adhere to, the ones thought relevant for the church to know were: not to be alone with any females, any relationships with opposite sex had to be declared, breach of behaviour contract reported, to be escorted while on church premises or at church events, no alcohol or drugs.
- He is also required to check in with probation and the local mental health services as well as complete some courses with probation on anger management, drugs & alcohol and a domestic abuse programme.

### **Scenario – Annie**

You have taken up the post of Safeguarding Lead in your charity six months ago, you are aware of the importance of the safer recruitment process so are retrospectively doing criminal record checks for all volunteers. Annie has not previously been checked and you cannot find any records relating to her volunteering role in the charity.

(continued...)

(...continued)

Annie is in her early 70's and loves children. She helps out with the weekly parents and tots group. The project lead tells you that Annie "has been doing this for years, for as long as I can remember!" "She is a wee treasure; we would be lost without her!"

Annie wants to talk to you before you do the check. She self-discloses on her declaration form, that several decades ago she sexually abused 2 teenage boys and she thinks they might have gone to the police at the time. She was never charged or convicted and thinks 'the past should stay in the past' and that she's not the same person now.

**Before reading the sample written agreement included later, discuss what a written agreement might look like for either Sam or Annie.**

In your breakout group, talk about:

- Appropriate expectations for behaviour for Sam/Annie
- Their involvement in activities - what should be monitored or prohibited
- What support will be in place and the consequences for non-compliance

**Your role and responsibility:**

- Behaviour risk assessment
- Written agreement
- Regular reviews



# Behaviour Risk Assessment

<b>Church / Organisation</b>	
<b>Subject of Risk Assessment (if child, include age)</b>	<b>Location</b>
<b>Date of Risk Assessment</b>	<b>Date for Review</b>
<b>Responsible Leader</b>	<b>Review Frequency</b>
<b>Professionals/others involved (if applicable)</b>	
<b>Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)</b>	

<b>What are the concerns?</b>	<b>Given this, what are the possible risks? Who is at risk?</b>	<b>Can the risk be managed? What measures can be adopted to safeguard in this situation?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

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This is one of hundreds pages of safeguarding templates, advice and information available to our members.

# Behaviour Risk Assessment

## Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
  - a. risks that are known and substantiated or
  - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
  - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.

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## Sample risk assessment - Sam

For non-professionals, it can be difficult to know how to fill in these templates: How much detail to include, what tone it should be written in and what things to mention. To give an idea, we have included what a sample risk assessment might look like for Sam and Annie.

*This is for illustrative purposes only, the specific details will be heavily dependent on the situation you're dealing with.*

For **Guidance notes** to help with your Behaviour Risk Assessment, please see **Appendix 1**.

For a possible **Behaviour Contract**, please see **Appendix 3**.

### Behaviour Risk Assessment

Church / Organisation	Sam		Location	
Subject of Risk Assessment (if child, include age)			Date for Review	
Date of Risk Assessment			Review Frequency	6 monthly
Responsible Leader	Katy Jackson?			
Professionals/others involved (if applicable)	Probation Officer/Mental Health Services/Course Leads for anger management, drugs and alcohol and domestic abuse programmes.			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)	Probation has contacted the church informing that they wish to attend, however there are risks associated with attendance. He is on the sex offenders register and has very specific conditions that he must adhere to by Probation.			

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## Sample risk assessments - Sam (continued)

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### Behaviour Risk Assessment

Sam was convicted of rape and murder of his ex-girlfriend (20 years ago).	Risk of violence toward females (physical and sexual violence).	<p>Agreement to be signed by Sam (please see behavioural contract).</p> <p>Sam to not be alone with any females at church.</p> <p>Sam to be monitored especially in relation to females at church.</p> <p>Sam to not be on any teams that interact with children, young people or adults at risk.</p> <p>Any relationships that Sam must be reported to the police/probation.</p>	Safeguarding Lead Sam	Immediately.	
Failure to attend the anger management and domestic abuse courses.	Likelihood of violence may increase due to lack of support and interaction with available services.	<p>Sam to be monitored and changes in his presentation to be noted and reported to the Safeguarding Lead.</p> <p>Any incidents of anger to be reported to the police/ Probation. Pastoral support to be provided to Sam by a named person in the church.</p>	Safeguarding Lead	Immediately.	

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## Sample risk assessments - Sam (continued)

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### Behaviour Risk Assessment

Failure to engage with mental health and drug and alcohol support.	Likelihood of violence may increase due to lack of mental health stability.	Likelihood of violence may increase due to drug and alcohol use.	Pastoral support to be provided to Sam by a named person in the church.	Any concerns about Sam's mental health/drug or alcohol usage to be reported to probation.	Pastoral support to be provided to Sam by a named person in the church.	Safeguarding Lead	Ongoing monitoring.		
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## Sample risk assessments - Annie

This is for illustrative purposes only, the specific details will be heavily dependent on the situation you're dealing with.

For **Guidance notes** to help with your Behaviour Risk Assessment, please see **Appendix 1**.

For a possible **Behaviour Contract**, please see **Appendix 3**.

### Behaviour Risk Assessment

Church / Organisation	Annie		
Subject of Risk Assessment (if child, include age)	Location	Date for Review	Review Frequency
Date of Risk Assessment			6 monthly
Responsible Leader	Katy Jackson		
Professionals/others involved (if applicable)	Non-involved. Police can be approached to get further information.		
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)	Annie has self-disclosed that she sexually abused two teenage boys and currently she is involved with the children's team.		

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## Sample risk assessments - Annie (continued)

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For **Guidance notes** to help with your Behaviour Risk Assessment, please see **Appendix 1**.

For a possible **Behaviour Contract**, please see **Appendix 3**.

### Behaviour Risk Assessment

What are the concerns?	Given this, what are the possible risks? Who is at risk?	Can the risk be managed? What measures can be adopted to safeguard in this situation?	Action by whom?	Action by when?	Date Completed
Sexual abuse of two teenage boys- several decades ago	Sexual risk to children at the tots group. Sexual risk to children and young people at church.	Report the disclosure to the police. Annie to be stepped down from serving on the tots group due to the recent disclosure. Liaise with the police about the level of risk/complete a DBS check. Agreement to be signed by Annie to not interact with children and young people whilst the police investigation is being undertaken (please see Behavioural contract).	Safeguarding Lead Annie	Immediately Ongoing monitoring.	
Annie does not appear to understand the concerns.	Annie may not take the safeguarding concerns, risk assessment or following actions seriously.	Concerns to be discussed with Annie and it to be explained why she can no longer service on tots. Agreement to be signed	Safeguarding Lead Annie	Immediately. Ongoing monitoring.	

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## Sample risk assessments - Annie (continued)

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For **Guidance notes** to help with your Behaviour Risk Assessment, please see **Appendix 1**.

For a possible **Behaviour Contract**, please see **Appendix 3**.

### Behaviour Risk Assessment

Annie's high regard and longstanding service as a volunteer.	Due to Annie's standing being seen as a "treasure" and having been "doing it for years", would safeguarding concerns be taken seriously?	by Annie to not interact with children and young people whilst the police investigation is being undertaken.	Good safeguarding practice and training in place to encourage reporting of concerns.	Safeguarding Lead	Ongoing.
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## Module 4: Consequences

**Discuss the possible impacts of non-compliance based on the scenario below. Choose either Sam or Annie's scenario.**

In your breakout group, talk about:

- What are your concerns?
- Who do you need to inform?
- What consequences should there be?

### **Scenario – Sam (part 3)**

Sam had been regularly attending church and has been compliant with the behaviour contract that had been put in place in the initial days of his attendance.

But it's been 3 weeks since Sam has attended the services at your church and he has not responded to any of the pastoral care messages that have been sent to him. Sam has been seen on several occasions at another local church with a woman, they have been seen holding hands.

### **Scenario – Annie**

Annie has decided that she would like to continue to volunteer with your charity. A report was made to the police (who are not pursuing the case at this time), a risk assessment has been done and a behaviour contract has been discussed with Annie. One section states that she can no longer 'pop in' to see people that she has met through the charity. Annie has reluctantly agreed to this and signed the contract.

You get chatting to Vicky who attends the parent and tots group. She tells you what a help Annie has been and how glad she is that she is back.

Vicky shares that she was really struggling to manage with having a newborn and a 3-year-old she couldn't get out to do her shopping sometimes and with a teenage boy to feed as well, she was always running out of food.

(continued...)

(...continued) She tells you that when she was talking to Annie about this one day Annie offered to pop into the shops and drop round any shopping she needed. When you ask you find out that this has been going on for a few weeks.

When approached about this Annie thinks that you are overreacting and says that it was just for a wee while until Vicky got on her feet, and there was 'no harm done!'

**Your role and responsibility:**

- Be consistent
- Pass on information
- Enforce consequences



## Module 5: Care and Community

Many models or theories of offending note the role of community and relationship. While they all take different approaches, they all support the idea of community, or social integration, as a 'protective factor' in some way.

**Finklehor's Precondition Model:** The presence of another person is an external inhibitor to abuse.

**Ward and Siegert's Pathways Model:** Social isolation is a significant part of the pathway to offending.

**Simon Hackett's Sexual Behaviour Continuum:** Shared decision making and mutuality in relationships is a healthy behaviour to model and practice.

Initiatives have been developed which focus on the contextual factors that make abuse more or less likely. Examples include:

- Circles UK - <https://circles-uk.org.uk/>
- Good Lives Model - <https://www.goodlivesmodel.com/>
- Recycling Lives - <https://www.recyclinglives.org/>
- Unlock - <https://unlock.org.uk/>

### Your role and responsibility:

- Put support groups in place
- Identify unconscious bias/desensitisation
- Be honest when situations are unmanageable
- Celebrate existing 'wins'





## Supporting the Supporters

Those supporting individuals who have, or are suspected of behaving in abusive ways, can find themselves second guessing the severity of abusive behaviours and/or reluctant to enforce the agreed boundaries that have been put in place. It's worth acknowledging some of the reasons behind this, so these ambiguities don't prevent us managing the situation in a way that keeps people safer.

1) *Desensitised to specific types of behaviours* – the familiar sounds of our own home (heating system, road noise) is usually something we end up tuning out, while for others these things are often more noticeable. The same can be true of abuse: studies show that the more exposure we have to certain types of behaviours, the more our mind and emotions views it as normal\*. We have to be aware of this and not allow familiarity with any particular issue to stop us seeing the harm it is or may cause.

2) *Unconscious bias* – the assumptions we carry that we're not aware of, for example, in the safeguarding world, it's not unusual to carry unconscious bias regarding who we think perpetrates abuse, and be less objective if the individual is female or older.

## Supporting the Supporters (continued)

3) *Myth of homogeneity (hom-oh-in-ay-a-tee!)*– this is a complicated way to express the simple truth that no one is completely 'good' or completely 'bad'. It's important we don't ignore concerns or evidence of abuse because we've had positive experiences with people. We may want to only believe the best from people, but doing this means we may not be properly safeguarding the wider group in our care.

We must keep the impact of these abusive behaviours in the forefront of our minds because where there's abuse, there's victims. When building a support network around the individual, it's important that we and they don't 'tune out' the severity of abuse because of the ambiguity, lack of access to detailed information and/or a deepening relationship with the individual.

\*Study on desensitisation:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4539292/>



## Unconscious bias

All of us carry unconscious bias - the assumptions or stereotypes we hold about people based on a characteristic such as their age, gender, ethnicity or sexuality.

When working with those who have, or may have, behaved in abusive ways, it's particularly important that we question what biases we may have to ensure this doesn't cause us to either downplay someone's behaviour, or exaggerate it.

**You might find the following links and resources on this topic helpful:**

[www.learningforjustice.org/professional-development/test-yourself-for-hidden-bias](http://www.learningforjustice.org/professional-development/test-yourself-for-hidden-bias)

[www.acas.org.uk/improving-equality-diversity-and-inclusion/unconscious-bias](http://www.acas.org.uk/improving-equality-diversity-and-inclusion/unconscious-bias)



## Appendix 1: Recruitment of known offenders

A history of offending is not – and should not – be a barrier to appointing people to both paid and unpaid positions. In fact, all UK nations are seeking to increase individual's post-offending opportunities. This includes access to paid and volunteer opportunities.

Any organisation that wishes to carry out criminal record checks should have a policy on employing ex-offenders that is publicly available, so any applicant who is interested is able to view it. Including this document alongside any application form and role profile is good practice.

We must ensure that a person's offending background is not used against them, that we don't ask for more information than we are entitled to know, and we don't discriminate based on information that is not relevant to the role in question.

Many convictions and cautions will not be relevant to the role a person is applying for. If a criminal record check comes back with potentially relevant information on it, a risk assessment should be undertaken alongside your safeguarding lead. If you are a church that is part of a larger denomination or a charity belonging to a network, this may be done by a regional safeguarding lead.

(continued...)

## Appendix 1: Recruitment of known offenders (continued)

The risk assessment will consider things like: the nature, seriousness and relevance of the offence, how long ago it occurred, if it was a one-off or part of a history, the circumstances of it being committed (were they young and immature or something they did out desperation, e.g. stole food to feed their family as they had no other means), changes in an applicant's personal circumstances – the applicant is no longer in contact with the people/persons that facilitated criminal behaviour, country of conviction – what may be illegal in one country is legal in the UK, e.g. selling and drinking alcohol in Saudi Arabia is illegal, decriminalisation – a person may have been convicted of something that is no longer illegal, e.g. prostitution is no longer illegal in Scotland and Northern Ireland (certain aspects are legal in England), homosexuality is no longer a crime in the UK.

### **You might find the following links and resources on this topic helpful:**

Policy on applicants with a criminal record:

<https://recruit.unlock.org.uk/knowledgebase/developing-policy/>

For organisations in England and Wales:

<https://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies/employing-prisoners-and-ex-offenders>

For organisations in Northern Ireland:

<https://www.nidirect.gov.uk/publications/sample-policy-recruitment-ex-offenders>

For organisations in Scotland:

<https://www.volunteerscotland.net/disclosure-services/guidance-and-resources>

# Appendix 2: Risk assessment template

## Behaviour Risk Assessment

<b>Church / Organisation</b>			
<b>Subject of Risk Assessment (if child, include age)</b>	<b>Location</b>		
<b>Date of Risk Assessment</b>	<b>Date for Review</b>		
<b>Responsible Leader</b>	<b>Review Frequency</b>		
<b>Professionals/others involved (if applicable)</b>			
<b>Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)</b>			

<b>What are the concerns?</b>	<b>Given this, what are the possible risks? Who is at risk?</b>	<b>Can the risk be managed? What measures can be adopted to safeguard in this situation?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

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This is one of hundreds pages of safeguarding templates, advice and information available to our members.

# Behaviour Risk Assessment

## Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
  - a. risks that are known and substantiated or
  - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
  - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.

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## Appendix 3: Written agreement clauses (continued)

### Sample Behaviour Contract - Sam

- I will never allow myself to be in a situation where I am alone with children, young people, adults at risk.
- I will attend meetings and activities as directed by the leadership.
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and adults at risk.
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people, adults at risk or females are in progress
- I will decline invitations of hospitality where there are children, young people and adults at risk in the home.
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know about my offenses.
- I accept there are certain people who will need to be told of my circumstances and monitor the situation in order for them to protect the children, young people, adults at risk or females for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions or my probation conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any concerns about my mental health, anger, drugs or alcohol will be reported to the relevant services.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every 6 months/annually and will remain for an indefinite period

## Appendix 3: Written agreement clauses (continued)

### Sample Behaviour Contract - Sam (continued)

#### Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable employment/volunteering opportunity which will not bring you into contact with children or adults at risk.
- Support you in seeking any specialist help e.g. checking in with your probation officer and local mental health team, attending anger management, drugs and alcohol and domestic abuse courses.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

## Appendix 3: Written agreement clauses (continued)

### Sample Behaviour Contract - Annie

- I will not volunteer on a team that works directly with children, young people or adults at risk.
- I will never allow myself to be in a situation where I am alone with children and young people.
- I will attend meetings and activities as directed by the leadership.
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and adults at risk.
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and adults at risk.
- I will decline invitations of hospitality where there are children, young people or adults at risk in the home.
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know about my situation.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every 6 months/annually and will remain for an indefinite period

## Appendix 3: Written agreement clauses (continued)

### Sample Behaviour Contract - Annie (continued)

#### Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable volunteering opportunity which will not bring you into contact with children and young people.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children, young people and adults at risk.
- Attempt to meet any practical needs you may have.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with.
- Be there for you and will support you.



## Appendix 4: Confidentiality

Confidentiality is the careful and proportionate manner in which you share information within the context of managing al, the phrase 'Need to know' will be a common one for you to use.

Confidentiality is not about sharing all the details about the situation with others involved but sharing that which they **need to know** in order to fulfil the role they have been allocated within the process. If they hold no role then they need little or no information.

Confidentiality is not secrecy. It's also not denying the situation, brushing things 'under the carpet', or sticking your head in the sand and hoping it goes away.

Starting from a basis of confidentiality, within boundaries and clear expectations, will help to nurture a foundation of trust and respect as you seek to support someone while also protecting those around them.

When you initially become aware of the concerns it may be the case that you will receive very little information from the statutory services. This is normal and will change as you develop a working relationship with them. They will only give information on a need to know basis and in line with legislation and consent.

## Appendix 4: Confidentiality (continued)

Role held	Level of Information
Safeguarding Lead/ Safeguarding deputy	Needs to hold all the relevant information about the incident/situation/person, any concerns raised, who else is involved, the risks that have been identified, reports/liaise with statutory services such as Probation, Police, SS etc.
Pastor/elders/Organisational leader etc.	Pastoral support for the perpetrator/ others involved. Not a lot of info needed – needs to stay neutral in order to give pastoral support.
Support Group Members	Clear guidance on what their role is when with the person in question and what limits or restrictions have been put on them. Limited/or no info needed about the incident etc.
Other Safeguarding team members	Need to know that there is a support plan in place for someone and they hold a risk but SL and DSL are handling the details.
Safeguarding Trustee	Updated that the incident is being managed. Informed if it involved a member of staff or a volunteer? Or if information needed to go to charity commissioners. Need to know info only.
Congregation/volunteers/other service users	No role – no information needed.



## Appendix 5: Dealing with conflict

1. If you need to speak to someone about a breach in their Behaviour Contract and you are concerned that they may be hostile or defensive, don't go alone. Have someone else from the safeguarding team with you.
2. Set an agenda for your meeting. Have notes written down to follow during the conversation. This will give you confidence and keep you focused.
3. Keep the discussion on the specific behaviour identified. If the conversation drifts from this then calmly remind everyone the reason for the meeting. Sometime people will use deflection as a method taking the focus off them or off their behaviour.
4. Allocate an amount of time to address the issue, inform participants of this and stick to it, e.g. an hour. If more time is needed, arrange another time that suits everyone. This sets healthy boundaries and limits time for deflection or excuses.
5. Be aware of your body language, much of what we communicate is nonverbal; our facial expressions, eye contact and gestures. Calm communication can diffuse tense situations.

## Appendix 5: Dealing with conflict (continued)

6. Similarly, be aware of the language that you use. It needs to be factual and kept to the issue at hand.
7. 'I' statements might be a helpful tool to help defuse the situation if things get emotional, or as a non-confrontational way of sharing feelings and thoughts without putting the blame on the other person.
8. At the end of the conversation make sure that everyone has a clear idea of what happens next and what actions will be taken by whom.
9. Record down a general overview of the meeting for your files. Like all documents associated with safeguarding, this needs to be stored securely.
10. The safety of yourself and everyone attending is important if at any stage you do not feel safe then remove yourself from the situation, and if needed call 999.

## Appendix 6 : Young Offenders

Each of the 4 nations define a Young Offender slightly differently depending on legislation around the age of criminal responsibility.

Nation	Definition	Helpful Links
<b>Northern Ireland</b>	In Northern Ireland it is also children between 10 and 17 who offend can be arrested however how they are dealt with is different and separate from that of adult offenders.	<p><a href="#">Youth Justice Agency of Northern Ireland   nidirect</a></p> <p><a href="#">Children in custody: Overview - GOV.UK (www.gov.uk)</a></p>
<b>Scotland</b>	In Scotland... "the parameters for youth justice practice in Scotland have been broadly set as those young people between the ages of 12 and 18 who offend or are at risk of offending (CYCJ).. This should not be confused with the 'age of criminal responsibility', which relates to "the age below which the child is deemed to lack the capacity to commit a crime" (Scottish Law Commission, quoted in CYCJ). In Scotland, the age of criminal responsibility is eight, which is young by international standards: it has been found that only 16 countries in the world have a lower age of criminal responsibility."	<p><a href="#">If a young person gets in trouble with the police - mygov.scot</a></p> <p><a href="#">Children in custody: Overview - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Children and Young People's Centre for Justice (cycj.org.uk)</a></p> <p><a href="#">Youth justice - gov.scot (www.gov.scot)</a></p>
<b>England and Wales</b>	In England & Wales children between the ages 10 and 17 can be arrested and taken to court if they commit a crime.	<p><a href="#">Youth Justice Board for England and Wales - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Youth justice services contact details - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Children in custody: Overview - GOV.UK (www.gov.uk)</a></p>

# Appendix 7 : Prison Sentences Explained

## Young Offenders

Under 18's will be treated differently to adults by a court. They will only get a custodial sentence in some cases. The sentence cannot be longer than an adult would get for the same crime.

If the young person is between 12 and 17 they could get a detention and training order, this lasts between 4 months and 2 years. They would serve the first part of their sentence in custody and the second part they would serve in the community 'under supervision'. When in the community they will need to meet and comply with certain conditions breaches of these could mean they will be returned to custody.

If a young person under 18 commits a crime of a more serious nature such as sexual crime or a violent crime they will be given longer custodial sentences. Again, some of the time would be spent in custody and some out 'on license' in the community. They must meet the conditions of their license and failure to do this will mean they will be returned to custody.

If a young person is found guilty of murder, the court must give them a Life sentence. This would also apply for serious crimes such as rape and armed robbery. The court decides how long they must serve in custody before they can [be considered for parole](#). If they are released they will have license conditions on them for the rest of their life.

**If someone with a Life sentence breaches their license you will need to report this to authorities immediately.**

## Appendix 7 : Prison Sentences Explained (continued)

### Adults Offenders

If someone is sent to prison for 2 or more crimes they will usually get a sentence for each crime they are deemed guilty for. If they are given a Concurrent sentence this means that the person will serve each crime at the same time, for example if they have been given a 3 month sentence for one crime and a 6 month sentence for another then they will serve a total of 6 months. If however the person is given Consecutive sentences this will mean that they will serve each one after the other so to use the previous example the person would serve 9 months, 3 months and the 6 months.

Someone who has been given a Suspended sentence means they will serve the time in the community and not in prison. They will need to adhere to certain conditions set out by the court and/or probation, these may relate to the crime committed and also could include the person doing rehabilitation programmes such as 'Victim Impact' with their probation officer. If they fail to engage or break the terms agreed then they could be sent back to prison.

A Determinate sentence means that the person will serve some time in prison and some of the time in the community on 'licence'. They will be managed by a local probation office and expected to check in for weekly appointments. They may also have a list of conditions for their licence such as a curfew, restrictions on travel and requirements to attend rehabilitation programmes for issues such as drugs or alcohol. breach of their conditions or committing another crime can result them being 'recalled' back to prison.

## Appendix 7 : Prison Sentences Explained (continued)

### Adult Offenders (continued)

If someone is given an Indeterminate sentence it means that they have not been given a fixed length of time to serve so no date is set for their release and they will have to serve the minimum 'tariff' set in prison. It will be the decision of The Parole Board as to when or if they may be considered for release. These sentences are given to those deemed a danger to the public.

If someone is found guilty of murder, a court must give them a Life sentence. A person may also get a life sentences if found guilty of other serious offences such as armed robbery or rape. They will have this sentence for the rest of their lives. If they ever get released they will spend their life 'on licence' in the community. Any breach of the licence could mean return to prison.

**If someone with a Life sentence breaches their license you will need to report this to authorities immediately.**

# Signposting

Please note: These links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

Links for Northern Ireland Services & Supports
<b>Police:</b> <a href="https://psni.police.uk">Police Service of Northern Ireland (psni.police.uk)</a>
<b>Public Protection:</b> <a href="https://publicprotectionni.com">PPANI   Public Protection Arrangements Northern Ireland (publicprotectionni.com)</a>  <a href="#">PPANI-Manual-of-Practice-November-2023-Final.pdf (publicprotectionni.com)</a>  <a href="#">Publications   PPANI (publicprotectionni.com)</a>
<b>Parole Board:</b> <a href="https://pbni.org.uk">Probation Board for Northern Ireland (pbni.org.uk)</a>
<b>Young People &amp; The Law:</b> <a href="#">Youth Justice Agency of Northern Ireland   nidirect</a>
<b>Domestic Abuse Northern Ireland:</b> <a href="https://womensaidni.org">Women's Aid Federation Northern Ireland (womensaidni.org)</a>  <a href="#">Still Abuse   nidirect</a>  <a href="https://nidirect.gov.uk">Home (nidirect.gov.uk)</a>  <a href="#">Resources for professionals in Northern Ireland   Safelives</a> MARAC
<b>DA Support for men:</b> <a href="https://mdan.org.uk">Key National Organisations - Male Domestic Abuse Network (mdan.org.uk)</a>  <a href="#">ManKind Initiative - Supporting Male Victims of Domestic Abuse</a>
<b>Domestic Abuse Southern Ireland:</b> <a href="https://womensaid.ie">Women's Aid - Listening. Believing. Supporting. Empowering. (womensaid.ie)</a>
<b>Prison Service:</b> <a href="https://justice-ni.gov.uk">About the Northern Ireland Prison Service   Department of Justice (justice-ni.gov.uk)</a>

## Signposting (continued)

Links for Northern Ireland Services & Supports (continued)
<p><b>Support for families:</b> <a href="#">Parenting Matters NI</a>   <a href="#">Barnardo's (barnardos.org.uk)</a></p> <p><a href="#">NIACRO</a>  </p> <p><a href="#">FamilySupportNI - Family support and childcare services across Northern Ireland</a></p> <p><a href="#">Welcome to Prison Fellowship Northern Ireland (PFNI)</a></p>
<p><b>Victim/Survivor Support:</b> <a href="#">Support services for victims</a>   <a href="#">nidirect</a></p>
<p><b>Charity Commission:</b> <a href="#">Home</a>   <a href="#">The Charity Commission for Northern Ireland (charitycommissionni.org.uk)</a></p> <p><b>Charity Regulator:</b> <a href="#">Northern Ireland</a></p>
<p><b>Support for offenders:</b> <a href="#">Extern: Transforming Lives, Transforming Society</a></p>
<p><b>Safer Recruitment of Offenders:</b> <a href="#">Sample policy on recruitment of ex-offenders</a>   <a href="#">nidirect</a> <a href="#">SCIE in Northern Ireland - SCIE</a> <a href="#">Information disclosed in a criminal record check</a>   <a href="#">nidirect</a></p>

## Signposting (continued)

Links for Scotland Services & Supports
<p><b>Police:</b> <a href="#">Police Scotland - Police Scotland</a> You can also ask the police for information on specialist services and organisations that exist where you live.</p>
<p><b>Public Protection:</b> <a href="#">Multi-Agency Public Protection Arrangements (MAPPA): national guidance - gov.scot (www.gov.scot)</a>  <a href="#">Public protection: Multi Agency Public Protection Arrangements (MAPPA) - Reducing reoffending - gov.scot (www.gov.scot)</a>  <a href="#">Appendix B: MAPPA Website Addresses - Multi-Agency Public Protection Arrangements (MAPPA) in Scotland: national overview report 2022-2023 - gov.scot (www.gov.scot)</a></p>
<p><b>Parole Board:</b> <a href="#">Homepage - Parole Board for Scotland (scottishparoleboard.scot)</a></p>
<p><b>Young People &amp; The Law:</b> <a href="#">Young people and the law - GOV.UK (www.gov.uk)</a></p>
<p><b>Domestic Abuse:</b> <a href="#">Scottish Women's Aid   (womensaid.scot)</a> If you would like help and support on domestic abuse then you can contact any of the following national helplines: Scottish Domestic Abuse Helpline - 0800 027 1234 Rape Crisis Scotland - 08088 01 03 02 Men's Advice Line - 0808 801 0327 Abused Men in Scotland - 0808 800 0024</p>
<p><b>DA Support for men:</b> <a href="#">Key National Organisations - Male Domestic Abuse Network (mdan.org.uk)</a> <a href="#">ManKind Initiative - Supporting Male Victims of Domestic Abuse</a></p>
<p><b>Victim/Survivor Support:</b> <a href="#">Get support as a victim or witness of crime - mygov.scot</a></p>
<p><b>Prison Service:</b> <a href="#">Prisons   Scottish Prison Service (sps.gov.uk)</a></p>

## Signposting (continued)

Links for Scotland Services & Supports (continued)
<p><b>Family Support:</b> <a href="#">Help, information, and support for families affected by imprisonment   Families Outside</a> <a href="#">Nacro   We See Your Future, Whatever The Past</a> <a href="#">Prison Fellowship (pfscotland.org)</a></p>
<p><b>Charity Commission:</b> <a href="#">OSCR   Home</a></p> <p>Charity Regulator: <a href="#">Scotland</a></p>
<p><a href="#">Resources for professionals in Scotland   Safelives</a>    MARAC</p>
<p><a href="#">National child protection guidance - Child protection - gov.scot (www.gov.scot)</a></p>

## Signposting (continued)

Links for Wales Services & Supports
<b>Police:</b> <a href="http://www.police.uk">Home   Police.uk (www.police.uk)</a>
<b>Public Protection:</b> <a href="http://justice.gov.uk">Multi-Agency Public Protection Arrangements - MAPPA (justice.gov.uk)</a>
<b>Parole Board:</b> <a href="http://www.gov.uk">Parole Board - GOV.UK (www.gov.uk)</a>
<b>Young People &amp; The Law:</b> <a href="http://www.gov.uk">Young people and the law - GOV.UK (www.gov.uk)</a>
<b>Domestic Abuse:</b> <a href="http://welshwomensaid.org.uk">Home : Welsh Women's Aid (welshwomensaid.org.uk)</a>
<b>DA Support for men:</b> <a href="http://mdan.org.uk">Key National Organisations - Male Domestic Abuse Network (mdan.org.uk)</a> <a href="#">ManKind Initiative - Supporting Male Victims of Domestic Abuse</a>
<b>Victim/Survivor Support:</b> <a href="http://www.gov.uk">Get support as a victim of crime - GOV.UK (www.gov.uk)</a>
<b>Prison Service:</b> <a href="http://www.gov.uk">Prisons in England and Wales - GOV.UK (www.gov.uk)</a>
<b>Family Support:</b> <a href="http://prisonersfamilies.org">Prisoners' Families Helpline (prisonersfamilies.org)</a> <a href="#">Partners of Prisoners - POPS provide information and support for offenders' families from the point of arrest through to release and beyond.</a> <a href="#">Nacro   We See Your Future. Whatever The Past</a> <a href="#">Home - Prison Fellowship</a>
<b>Charity Commission:</b> <a href="http://www.gov.uk">The Charity Commission - GOV.UK (www.gov.uk)</a> <b>Charity Regulator:</b> <a href="http://www.gov.uk">Set up a charity: step by step - GOV.UK (www.gov.uk)</a>
<a href="#">SCIE work for Social Care Wales - SCIE</a>

## Signposting (continued)

Links for England Services & Supports
<b>Police:</b> <a href="http://www.police.uk">Home   Police.uk (www.police.uk)</a>
<b>Public Protection:</b> <a href="http://justice.gov.uk">Multi-Agency Public Protection Arrangements - MAPPA (justice.gov.uk)</a>
<b>Parole Board:</b> <a href="http://www.gov.uk">Parole Board - GOV.UK (www.gov.uk)</a>
<b>Young People &amp; The Law:</b> <a href="http://www.gov.uk">Young people and the law - GOV.UK (www.gov.uk)</a>
<b>Victim/Survivor Support:</b> <a href="http://www.gov.uk">Get support as a victim of crime - GOV.UK (www.gov.uk)</a>
<b>Domestic Abuse:</b> <a href="http://womensaid.org.uk">Home - Women's Aid (womensaid.org.uk)</a>
<b>DA support for men:</b> <a href="http://mdan.org.uk">Key National Organisations - Male Domestic Abuse Network (mdan.org.uk)</a>  <a href="#">ManKind Initiative - Supporting Male Victims of Domestic Abuse</a>
<b>Prison Service:</b> <a href="http://www.gov.uk">Prisons in England and Wales - GOV.UK (www.gov.uk)</a>
<b>Family Support:</b> <a href="http://prisonersfamilies.org">Prisoners' Families Helpline (prisonersfamilies.org)</a>  <a href="#">Nacro   We See Your Future, Whatever The Past</a>  <a href="#">Home - Prison Fellowship</a>  <a href="#">Partners of Prisoners - POPS provide information and support for offenders' families from the point of arrest through to release and beyond.</a>
<b>Charity Commission:</b> <a href="http://www.gov.uk">The Charity Commission - GOV.UK (www.gov.uk)</a> <b>Charity Regulator:</b> <a href="http://www.gov.uk">Set up a charity: step by step - GOV.UK (www.gov.uk)</a>
<a href="#">Safeguarding - SCIE</a>

# Commonly Used Links

Please note: These links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

These are shared in the order they're likely to be mentioned during our webinar. Some of these may also be included in our signposting section.

Introduction
Definition: <a href="https://www.local.gov.uk/definition-harassment-abuse-and-intimidation">https://www.local.gov.uk/definition-harassment-abuse-and-intimidation</a>
Quote: <a href="#">Sarah Everard murder: Victim impact statements in full - BBC News</a>

Module 1 - Concern
<a href="#">MAPPA Annual Report 2023.pdf (publishing.service.gov.uk)</a> ENG & Wales
<a href="#">Latest News   PPANI (publicprotectionni.com)</a> NI
<a href="#">Multi-Agency Public Protection Arrangements (MAPPA) in Scotland: national overview report 2022-2023 - gov.scot (www.gov.scot)</a>
<a href="#">Employing prisoners and ex-offenders - GOV.UK (www.gov.uk)</a>
<a href="#">A simple guide to the Rehabilitation of Offenders Act 1974 (ROA) - Unlock</a> - simple version
<a href="#">Self-disclosure of previous convictions and alternatives to prosecution: guidance - gov.scot (www.gov.scot)</a>
<a href="#">Policy on employment of ex offenders   Scottish Parliament Website</a>
<a href="#">Employing Someone With a Criminal Record   Nacro</a>

## Commonly Used Links (continued)

Module 2 - Collaboration	
<a href="#">Information: Sex offence notification requirements - Unlock</a>	
<a href="#">If a young person gets in trouble with the police - mygov.scot</a>	SCOT
<a href="#">Young people and the law - GOV.UK (www.gov.uk)</a>	
<a href="#">Youth justice services contact details - GOV.UK (www.gov.uk)</a>	
<a href="#">Youth Justice Board for England and Wales - GOV.UK (www.gov.uk)</a>	
<a href="#">Youth Justice   Department of Justice (justice-ni.gov.uk)</a>	NI
<a href="#">Home - Fight the New Drug</a>	
<a href="#">Stop It Now   Preventing child sexual abuse</a>	
<a href="#">[ARCHIVED CONTENT] (nationalarchives.gov.uk)</a>	

Module 3 - Contract	
<a href="#">Probation Finder - GOV.UK (www.gov.uk)</a>	Eng & Wal
<a href="#">Probation Board for Northern Ireland (pbni.org.uk)</a>	
<a href="#">Third Sector Engagement with Local Community Justice Partnerships   Coalition of Care and Support Providers in Scotland (ccpscotland.org)</a>	

## Commonly Used Links (continued)

Care and Community	
<a href="#">Faithfull_Paper_Situational_Prevention_Final.pdf (lucyfaithfull.org.uk)</a>	quote reference
<a href="#">New SPS Family and Parenting Strategy launched   Scottish Prison Service</a>	SCOT
<a href="#">5dc5128acd995-strengthening-family-relations-strategy.pdf (nicco.org.uk)</a>	NI
<a href="#">Circles UK – Circles of Support and Accountability (Circles) build safer communities through local volunteers working with sex offenders to minimise alienation, support reintegration and so prevent sexual reoffending. (circles-uk.org.uk)</a>	
<a href="#">The Good Lives Model of Offender Rehabilitation - Home</a>	
<a href="#">Recycling Lives Charity   A Leading UK Charity   Support Us Today</a>	
<a href="#">Home - Unlock</a>	
<a href="#">Emotional Desensitization to Violence Contributes to Adolescents' Violent Behavior - PMC (nih.gov)</a>	

# Abbreviations

We avoid using abbreviations in our training, but you may come across some of these in your interactions with statutory agencies, such as the police. We have included them here for reference only.

ADAPT - Alcohol and Drug Addiction Prevention and Treatment  
ASBO - Anti Social Behaviour Order  
BBR - Building Better Relationships  
BOCSO - Breach of Community Service Order  
C & R - Control and Restraint  
CISSO - Community Intervention Service for Sex Offenders (Scotland)  
CJA - Criminal Justice Agencies (NI)  
CJA - Criminal Justice Authority (Scotland)  
CJB - Criminal Justice Board (NI)  
CMHT - Community Mental Health Team  
CPN - Community Psychiatric Nurse  
CSP - Community Safety Partnership  
CSU - Care and Separation (Segregation) Unit  
DAC – discharged at court  
DRM - Designated Risk Manager (NI)  
ECO - Enhanced Community Order (NI)  
ECS - Extended Custodial Sentence  
ECRL - Early Conditional Release Licence  
EDR - Earliest Date of Release  
ISOP - Internet Sex Offender Programme  
ICS - Indeterminate Custodial Sentence  
JR - Judicial Review  
LMU - Lifer Management Unit  
LAPPP - Local Area Public Protection Panel (NI)  
MAPPA - Multi-Agency Public Protection Arrangements  
MARAC - Multi-Agency Risk Assessment Conference  
NACRO - National Association for the Care and Resettlement of Offenders  
NIACRO - Northern Ireland Association for the Care and Resettlement of Offenders  
NIPS - Northern Ireland Prison Service  
NPS - National Probation Service (in England and Wales)  
OM - Offender Manager  
OMU - Offender Management Unit  
PBNI - Probation Board for Northern Ireland  
PPANI - Public Protection Arrangements Northern Ireland

## Abbreviations (continued)

PSNI - Police Service of Northern Ireland  
PCNI - Parole Commissioners Northern Ireland  
PCSPs - Policing and Community Safety Partnerships  
PDU - Prisoner Development unit  
SOLO - Sex Offenders Liaison Officer (Scotland)  
SOO - Sexual Offender Order (NI)  
SOPO - Sexual Offences Prevention Order  
SPS - Scottish Prison Service  
UAL - Unlawfully at Large  
VISOR - Violent and Sexual Offender Register  
VPD - Vulnerable Persons Database (Scotland)  
VPU - Vulnerable Prisoner Unit