**Integrated Children’s Services MAPPA meeting process guidance**

This short guidance has been produced to support those involved with MAPPA as part of their work to understand the MAPPA processes and their responsibility within ICS.

**Key pieces of guidance:**

**Learn more about MAPPA** [**here**](https://www.gov.uk/government/publications/multi-agency-public-protection-arrangements-mappa-guidance)

**Learn more about Kent & Medway procedures for Offenders who Pose a Risk to children** [**here**](https://www.proceduresonline.com/kentandmedway/chapters/p_identif_offender.html?zoom_highlight=persons+who+pose+a+risk)**.**

**General principles:**

1. Each district has a MAPPA **Single Point of Contact** (SPOC) at Service Manager level with responsibility for oversight of MAPPA activity involving ICS in their district.
2. Individual Social Workers / practitioners are responsible for understanding the potential risk of any MAPPA subject linked to a child or family involved with ICS and allocated / open to them.
3. ICS attendance at MAPPA meetings is a crucial part of our safeguarding role. If invited it is expected individual social workers/ practitioners and where appropriate SPOC’s attend MAPPA meetings and share relevant information in relation to children / families allocated and referenced at the MAPPA meeting.
4. SPOC’s are responsible for ensuring any wider safeguarding concerns are considered and addressed, and for ensuring an appropriate level of oversight is in place to manage the actions and outcomes and impact of the MAPPA information.

**Administration of MAPPA meetings**

**From July 2021 all invitations to MAPPA meetings will be sent to the Safeguarding Admin team for processing. The aim is to support a streamlined and auditable process.**

The **safeguarding admin team** will review liberi and EHM and forward the invitation to the relevant **Single Point of Contact** (SPOC) in the District\*.

Notification will include whether there is an appropriate MAPPA lozenge present on the MAPPA subject’s liberi record.

Safeguarding admin will record confirmed attendance centrally once they are notified by the SPOC.

Minutes will be sent to the Safeguarding Admin team who will upload onto the MAPPA subjects’ records (via documents) and send a **liberi alert** to the SPOC and practitioners who attended.

**Role of SPOC**

It is the role of the SPOC to review the liberi records on receipt of the invitation and liaise with the appropriate district TM/ SW / EHU to agree who is best to attend the MAPPA meeting.

SPOC’s should attend MAPPA Level 3 meetings\*\* alongside practitioners.

SPOC’s should confirm with the Safeguarding Admin team who will be attending the meeting and advise MAPPA as per the invitation letter.

If the SPOC does not attend the MAPPA meeting, it is expected the SPOC will review the minutes and ensure there are no other wider safeguarding issues related to the MAPPA subject to address.

**Role of Team Managers**

Team Managers should agree with SPOC’s who needs to attend the MAPPA meeting, and where necessary support practitioner preparation and attendance at the MAPPA meeting.

Team Managers must ensure practitioners update case files appropriately, e. g. with MAPPA lozenges.

Team Manager must ensure the impact of feedback and actions from MAPPA meetings are discussed and reviewed within supervision.

**Role of SW/ EH practitioners**

Practitioners should attend MAPPA meetings as necessary and share appropriate information to support the management of risk.

Practitioners must ensure MAPPA lozenges are added to the MAPPA subject’s liberi file. Learn how to do this [here](http://kccbusiness/sites/FSCMI/Guidance%20Documentation/MARAC%20and%20MAPPA.pdf)

Practitioners should record MAPPA meeting attendance on the child’s file alongside any relevant information and signpost readers to the MAPPA subjects’ file for further details / information. MAPPA minutes are not to be saved on a linked / related child’s file. A summary of the risks posed by the MAPPA subject without referencing the individual’s criminal record, specific plans upon release or plans within the community, is all that is permitted to be on a child’s file.

Practitioners must ensure all relational links to the MAPPA subject are completed.

Practitioners who attend MAPPA meetings will be notified of the receipt of the minutes, must review the minutes for accuracy and ensure any actions agreed and assigned to them are completed.

*\*invitations will be forwarded to SPOC’s where there are any open allocated children linked to the MAPPA subject OR if no open allocated children to the SPOC where there are any children with a relational link to the MAPPA subject. This at times may be more than one SPOC if the subject has linked children in more than one district - it is the responsibility of the SPOC’s to liaise and decide who is best placed to attend the MAPPA meeting.*

*\*\* There are usually around 10 MAPPA level 3 subjects being managed across the County. MAPPA Level 3 (active enhanced multi-agency management) are those cases that meet Level 2 criteria, but risk management requires senior representation from the Responsible Authorities and Duty to Co-operate agencies. These cases are likely to require significant resource allocation or have media scrutiny or public interest considerations.*