



**Bolton Youth Justice Service  
Local Operating Standards  
November 2021**

- **Scaled approach**

Risk level	Intervention level	Contacts for first 3 months	Contacts per month for rest of the order
Low likelihood of reoffending or low risk of serious harm	Standard	2	1
Medium likelihood of harm or medium risk of serious harm	Enhanced	4	2
High likelihood of reoffending or high/ very high risk of serious harm	Intensive	8	4

- **Missed appointments**

<b>1<sup>st</sup> missed appointment</b>	Home visit within 1 working day / Warning letter	Case manager to record in the <b>case notes</b> and in breach section of process section of IYSS
<b>2<sup>nd</sup> missed appointment</b>	Home visit within 1 working day/ second warning letter.	Case manager to record in the <b>case notes</b> and in breach section of process section of IYSS
<b>3<sup>rd</sup> missed appointment</b>	Hold Breach Review Meeting with Manager, YP and Parent Breach Panel meeting or list for breach. Management discussion to be noted.	Case manager & Operational Manager/ Case Manager to record in the <b>case notes using breach review form</b> and Case Manager to record in breach section of process section of IYSS

**In the absence of the case manager the Operational Manager should be notified of any missed appointments.**

- ISS bands and levels of contact

ISS type	Contacts per week		
Extended ISS (180 days)	1-4 months	5-6 months	7-12 months
	25 hours 2 contacts per day*	15 hours	5 hours
High Intensity ISS (91 days) Band 1/DTO ISS	1-3 Months	4-6 months	
	25 hours 2 contacts per day*	5 hours	
Medium Intensity ISS (91 days) Band 2	1-2 months	Month 3	4-6 months
	20 hours 2 contacts per day*	10 hours	5 hours
Junior ISS – under 13 years old (91 days)	1-3 months	4-6 months	
	12.5 hours 7.5 hours can be education	5 hours	
ETE ISS (91 days)	1-3 months	4-6 months	
	Daily contacts, 7 hours per week in addition to full time education	3 hours	

\*One of the contacts can be the electronically monitored curfew

- Prevention and Out of Court Disposals

Activity	Time Scales	Responsibility
First contact	Within 5 working days of allocation	Case manager
OOCD allocation	Within 24 hours	Operational Manager
Assessment and Plan completed and sent to manager for QA.	Within 15 working days	Case manager
Assessment and plan signed off	Within 5 days of manager receiving assessment	Operational Manager
OOCD issued	Within 25 working days	YOT PC / GMP
<i>Intervention Plan</i> completed with and signed by child and parent/carer.	15 working days of the OOCD being issued.	Case manager
Home visit	Within 15 working days	Case manager
Frequency of contacts (post assessment)	In line with scaled approach	Case manager

- **Pre-Sentence reports – timescales according to Court outcome. Flexible either way if longer/shorter adjournment period**

<b>Activity</b>	<b>Time scale</b>	<b>Responsible</b>
First contact	5 working days	Case manager
Home visit	10 working days	Case manager
AssetPlus and report completed	15 working days	Case manager
AssetPlus and report sent for QA manager	12 working days	Case manager
QA changes to be completed	2 working days after QA done	Case Manager
QA recorded on IYSS	3 working days	QA manager
Report shared with parent/care and young person	15 working days	Case manager

- **Court orders**
- **Referral orders**

<b>Activity</b>	<b>Time scale</b>	<b>Responsible</b>
First contact	Within 5 working days	Case manager
Home visit	Monthly (minimum)	Case manager
AssetPlus and report completed	20 working days	Case manager
AssetPlus and report sent for Q/A manager	15 working days	Case manager
QA changes to be completed	2 working days	Case Manager
AssetPlus and report signed by manager	20 working days	Operational manager
Initial panel meeting. Plan created with and signed by child, parents/carer and panel member	Within 20 working days	Case manager
Frequency of contacts	In line with scaled approach	Case manager
AssetPlus reviews	6 monthly unless order less than 3 months. 3 monthly if child assessed as Very High Rosh or S&W and/or High in all three risk areas. Any significant change in circumstances or	Case manager

	transition (see guidance list) would trigger Assetplus Review	
Plan review	3 monthly or when the child makes a transition.	Case manager and Operational manager
Panel reviews	Every 3 months	Case manager
End AssetPlus	15 working days of order completion	Case manager

- **Reparation orders**

Activity	Time scale	Responsibility
First contact	5 working days	Case manager
AssetPlus completed	20 working days	Case manager
Plan	20 working days	Case manager
Frequency of contacts	Once a week	Case manager

- **Community Orders**

Activity	Time scale	Responsible
First contact	5 working days	Case manager
Home visits	Monthly (minimum)	Case manager
AssetPlus completed	If review required within 15 working days	Case manager
AssetPlus and report sent for Q/A manager	15 working days	Case manager
QA changes to be completed	2 working days	Case Manager
AssetPlus and report signed by manager	20 working days	Operational manager
<i>Intervention Plan</i> completed with and signed by child and parent/carer.	15 working days	Case manager
Frequency of contacts	In line with scaled approach	Case manager
AssetPlus reviews	6 monthly unless order less than 3 months. 3 monthly if child assessed as Very High Rosh or S&W and/or High in all three risk areas. Any significant change in circumstances or transition (see guidance list) would trigger Assetplus Review	Case manager

Plan review	3 monthly or when the child makes a transition.	Case manager and Operational manager
End AssetPlus	15 working days of order completion	Case manager

- **Bail support**

Activity	Time scale	Responsibility
First contact	1 working day	Case manager
Frequency of contact	Min 3 contacts per week	Case manager
AssetPlus completed	20 working days	Case manager
AssetPlus and report sent for Q/A manager	15 working days	Case manager
QA changes to be completed	2 working days	Case Manager
AssetPlus and report signed by manager	20 working days	Operational manager
<i>Intervention Plan</i> completed with and signed by child and parent/carer.	20 working days	Case manager
Home visit	Monthly	Case manager

- **ISS Bail support package, ISS YRO Requirement, DTO Licence**

Activity	Time scale	Responsibility
First contact	1 working day	Case manager
Planning Meeting	5 working days	Case manager
Frequency of contact	25 hours per week	Case manager/interventions team
AssetPlus completed	20 working days	Case manager
AssetPlus and report sent for Q/A manager	15 working days	Case manager
QA changes to be completed	2 working days	Case Manager
AssetPlus and report signed by manager	20 working days	Operational manager
<i>Intervention Plan</i> completed with and signed by child and parent/carer.	20 working days	Case manager
Review meetings	Monthly	Case manager/ Operational manager

- **Custody cases**

Activity	Time scale	Responsible
Initial meeting	10 working days	Case manager
Asset Plus completed	20 working days	Case manager
Plan completed	20 working days	Case manager
Contact	Monthly	Case manager
Contact	At least monthly separately to Case manager	Resettlement Support Worker
Contact	As required but at least once every two months	Specialist Workers

- **DTO licences**

Activity	Time scale	Responsible
First contact on release	Day of release	Case manager/Iss worker
AssetPlus completed	Day of release	Case manager
AssetPlus and report sent for Q/A manager	15 working days	Case manager
QA changes to be completed	2 working days	Case Manager
AssetPlus and report signed by manager	20 working days	Operational manager
<i>Intervention Plan</i> completed with and signed by child and parent/carer.	15 working days	Case manager
Frequency of contact	Min twice a week but more likely to be more frequent	Case manager/Resettlement Support worker/Specialist workers
Home visits	Within 5 working days of release then at least weekly thereafter	Case manager/Resettlement Support worker/Specialist workers
AssetPlus reviews	6 monthly unless order less than 3 months. 3 monthly if child assessed as Very High Rosh or S&W and/or High in all three risk areas. Any significant change in circumstances or transition (see guidance list) would trigger Assetplus Review	Case manager

Plan review	3 monthly or when the child makes a transition.	Case manager and Operational manager
End AssetPlus	15 working days of end of licence	Case manager

- **Victims**

Activity	Time scale	Responsibility
Allocation	1 working day	Deputy Manager
Initial contact (letter/phone)	5 working days	Victim Worker
Initial home visit	5 working days	Victim Worker
Frequency of contact	As agreed with victim	Victim Worker
Represent at triage panel (OCD)	15 working days	Victim Worker
Represent at Referral Order Panel	20 working days	Victim Worker
Represent in Pre-Sentence Report	3 days before court date	Victim Worker

- ❖ Please note any of the above standards can be varied following a discussion with an Operational manager. This discussion and rationale must be recorded on the young person's IYSS record by the Operational manager.
- ❖ **IMPORTANT – A full Assetplus Review MUST take place following any significant change or transition. These would be changes that directly affect risk and risk management / intervention planning.**

Some examples of significant changes are – if a YP moves closer to a victim / if they move in with a DV perp / if they move away from peer influenced neighbourhood / move away from gangs.