

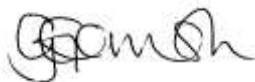




# Joint Working Protocol YJS & Children's Social Care

Youth Justice Services (incorporating Cheshire East, Cheshire West, Halton and Warrington)

Cheshire East Council Children's and Families Service  
Cheshire West and Chester Children and Young People's Services  
Halton Borough Council Children and Families Services and  
Warrington Borough Council Children and Young People Services

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## Policy Information Sheet

Name of Document	<p>Joint Working Protocol for Youth Justice Service and:</p> <ul style="list-style-type: none"> <li>Cheshire East Council Children and Families</li> <li>Cheshire West and Chester Children and Young People's Services</li> <li>Halton Borough Council Children &amp; Families Services</li> <li>Warrington Borough Council Children &amp; Young People Services.</li> </ul>
Reference Number	CSC/YOT/01
Service area(s)	Children in Need Division, Children & Family Services Department, Families and Wellbeing
Target Audience	<ul style="list-style-type: none"> <li>All Staff in Cheshire East Council Children and Families Service</li> <li>Cheshire West and Chester Children and Young People's Services</li> <li>Halton Borough Council Children and Family Services</li> <li>Warrington Borough Council CYP Services</li> <li>All staff in Youth Justice Services across Cheshire area.</li> </ul>
Forum Policy/Procedure/Strategy was approved	<ul style="list-style-type: none"> <li>Children and Families Services Senior Management Teams.</li> <li>Youth Justice Services Senior Management</li> <li>Pan Cheshire Policies and Procedures Group</li> </ul>
Date policy was approved	Reviewed and updated Oct 2022
Date policy is effective from	First iteration 1/3/15 subsequently revised April 2017 when Cheshire East Youth Justice merged to form a PAN Cheshire Youth Justice Service, then 2019.
Date due for review	October 2025
<p>Status:</p> <p>Mandatory (all named staff must adhere to guidance)</p> <p>Optional (practice may vary between teams/local authorities)</p>	<p>The responsibilities outlined below are mandatory and relate to statutory responsibilities of Youth Justice and/or Children's Social Care</p> <p>Local implementation of Practice guidance sections highlighted in the yellow boxes below may vary for each local authority</p>

Location of Document	<ul style="list-style-type: none"> <li>• Cheshire East sharepoint / intranet</li> <li>• Cheshire West and Chester Intranet</li> <li>• Halton Borough Council Intranet</li> <li>• Warrington Borough Council Intranet</li> <li>• Youth Justice Services Sharepoint</li> </ul>
Related document(s)	<ul style="list-style-type: none"> <li>• The Care Planning, Placement and Case Review (England) Regulations 2010</li> <li>• The Children Act 1989</li> <li>• The Children and Social Work Act 2017</li> <li>• Legal Aid, Sentencing and Punishment of Offenders Act 2012</li> <li>• Police, Crime, Sentencing and Courts Act 2022</li> <li>• Working Together to Safeguard Children Guidance 2018</li> <li>• WBC Children's Services Policies and Procedures</li> <li>• CE Children and Families policies and procedures</li> <li>• HBC Children and Families Services Policies and Procedures:</li> <li>• Children in Care in the Criminal Justice System Policy</li> <li>• Pan Cheshire Escalation Policy</li> <li>• CWAC Children and Young People's Services Policies and Procedure</li> <li>• YJS Policies and Procedures</li> </ul>
Superseded document(s)	Previous local policies between individual Local Authority Children's Social care and CWaC, Halton and Warrington YOS or Cheshire East Youth Engagement Service
Responsible officer(s)	<p>Senior Manager YJS</p> <p>Senior Managers Children's Social Care in:</p> <p>HBC</p> <p>WBC</p> <p>CWAC</p> <p>CE</p>

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## Background

This protocol is to ensure effective joined-up working between Cheshire East, Cheshire West, Halton & Warrington Youth Justice Service (YJS), Cheshire East Council Children's and families Service, Halton Borough Council Child and Families Services (Children's Services), Warrington Borough Council Children's Services and Cheshire West and Chester Children and Young People's Services (Children's Services) in the delivery of effective services for children and young people.

## Purpose of Protocol

It is recognised that both YJS, and Children's Services work with vulnerable children, young people and their families and effective working relationships are essential in identifying need, risk and for delivering a coordinated, effective package of support.

This protocol outlines YJS, and Children's Services commitment to working in partnership to ensure children in Cheshire East, Warrington, Halton, and Cheshire West are safeguarded from harm. The protocol outlines the working relationships between YJS and Children's Services to ensure the needs of children and young people are met to promote positive outcomes, in compliance with legislation and statutory guidance.

Whilst these are the common aims of all five services, this protocol seeks to recognise the specific duties placed upon each agency and will clarify roles and responsibilities so that front line practitioners are able to fulfil these duties.

It is recognised that a barrier to achieving these aims can be language and terminology. Therefore, a [glossary of terms](#) (Appendix 1) is attached to assist practitioners in their understanding.

## Safeguarding Children & Young People

Safeguarding is everyone's business. YJS are involved with children and young people who have committed criminal offences and as a result are required to access support, advice and guidance from YJS to prevent future criminal behaviour. This cohort of young people may be at risk of harm and/or are in need of additional support services to ensure they fulfil their potential. It must also be recognised that young people involved with YJS may have other siblings, whose needs also require safeguarding.

It is the responsibility of YJS to identify these needs during the course of their intervention with families and, if appropriate, request support from Children's Services based upon each local authorities level of need / threshold criteria. (links included in Appendices.) YJS recognise that the needs of a child or young person are on a continuum and do not necessarily require statutory intervention but require the most appropriate assessment or delivery of support services to meet their identified needs. This can be achieved via universal services, and early help services through a Common Assessment or Team around the Family framework.

The pathways for requesting and accessing Children's Services are well established in each Local Authority area, and these links are included in the Appendices. To aid this process, the Structure of Children's Services and Targeted Services with key contact details is also included. In addition, Appendix 5 provides the structure of YJS with key contacts.

Where both YJS and the local Children's Social Care team are working with a child, young person and their family, the expectation is that both services contribute to assessments and planning to meet the identified needs, via CAF/TAF Processes, Child In Need meetings, Child Protection Case Conferences and Core Group Meetings, Pathway Planning meetings and Child in Care Planning Meetings.

This commitment to collaborative working to meet the needs of children and their families is underpinned by the presence of the YJS Head of Service contributing to the Local Children's Safeguarding Partnerships in all **Four** Local Authorities.

## **Responsibilities of Cheshire East Children's and Families Service, Cheshire West and Chester Children and Young People's Services, Warrington Children's Services, Halton Children's Services, and YJS when a child is arrested**

Children's Services will contribute to the statutory aims of the Youth Justice System. This should be achieved by working together to identify appropriate services to meet the assessed needs of young people involved in offending.

All children and young people under the age of 16 must have a parent or carer with them when they attend court during all stages of the proceedings, unless the court is satisfied that it would be unreasonable to do so.

YJS will provide an Appropriate Adult service Monday – Thursday between the hours of 9 am to 5 pm and Friday 9am – 4:30pm (5pm for Halton and Warrington) to those young people arrested for whom there is no appropriate adult available. This is provided through a jointly commissioned project funded through contributions from each of the four local authority areas. The service provide services for attending for young people who have been arrested and who are detained there. This service is offered in addition to parents attending, so that young people are able to receive additional support within the custody suites, and it is available out of hours, including at weekends. The project will be reviewed at regular intervals.

It will be the responsibility of Cheshire East, Cheshire West and Chester, Halton and Warrington out of hours working / Emergency Duty Team arrangements to ensure out of hours provision of Appropriate Adults.

If a Young Person is a Cared for Child then the Social Worker or another worker representing the local authority should act as appropriate adult.

It is recognised that Cheshire East (EDT) and Halton Emergency Duty Team (EDT) or Out of Hours Team (OOH) is not an extension of Children's Services daytime services and where reasonably possible YJS should persist with a case past 5pm (4:30pm on a Friday for CE and CWC. If this is not reasonably possible, a YJS representative will contact EDT/OOH at the earliest opportunity to advise them of the situation and need for an appropriate adult.

When children are in police custody and a problem arises with their accommodation, the YJS worker acting as the Appropriate Adult will do all they can to find suitable accommodation. During the course of these enquiries, YJS should liaise with *Housing in Warrington initially* and Children's Services in CE, CWC and HBC.

In the case of Children in Care, Children's Services will ensure that the child is represented in court by a parent, foster carer, residential care worker or Social Worker. It is not appropriate for the YJS worker to take on this role.



### **Practice guidance**

YJS and CE Children and Families service, HBC Children's Services, CWAC Children's Services or Warrington Children's Services should question and challenge bail conditions to ensure there is a proportionate response to the risk.

*'Children's services have responsibility to provide accommodation when necessary' under the Children Act 1989. (Southwark judgement)*

## **Responsibilities of Children's Services and YJS when a child is remanded.**

### **Process in Court**

At Court the YJS Officer will establish with the Crown Prosecution Service (CPS) as to whether bail is to be opposed. Where bail is not opposed appropriate conditions, if any, will be discussed and the young person bailed to the next available Youth Court.

Where bail is opposed the YJS Officer in Court will complete an assessment, the purpose of which is to identify what can be done to address the objections to bail and determine type of bail provided:

- Unconditional bail – to be the first consideration
- Conditional bail

If there are accommodation issues, only when all necessary checks for alternative accommodation prospects have been exhausted the YJS worker must contact the relevant Local Authority Children and families Service duty Social Worker (or case holding Social Worker) and inform them that a remand to Local Authority accommodation (non- secure) is possible and that an assessment of the young person is required.

Children's Services must make available adequate provision for remands to their care and that placements are matched appropriately. It is the responsibility of Children's Social Care to notify the courts (either orally, in writing or via YJS if necessary) of where they will place the child.

### **Remand to the Care of the Local Authority**

A Court that remands a child to local authority accommodation must designate the local authority that is to receive the child. The local authority for this purpose is where the child habitually resides prior to or at the time when the offence or one of the offences was committed. If the child is a child in care, placed into the Cheshire area, the designated local authority will be the home area local authority who have responsibility for the child.

The designated authority must receive the child and provide/arrange suitable accommodation for them (as per the duties of a local authority to place a child that is remanded as set out in section 22C of the Children Act 1989).

The court can impose any conditions on a child remanded to the care of the local authority as it could if the child was given bail. This includes electronic tagging, providing the conditions for electronic tagging are met (LASPO 2012 s93(3)). The court can also 'impose requirements' on the designated authority to make sure these conditions are adhered to. These can include requirements about where the child is placed, and can prohibit the child being placed with a named person (LASPO 2012 s93(4)). The designated authority must be consulted about any conditions on the child, or requirements placed upon them before they are imposed and YJS will act as the conduit between the courts and the relevant social care department in these circumstances to ensure conditions imposed are both proportionate and enforceable. Any

conditions may later be revoked or varied by the court on application by either the designated authority, or the child.

It is a matter for the Local Authority where the child is placed once remanded to local authority accommodation, provided it complies with any conditions the court has imposed. Note it is important that accommodation for children likely to be remanded into local authority care is determined promptly and/or the children's services have a representative at court to collect a child remanded into their care. Youth Justice Service staff in court are there to advise the courts on all children appearing before them (including children from outside Cheshire) and cannot be left responsible for caring for children remanded into the care of a local authority until accommodation is found by the relevant authority.

### Breach of Remand into Local Authority Accommodation

A child can be arrested and brought to court for breaching the conditions of remand to local authority accommodation. The child may be arrested without warrant if a constable has reasonable grounds for suspecting that the child has broken any of the conditions imposed under LASPO 2012 s93 in respect of a remand to local authority accommodation. Once arrested, the child must be brought before a magistrates court within 24 hours.

### Remand to Youth Detention Accommodation

A Court that remands a young person to Youth Detention Accommodation does so following the young person meeting a set of criteria. As in the case of remands in to the care of the local authority, the Court must designate the Local Authority that will receive the young person, as under the LASPO Act 2012, they become a Cared for Child.

- Remand Criteria – LASPO introduced strict criteria which must be met before a young person can be considered for remand into Youth Detention Accommodation (YDA). In 2022, the Police, Crime, Courts and Sentencing Act updated these criteria to make remands into YDA much more of a last resort, and to more explicitly take into account the welfare of young people.
  - **Step 1** – The court must first consider the best interests and welfare of the child when deciding on a remand into YDA. They are prompted to consider remand into Local Authority Accommodation as an alternative.
  - **Step 2** – The young person must be between the ages of 12 and 17. The legal representation conditions must also be met. This means the young person must be legally represented by a solicitor.
  - **Step 3** – this has two sets of conditions. The first relates to the type of offence that is being considered by the court; a sexual offence, or a specified violent offence will meet the criteria, and an offence that could attract 14 years or more in prison for an adult would also meet the criteria. In addition to this, PCSC added the condition that the court must be satisfied that a custodial sentence is very likely. The second set of conditions relates to history of absconding and committing offences on bail. If a young person has a **recent and significant** history of absconding from a remand to local authority accommodation (LAA) or youth detention accommodation (YDA) and have committed an offence whilst absconding they meet the criteria for step 3. If they have a **recent and significant** history of committing offences whilst on bail or LAA or YDA they meet the criteria, **provided that history is relevant**



**in all the circumstances of the case.** As in the first set of conditions, there must also be a very likely prospect of a custodial sentence for the offence that is being considered by the court.

- **Step 4** – the remand into YDA must meet the necessity requirement. The court has to be satisfied that **ONLY** a remand into YDA would protect the public from death or severe injury, **OR** to prevent further imprisonable offences being committed, **AND** the risk cannot be managed in the community.
- **Step 5** – The court must now state in open court and provide in writing the reason for the remand, and that they have considered Remand Into Local Authority Accommodation, as well as the interests and welfare of the child in their decision.

Regardless of the type of remand, the YJS will always appoint a case manager to oversee the case. Responsibilities include, ensuring the welfare and safety of the young person whilst on remand and working with the provider to ensure all risk information has been received and understood. The case manager has a specific responsibility to review the remand to ensure that bail is not a realistic option at a later date. Additionally, the case manager will liaise with Children's Social Care about the young person's Cared For status, will keep in touch with the young person's parents and carers and will visit the young person at least monthly whilst on remand.

All young people who are securely remanded will become 'looked after / cared for' by the local authority. In addition, local authorities will become financially responsible for all youth remands to secure accommodation, although responsibility for arranging the placements will be retained by the YJB Youth Custody Service Placements team. Children's Social Care are responsible for duties to these looked after children under Children Act 1989 s22 so have the same duties to safeguard and promote that child's welfare and make services available to the child (see care planning guidance (Volume 2) Chapter 8. Children's Social Care and YJS should work proactively in partnership to consider whether bail applications can be supported enabling the child to return home or to an alternative suitably assessed placement.

#### How to notify Children's Social Care

If there is a risk of a young person being Remanded to Youth Detention Accommodation early notification to the relevant Children's Services team is necessary to explore if there is any package of support that can be offered to prevent a remand.

All Remand Services are provided locally, even if the child normally resides outside of Cheshire. In such circumstances YJS will fully liaise with the child's parents, home YOT or home Children's Social Care department as appropriate.

#### **Practice guidance**

Liaison between YJS and Children's Services should take place at the earliest opportunity where remand is a possibility to ensure appropriate and timely planning on arrangements for where a child will reside and if necessary how they will be transported.

The courts should be encouraged to make conditions for young people to “**reside as directed by local authority**”, unless in exceptional circumstances, and a condition to be remanded to local authority accommodation is appropriate.

Agreement to proposing a condition to court, for the young person to be remanded to local authority accommodation should be gained in advance from a Children's Services Manager, however the Court are able to make such a condition without such agreement if this is in the interests of the child.

## **Safeguarding and promoting the welfare of children and young people in custody - Children in Care who receive a custodial sentence.**

Children's Services have continuing responsibilities when a Child in Care under Section 38 or Section 31 of the Children Act 1989, is sentenced to a Detention and Training Order (DTO) and enters a Young Offender Institution (YOI), Secure Training Centre (STC) or Looked After Secure Children's Home (LASCH).

These responsibilities are outlined in the Children in Care in the Criminal Justice System policy. In brief, the policy makes explicit that these children remain a child in care and there is no change to their legal status or any of the duties and responsibilities of Cheshire East Council, Halton Borough Council, Warrington Borough Council or Cheshire West and Chester Council. These duties include the same standard of care planning, visiting and reviewing as those not detained.

### **Practice guidance**

Upon sentencing, the child's Social Worker is expected to provide all relevant information to the YJS officer within 5 working days.

Following detention, the child should be visited by his/her Social Worker within one week and then in line with statutory requirements and guidance relating to visits to children in care.

It is normal practice that YJS will request that additional monitoring arrangements are put in to place at the custodial establishment for at least the first night of custody for all young people, through an Assessment, Care, Control and Treatment plan (ACCT).

The Local Area Safeguarding Partnership need to be informed of the change in circumstances so that a Review can be arranged during the course of detention, with a representative of the Partnership invited to attend. Further consideration needs to be given to reconvening a Review in the final month of sentence to ensure that release plans are in place.

Release on temporary licence (ROTL) to support preparation for release, or to maintain family contact visits should be promoted by the YJS and social worker.

In addition to the care planning requirements, the allocated Social Worker should be invited to all sentence planning meetings. The minimum standard is to attend the first meeting and pre-release meeting. The arrangements and plan for release should be in place 4 weeks prior to release on licence.

If a child or young person receives a custodial sentence whilst accommodated under Section 20 (CA 1989) then they will cease to be a child in care / looked after child but are entitled to be considered as a former child in care and a visit to them should be completed within 10 days of detention. Any further requests for a visit must be considered where reasonable.

If this cohort of children and young people are eligible and relevant care leavers then they are entitled to an assessment, support and guidance, including accommodation if necessary. Plans must be in place within 4 weeks of release. All local authority links (Appendices 2-5) contain a [guide to a young person's eligibility status](#).

## **Accommodation for all young people on release from Custody.**

At the outset of a custodial sentence, planning will be considered for rehabilitation and release from custody. The YJS worker will confirm the arrangements for accommodation on release and incorporate this within the sentence plan for the young person. If there is a need for alternative accommodation to be in place as a result of a young person's accommodation not being available, or a parent being unwilling for the young person to return to their care, the YJS worker will make a referral to social care. If the young person is already open to children's social care, the social worker / personal advisor will advise the YJS worker what the arrangements for release accommodation are. The arrangements for release accommodation are discussed in the initial custodial planning meeting, and must be in place 4 weeks prior to release. The YJS worker will be able to contribute to a social care assessment, and to be involved in joint visits to parents to encourage facilitation of the young person's return home if this is assessed as the most suitable place for the young person to return to. The YJS worker will be able to provide information to support social care and housing to complete assessments under the CE, CWC and Halton and Warrington Joint Housing and Social Care protocols / local arrangements.

It is not acceptable for young people leaving custody to not have accommodation available until the day of release, and all agencies are committed to avoiding this. Named accommodation should be available at the point of the pre-release meeting, which is usually four weeks before the end of the custodial part of the Order. If there are difficulties with this, which has been escalated through discussions with line managers with no satisfactory outcome, a meeting will be convened involving head of service from YJS and a senior manager from Social care. This will be with a view to ensuring all actions have been taken to identify accommodation prior to release, and to agree actions to achieve this before the release date.

## **Review and arbitration**

It is recognised that professional differences will arise during the course of working together to meet a child's needs. This value of challenge is positive. However, if there are any significant differences that cannot be resolved then reference should be made to the Pan Cheshire Escalation Policy.

This document will be reviewed every three years by the YJS Head of Service and the Directors of Children's Social Care (or their designated senior managers) for Cheshire East, Cheshire West, Halton and Warrington. Any concerns relating to the protocol should be addressed for their attention.

## Appendix 1 – Glossary of Terms

Accommodated	When a child is looked after / Cared for by the Local Authority, by agreement with a person who has parental responsibility for the child. The Local Authority does not have parental responsibility for the child. Also referred to as Section 20.
CBO and Civil Injunctions	<p>A Criminal Behaviour order can be issued by any criminal court against a person who has been convicted of an offence to tackle the most persistently anti-social individuals who are also engaged in criminal activity.</p> <p>Civil Injunctions are Civil Orders aimed to stop or prevent individuals engaging in anti-social behaviour quickly, ‘nipping problems in the bud before they escalate’.</p>
Asset Plus	Asset Plus is a structured assessment tool used by the YJS prior to any intervention with a young person. Its aim is to identify particular needs or risk factors the young person may have, in order to enable practitioners to structure intervention effectively.
BSS	Bail Supervision and Support. A programme of intervention given to a young person on Bail pending a Court appearance.
Care/in Care	<p>When a child is looked after / Cared for by the Local Authority and is the subject of an interim or full care order made by a court in accordance with Section 31 Children Act 1989, the Local Authority shares parental responsibility with any other person who already has parental responsibility.</p> <p>When a child is subject to an interim care order (s.38) the degree to which the parental responsibility is shared is determined by the court.</p> <p>When a full care order (s.31) is made the Local Authority is able to decide how far and in what ways the parent can exercise their parental responsibility and thus is in control of the arrangements of the child.</p>
Care Plan	A plan which details arrangements which are in place to meet the needs of a child who is looked after by the Local Authority and arrangements for the child's future. The plan is made in consultation with the child, parents and other important people or organisations in the child's life.
CART / IART	Children’s Contact and Referral Team. Acts as ‘first point of contact’ for Referrals to Children’s Services in Cheshire West and Chester and in Halton
ChECS	Cheshire East Consultation Service is the ‘front door and ‘first point of contact’ for referrals to Children and Families services from members of the public and professionals.
Child	A person under the age of 18, unless married
Child Assessment Order (s.43)	A time limited order made by the court enabling Children’s Services to carry out or arrange for an assessment of a child when this is being refused by a parent or carer.
Child in Need	<p>A child who is assessed by the Local Authority as being in need of services as a result of the child being disabled OR in order to:</p> <ul style="list-style-type: none"> <li>• Maintain a reasonable standard of health or development</li> <li>• Prevent the child's health or development from being impaired.</li> </ul> <p>(Section 17 (10) Children Act 1989).</p>
Child in Need	A multi agency meeting that shares information and develops a plan to meet a

Plan	child's identified needs to promote positive outcomes. The plan will be reviewed at regular intervals.
Child Protection Plan	A multi-agency plan which is in place in relation to any child who is considered to be at continuing risk of significant harm. The purpose of the plan is to ensure that the child's safety is maintained whilst the risk of harm in the future is reduced.
Children's Services Authority	The department in the Local Authority providing or arranging services for children and young people, including education and social care. It is headed by the Director of Children's Services.
CJS	Criminal Justice System. A term for the institutions and practices involved in upholding the law, rehabilitation of offenders and the imposition of sentences determined by the courts.
Common Assessment Framework (CAF)/Team Around Family (TAF)	CAF/TAF is a nationally standardised approach to conducting an assessment of the needs of a child or young person/family and deciding how those needs should be met. It ensures that services are coordinated via a lead professional, and that needs are met at an early stage before they get worse.
Connected Person	Relates to a child who is placed under an Interim Care Order or a Care Order with a family member. The family member must meet National Minimum Standards for foster carers. They are then approved as foster carers and are subject to the same standards and expectations, including training.
Core Assessment	<p>An in-depth assessment of a child in need to gain an understanding about the most important aspects of the needs of a child and the capacity of the caregivers to respond appropriately to these needs within their wider family and community context.</p> <p>Children's Social Work Services have lead responsibility for carrying out a multi agency single assessment within 45 working days including contributions by all relevant agencies to determine whether services are needed to promote the child's welfare in accordance with the expectations of the Framework for the Assessment of Children in Need and their Families.</p> <p>A single assessment may be carried out by means of Section 47 enquiries for children who are assessed as being likely to suffer significant harm.</p>
Core Group	The group of parents and professionals, identified at the initial child protection conference, who are responsible for implementing the protection plan.
Corporate Parenting	A term used to recognise that all agencies within the Local Authority have a responsibility to meet a child's needs where we have parental responsibility
CPS	The Crown Prosecution Service is responsible for prosecuting criminal cases investigated by the police in England and Wales.
Curfew	Electronically monitored (tag) or door stop Curfew (home visits by the Police.)
Designated Police Officer	A police officer of Inspector rank who is designated to enquire into the circumstances of and take responsibility for any child who is taken into police protection (Section 46 Children Act 1989).
Designated Person	A person who is a member of a schools senior management team, who is designated within a school, to take lead responsibility for advice to colleagues

	and liaison with other agencies on child protection cases and issues.
DTO	Detention and Training Order – allows for a period of custody for 12 to 17-year-olds. The length of the sentence can be between four months and two years, the first part of which is spent in custody and the second part in the community on licence.
DTR	Drug Treatment Requirement. The requirement to receive treatment for the illicit use of drugs. The young person must give their consent to treatment and a treatment provider must be identified.
Emergency Duty Team (EDT)	The Children's Social Work Services team who are responsible for providing a response out of normal office hours
Emergency Protection Order (EPO)	<p>An order made by a court in accordance with Section 44 Children Act 1989, to enable the applicant (usually Children's Social Work Services) to remove a child to a safe place or to prevent the removal of a child from a safe place on the grounds that the child would otherwise be likely to suffer significant harm.</p> <p>The order can also be obtained to gain access to a child where parents or carers are preventing this and the child is believed to be a risk of significant harm. It also can include medical examination and treatment if necessary.</p> <p>The duration of the EPO is specified in the order, but will not exceed eight days. An EPO gives the applicant parental responsibility which it shares with the parent(s).</p>
ETE	Education, training and employment.
Framework for the Assessment of Children in Need and their Families	A nationally agreed model of assessment issued by Department of Health, the Department of Education and Employment and the Home Office in 2000. It is intended for the use of all agencies when undertaking assessments of children in need.
HDC	Home Detention Curfew. The early release from custody with the imposition of an electronically monitored curfew for the duration of HDC.
HMCS	Her Majesty's Court Services brings together Her Majesty's Courts Service and the Tribunals Service into one integrated agency providing support for the administration of justice in courts and tribunals.
Integrated Children's System (ICS)	The electronic recording system used by Children's Services to support good quality planning, intervention and review in its work with children and families.
Integrated Working Support Team (IWST)	An advisory and support service that specifically supports professionals to complete and review CAF, ensuring a preventative service is delivered.
Independent Reviewing Manager/Officer	A person employed by Children's Social Work Services whose duties include chairing child protection conferences and statutory reviews for Children in Care
Initial Assessment	A preliminary assessment of a child who appears to be a child in need in accordance with Section 17 Children Act 1989. Completed within a maximum of 10 working days, led by Children's Social Work Services, in accordance with the expectations of The Framework for the Assessment of Children in Need and their Families, in order to establish whether there is a need to provide services or to undertake a core assessment or child protection enquiries.
Initial Child	A meeting which takes place when it is assessed that a child is at continuing



Protection Conference	risk of harm. All agencies involved as well as the parents and child (where appropriate) would normally attend in order to determine whether the child's name should be placed on the child protection register and to draft an outline child protection plan.
IOM	Integrated Offender Management is an overarching framework that allows local and partner agencies to come together to ensure that the offenders, whose crimes cause most damage and harm locally, are managed in a coordinated way.
ISS	Intensive Supervision and Surveillance Requirement. Is aimed at serious or prolific offenders who are at risk of custody. ISS can be part of a Bail Requirement or as a Requirement to a Youth Rehabilitation Order (YRO.). The ISS Requirement can last between 3-6 months and involve up to 25 hours supervision and intervention per week.
JAG	Joint Action Group is a multi-agency problem solving group accountable to the Crime and Disorder Partnership.
LASCH	Local Authority Secure Children's Home. Secure children's homes are for the youngest offenders (aged between ten and 14), and those who may have been in care or have mental health problems. They are run by local councils.
LASPO	Legal Aid, Sentencing & Punishment of Offenders Act 2012 has implemented some key changes most notable to reference in this document is that it provides a single remand framework for all children and young people removing any difference in treatment based on age and gender. All remand children and young people will be treated as looked after / Cared for by the local authority designated by the court when remanded securely.
Levels of Need	A framework to assist in meeting the needs of children in the most appropriate way.
Local Authority Designated Officer (LADO)	The Local Authority Designated Officer (LADO) is responsible Designated Officer for the management and oversight of cases where there is an allegation against an adult who works with children. Also providing advice and guidance to employers and voluntary organisations. Liaising with police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.
Looked After / Cared for	When a child is 'in care' on a statutory basis, or 'accommodated' on a voluntary basis by the Local Authority. The child may be in a foster or residential home or placed at home.
Local Safeguarding Partnership arrangements	Safeguarding and promoting the welfare of children requires effective co-ordination in every local area. For this reason the Children Act 2017 requires each Local Authority to establish a Safeguarding Partnership arrangement. This is the key statutory mechanism for agreeing how the relevant organisations in each area will co-operate to safeguard and promote the welfare of children in the locality, and for ensuring the effectiveness of what they can do.
MAPPA – Multi Agency Public Protection Arrangements	Arrangements to assess and manage any risk to the public that may be presented by certain offenders. These arrangements include the Multi Agency Public Protection Process (MAPPP) used to manage the small numbers of offenders considered to represent a very high risk.
MARAC – Multi Agency Risk Assessment Conference	MARAC is an information sharing framework to help victims of domestic abuse and their families. Multi Agency Risk Assessment Conferencing is used to identify victims of domestic abuse who are most at risk of experiencing violence in the future. Information gathered during the risk assessment is



	shared among relevant agencies to promote the safety of the abused adults and their children.
NAI	Non accidental injury
Named Doctor/Nurse	Health professional named by a Trust to have specific responsibility for advice and information on child protection matters within an NHS Trust.
National Standards	The National Standards outline the minimum standards for youth offending team (YJS) managers, YJS practitioners and other relevant partners delivering Youth Justice Services within the youth justice system.
Out of Hours Team	Warrington Targeted Service who are responsible for providing a response out of normal office hours.
Parental Responsibility	A legal term from Section 3(1) of the Children Act 1989, meaning 'all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and his property.' Always held by the mother and by a father where the parents are married. Unmarried fathers may acquire parental responsibility by registering the child's birth jointly with the mother or by formal declaration. Unmarried fathers have only since December 2003 and not retrospectively been able to gain parental responsibility by registering the birth with the mother. Parental responsibility is also acquired by a non-parent holding a Residence Order (Section 8 Children Act 1989) and by the Local Authority if the court commits a child to its care. Parental responsibility is only removed from birth parents completely at the point of a child being adopted.
Parenting Order	Parenting Orders were created as a means to making parents accountable for the offending of their children, whilst at the same time, giving them the support necessary to take proper control and care of their children.
Police Protection Order	The power that any police officer has, in accordance with Section 46 Children Act 1989, to remove to, or keep in a safe place, any child who is found to be at risk of significant harm. The power lasts 72 hours and (amongst other things) Children's Services must be notified that a child has been made the subject of police protection as soon as is practicable in order that Section 47 enquiries can be carried out.
PPO	Prolific and priority offenders (PPOs) are persistent offenders who pose their greatest risk of offending behaviour in their community. They are part of the IOM scheme and managed through the local JAG.
Private Fostering Arrangement	When a child is cared for by someone who is not a parent or a close relative. It is a private arrangement and expected to last 28 days. Children's Social Work Services has statutory duties to assess and support such arrangements.
PSR	A Pre-Sentence Report is only written after an offender pleads guilty or is found guilty after trial. It is written by a YJS Officer to inform the judge or magistrates about the offenders personal circumstances, make an analysis of offending behaviour and make recommendations about sentencing outcomes.
Residence Order	An order made by a court directing with whom a child under 16 years should live. The holder of a residence order shares parental responsibility as long as the order lasts.
Review Child Protection Conference	Meeting held at regular intervals whenever a child is the subject of a child protection plan and determines whether the plan needs to be continued or discontinued.
RILAA	Remand into Local Authority Accommodation
Risk to children	The term now used to highlight individuals who have been formally assessed

	as presenting a potential risk to children. They may or may not have been convicted of a criminal offence. The term 'Schedule 1 Offender' is no longer used, as it is not a reliable indicator of risk.
ROSH	A ROSH (Risk of serious harm.) forms part of the ASSET PLUS risk assessment and looks more closely at the risk an offender poses of causing serious Harm.
ROTL	A prisoner can be Released On Temporary Licence following an assessment of risk and previous good behaviour. ROTL can be used to aid community integration prior to release or to engage in approved community activities.
Safeguarding	Activity intended to ensure that children stay safe; to protect them from maltreatment, neglect, violence and sexual exploitation and also to minimise more general risks such as those from accidents and bullying.
Scaled Approach	The focus of the Scaled Approach is to tailor interventions to the individual, based on their assessed likelihood of reoffending and risk of serious harm. Evidence suggests that interventions are more effective when their level and intensity is matched to an assessed likelihood of reoffending, and when they are focused on the risk factors most closely associated with a young person's offending.
Section 17	The section of the Children Act 1989 that describes the responsibility of the Local Authority towards "children in need".
Section 18 offence	Wounding or causing grievous bodily harm with intent to do some grievous bodily harm
Section 20 offence	Wounding causing grievous bodily harm (GBH)
Section 39 offence	Common assault.
Section 47 Enquiries (also known as Child Protection Investigations)	Enquiries carried out in accordance with Section 47 of the Children Act 1989 where a Local Authority Children's Services is obliged to carry out enquiries whenever it suspects, or is informed that, a child who lives in its area is suffering or is likely to suffer significant harm. The enquiries are directed at determining whether the authority should take any action to safeguard or promote the child's welfare.
Section 47 Offence	Assault causing Actual bodily harm
Section 90/91 offence	If a young person is convicted of an offence for which an adult could receive at least 14 years in custody, they may be sentenced under Section 90/91. Section 90 custodial tariff is set by the Judge. Section 91 automatic release from custody at the half way point of sentence.
Section 228 Offence	Extended sentence for violent or sexual offences
Section 226 Offence	Indeterminate sentence and is broadly comparable to a discretionary life sentence
Serious Specific Offence	An offence which merits 10 years or more in custody for an adult.
Significant Harm	Harm means ill treatment or the impairment of health or development. It includes physical, intellectual, emotional, social or behavioural development and both physical and mental health. Ill treatment includes sexual abuse and

	non physical forms of ill treatment, eg, impairment suffered from seeing or hearing the ill treatment of another. The significance of the harm is a matter of judgement by comparison with a similar child.
Special Guardianship Order (SGO)	A SGO is an order made by the courts that places a child to live with someone permanently and gives them parental responsibility. A SGO allowance may be applicable.
SQIFA	Screening Questionnaire Interview for Adolescents. Used for CAMHS referrals. Do they still use this?
SSR	A Specific Sentence Report (stand-down report) provides information about an offender to the Court on the same day and helps the Court determine the offender's suitability for a specific sentence.
STC	Secure Training Centres are purpose built for young offenders up to the age of 17 years. They are run by private contractors.
Strategy Discussion	A discussion involving Children's Social Work Services, the Police and any other agencies as appropriate, that takes place whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Depending on the circumstances and degree of urgency, a strategy discussion may take place at a meeting or by other means, for example by telephone. Its purpose is to plan necessary enquiries.
YDA	Youth Detention Accommodation this replaces Court Ordered Secure Remand (COSR) and custodial remand. Youth Detention Accommodation consists of Local Authority Secure Children's Homes (LASCH), Secure Training Centres (STC) and Young Offender Institutions (YOI).
YOI	Her Majesty's Young Offenders Institution (or HMYOI) is a type of <u>prison</u> intended for offenders aged between 18 and 20 years old.
YRO	A Youth Rehabilitation Order (YRO) is a Community Order imposed by the Court and is given to young people under 18 years old for having committed a criminal offence.

## Appendix 2 – Halton Borough Council links

- Halton Borough Council Levels of Need and SEND offer

<http://haltonchildrenstrust.co.uk/halton-levels-of-need/>

- Safeguarding procedures in Halton

<https://hcypsp.haltonsafeguarding.co.uk/children-and-young-people/>

## Appendix 3: Warrington Borough Council links

Early help brochure



early\_help\_brochure.pdf

Threshold of need guide



Threshold-of-need-guide-high-res.pdf

## Appendix 4: Cheshire West and Chester links

- Continuum of Need model



CoN 221111.doc

- TAF Process



TAF Step Up Flow Chart.doc



TAF Step Down Flow Chart.doc

- Guide to Young Person's Eligibility Status



Guide to a Young Persons Eligibility Stat

## Appendix 5 – Cheshire East Council links

- Cheshire East Levels of need and thresholds



Cheshire East - Levels of need and th

- Cheshire East online procedures

[http://www.proceduresonline.com/pancheshire/cheshire\\_east/index.html](http://www.proceduresonline.com/pancheshire/cheshire_east/index.html)

- Step Up to Children's Social Care / Step Down to Early Help

<http://www.cheshireeastlscb.org.uk/pdf/step-up-step-down-policy-march-2016.pdf>

- Multi-agency Practice standards

<http://www.cheshireeastlscb.org.uk/pdf/multi-agency-practice-standards-april-2016.pdf>

- Guide to Young Person's Eligibility Status



Guide to a Young  
Persons Eligibility Stat

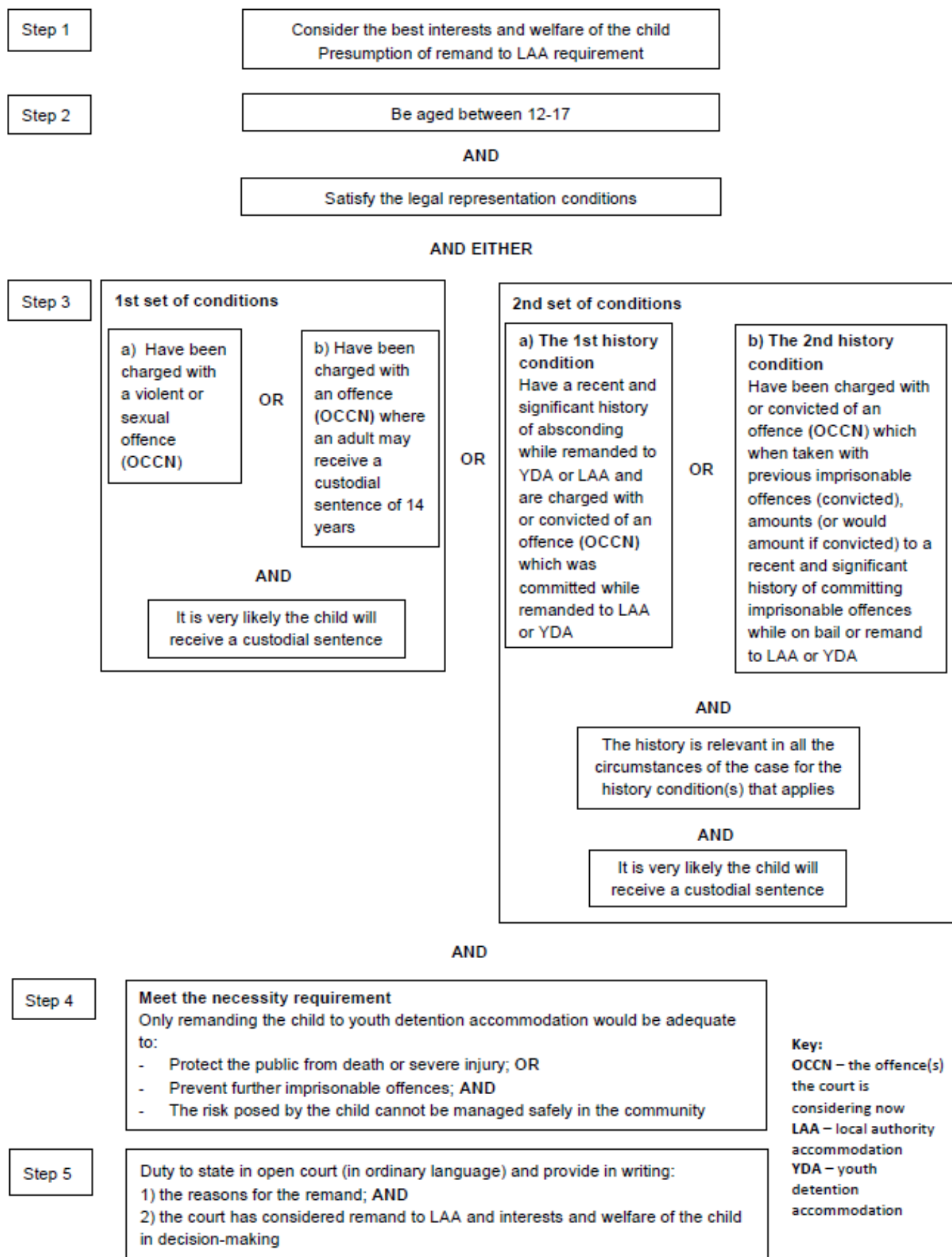


## **Appendix 6: Youth Justice Service links**

- LASPO Remand Criteria flowchart



**ANNEX A - For a child to be eligible for a remand to youth detention accommodation (domestic cases)**



- LASPOA guidance



laspo-yot-staff.ppt

- Flowcharts to support LASPOA guidance -



Responsibilities of  
Children's services to

- Responsibilities of LASPO Act



Responsibilities of  
LASPO ACT.doc