

Hillingdon YJS Out of Court Disposal Policy

1. Introduction

1.1 The purpose of this policy is to provide a framework to respond to children who are referred to Hillingdon Youth Justice Service (YJS) for consideration for an Out of Court Disposal. This Policy is to be read in conjunction with **Hillingdon OoCD Process 2021**, the **Police Youth Justice Handbook**, the **OoCD Assessment Process Flow Chart**, the **Community Resolutions Process**, the **Restorative Justice Policy**, the **OoCD Scrutiny Panel Terms of Reference**, the **Hillingdon YJS Compliance Policy** and the **YJS Vision Statement**.

1.2 In consultation with key partners, including Police, Health, Education and Children Social Care this Policy is underpinned by a child-first paradigm to responding to children who have offended. It is also informed by research into the benefits of taking a diversionary approach where possible for children who offend. It is also situated within a Service which is committed to trauma informed practice and a contextual safeguarding approach.

1.3 Hillingdon YJS recognises disproportionality and overrepresentation which occurs within the criminal justice system and is committed to taking steps to robustly review equality of outcomes for children. This occurs through many mechanisms including:

- Childs Voice and Service User feedback
- An Out of Court Disposal Scrutiny Panel
- Monthly data performance meeting where data is analysed and integrated
- Auditing processes
- Supervision
- A service wide Disproportionality Action Plan
- A staff-led group, focused on the Service's ongoing response to disproportionality

Ensuring the YJS effectively responds to the diverse needs of children, parent/carers, families, and the community is a thread that runs through all aspects of service delivery.

1.4 All YJS management and staff should be familiar with this policy and ensure that it is effectively implemented. This policy forms part of the mandatory induction for all staff.

1.5 The Out of Court Policy will be reviewed annually, and staff informed of any changes where appropriate.

2. Disposal Options

2.1 After a child is referred to Hillingdon YJS for consideration for an Out of Court disposal the key local outcomes are:

- Triage
- Youth Caution (YC)
- Youth Conditional Caution (YCC)
- Community Resolution
- Outcome 22

NB For further details of each disposal please see Police Youth Justice Handbook pages 17-19.

- 2.2 In Hillingdon, the duration of intervention of a Triage is four weeks. This has been designed to offer targeted supported to the assessed needs of children with appropriate dosage and proportionality of response. In order to be eligible for a Triage disposal, children are required to admit the offence they have committed and demonstrate appropriate remorse for their actions. Despite this, the process does have flexibility through agreed discretion within the Decision Meeting panel should complexity dictate. The duration of Youth Cautions and Youth Conditional Cautions is three months. The Police Gravity Matrix plays a key role in the determination of these outcomes.
- 2.3 In August 2021, the Metropolitan Police began issuing Community Resolutions in Hillingdon for low level offences that may have previously been referred to the YJS for consideration of local Out of Court Disposal processes. For details as to how Hillingdon YJS responded to this, please see *Community Resolutions Process (Appendix One)*.
- 2.4 Outcome 22 was introduced from 1st April 2019, this was following recommendations put out in the Lammy Report. Outcome 22 is a Home Office code to be used by Police Officers when diversionary activity has led them to taking NFA in a case. The Police will defer prosecution until the child has been given the opportunity to engage with interventions
- 2.5 Should children not engage with Out of Court assessment processes; the case may be referred back to the OIC via YJS Police. This should only occur after barriers to engagement have been thoroughly explored in line with the *Hillingdon YJS Compliance Policy*.

3. Assessment process

- 3.1 In order to support the swift administration of justice and provide intervention to children at the earliest opportunity, the timescale to carry out an OoCD assessment is 10 working days from allocation.
- 3.2 All initial assessments are conducted using the OoCD Assessment Tool (*Appendix Two*). Should a YCC be required, a second Youth Caution issued, or the child be assessed as High/Very High Risk of Harm or Safety and Wellbeing (SWB) an ASSET Plus will be completed within 10 working days of the Decision Meeting.
- 3.3 If the child is assessed as High/Very High Risk of Harm or SWB a referral to the YJS High Risk Panel will occur at the next available panel.
- 3.4 All Out of Court assessments will be Quality Assured (QA'd) by the case managers line

manager prior to the Out of Court Decision Meeting. Decision Meetings will occur 12 days from allocation.

- 3.5 All children will be given the opportunity to engage in a Speech, Language and Communication assessment prior to Decision Meeting.

- 3.6 If they were not assessed initially at the Police Station upon arrest, all children will have the opportunity to receive a Liaison and Diversion Screening within the assessment process so their health needs can be assessed.
- 3.7 All children with an identified victim will receive a restorative justice assessment within the assessment process. The views and impact of offending upon victims, is a central component of OoCD processes and opportunities to repair the harm of offending is a cornerstone of Out of Court intervention.
- 3.8 All children and parents/carers complete self-assessments within the assessment process so that their views can thoroughly inform the Decision Meeting and subsequent intervention.
- 3.9 For wider details of the assessment process please see *OoCD Assessment Flow Chart (Appendix Three)*.

4. Out of Court Decision Meeting Panel

- 4.1 All Out of Court Disposals are agreed via a Decision Meeting involving key partners.
- 4.2 The configuration of the of the panel is:
- A YJS Police Officer or Sergeant
 - The allocated case manager
 - A member of the YJS management team (*in the first instance, the case managers line manager*)
 - The allocated Children's Social Care Social Worker (*for all open cases*)
 - A Senior Programme Co-ordinator from Adolescent Development Services
 - The YJS Restorative Justice Co-ordinator
 - A Network Crime Practitioner from the Axis Service
- 4.3 A Decision Meeting Form should be completed as part of recording of the outcome, therefore should be completed during the meeting to record views of partners to capture joint decision making
- 4.4 Should a consensus not be agreed in the Decision Meeting, an escalation process is initiated. This is initially between the YJS Operational Manager Lead for OoCD's and the local Metropolitan Police Sergeant. If an outcome can still not be agreed, this is escalated to the YJS Head of Service and Police Inspector. For further details see *OoCD Escalation Process (Appendix Five)*.

5. Intervention

- 5.1 Within restorative justice frameworks, all children are required to complete community reparation as part of their OoCD disposals. Restorative justice conferences, shuttle mediation, the opportunity to receive a Letter of Apology and a range of other services are available to victims should children agree to engage in voluntary processes. For further details please see the YJS' *Restorative Justice Policy*.
- 5.2 In instances where direct Restorative Justice is agreed, the length of intervention and support can be extended to allow restorative processes to occur.

- 5.3 Agreed interventions are to be targeted to the relevant offences in addition to assessed risks identified through the assessment process. Appropriate focus should also be given to the views of children and parent/carers, a strength-based approach, the Good Lives Model, and interventions that will support long term desistance.
- 5.4 Exit planning will be considered in all cases, with referrals to Adolescent Development Services, Stronger Families, Brilliant Parents, Mobile and Detached Youth Work, Mentoring and ongoing community-based support evidenced with the Decision Meeting.

6. Monitoring and Evaluation

- 6.1 Each quarter, an Out of Court Scrutiny Panel is co-ordinated. The purpose of this panel is to provide independent scrutiny of OoCD processes, commensurate quality of intervention and alignment with agreed policy.
- 6.2 Membership of the Out of Court Scrutiny Panel includes:
- Volunteer Chair representing local community
 - Local Metropolitan Police Inspector
 - Local Metropolitan Police Sergeant
 - Youth Magistrate
 - Service Manager level representative from Victim Support
 - Youth Justice representative at Operational Manager level or above
 - Hillingdon Stronger Families management representative
 - Current or former Service User where possible
- 6.3 For full details of Out of Court Scrutiny Panel process please see Terms of Reference (*Appendix Six*).
- 6.4 In addition to the Out of Court Scrutiny Panel, monitoring of OoCD cases occurs through:
- Monthly supervision between the relevant case manager and line manager
 - An OoCD Assessment Quality Assurance Tool (*Appendix Seven*)
 - An OoCD Case File Audit Tool (*Appendix Eight*)
 - Midway Review Meetings for all Youth Cautions and Youth Conditional Cautions to monitor progress involving children, parents/carers, case manager and Police

NB All monitoring and evaluation processes aim to capture the views of children and parents/carers to inform and improve Service delivery.

7. Preventative underpinning

- 7.1 As part of the commitment of Hillingdon YJS and partners to the effective diversion of children from the criminal justice system, Out of Court process have been aligned to the Axis Service, Mobile and Detached Youth Work Team and the newly created Stronger Families Service which is part of the Early Help offer in Hillingdon.
- 7.2 Axis representation on Decision Meetings is a key aspect of the YJS' response to contextual safeguarding. Within OoCD processes, it may be agreed that the Axis

Service engage with children following the conclusion of Triage intervention due to the time-restricted nature of this outcome. Siblings and peers who are identified through Out of Court Decision Meetings may also be allocated to the Axis Service subject to wider intelligence/concerns. Identification and triangulation of key themes identified within case discussions is an ongoing aspect of Axis' membership within the Panel. Where relevant this may involve referrals to the Hillingdon's Mobile and Detached Youth Work Team to intervene in a particular area, cohort of children or individual child.

- 7.3 Hillingdon launched its Early Help Strategy in August 2021. The strategy underpins Hillingdon's commitment to supporting families and providing early intervention and support. Through a single front door model, children and families access a wide range of locality-based services delivered by a Stronger Families Service. Hillingdon Out of Court processes are aligned with this strategy as part of preventing escalation within criminal justice or Children Service pathways. When colleagues are considering a referral for the Stronger Families Service key assessment documents will be shared with this Service in order to provide ongoing key work support to relevant children and families. Should this occur, permission must be gained from children and parents/carers before information is shared.

8. Document signatories



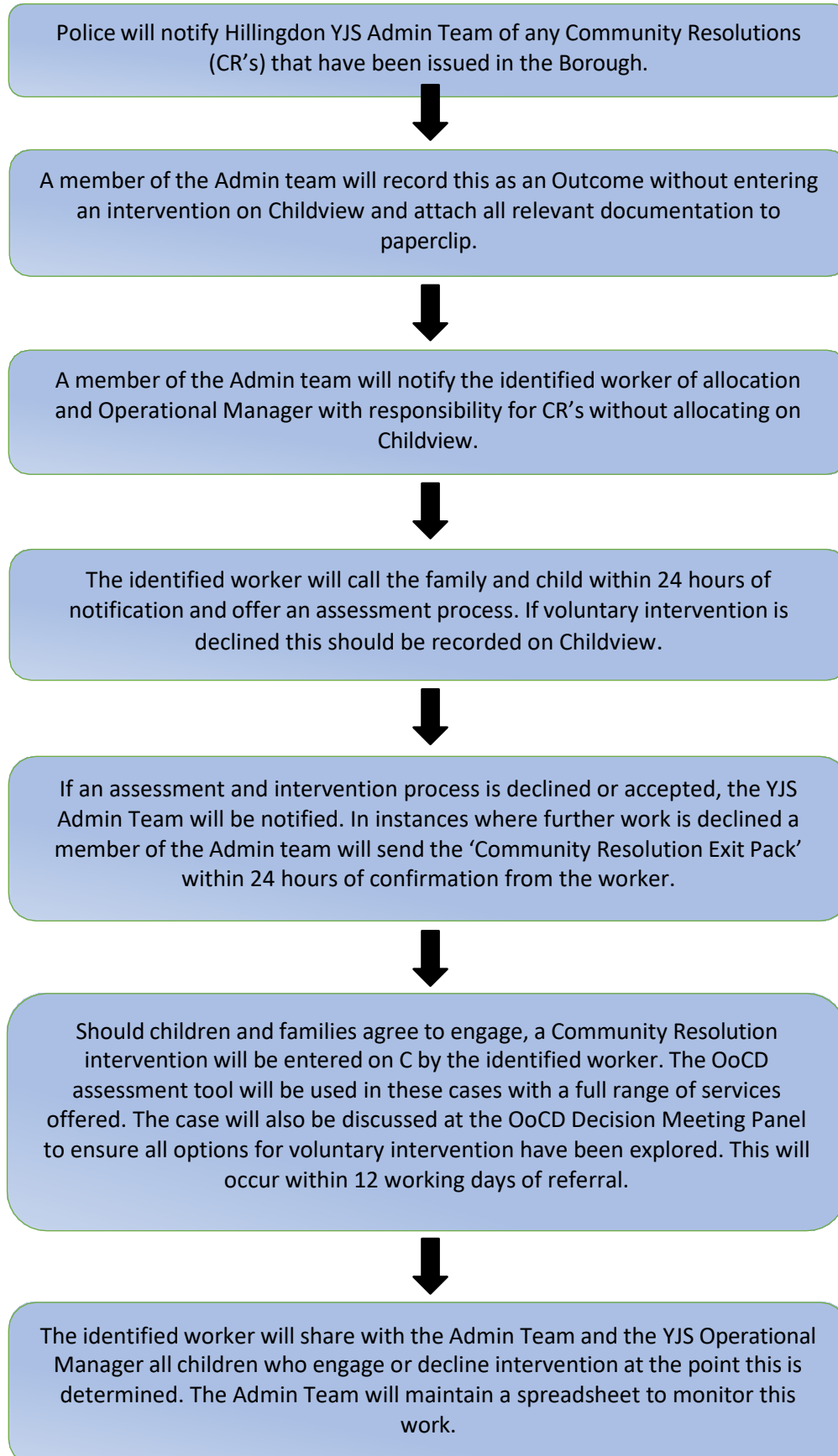
Kat Wyatt
Head of Service
Hillingdon Youth Justice, Axis and Adolescent Development Services



Andy Thrower
Detective Chief Inspector
Metropolitan Police

APPENDIX ONE

Community Resolutions Process



APPENDIX TWO

Hillingdon YJS Out of Court Disposals Assessment Tool

PERSONAL DETAILS		
Name		DOB:
ChildView ref:		ICS/EHM ref:
Ethnicity		
Previous disposals		
Offence		Date of offence:
Attended assessment with		
Is an interpreter required?		Language:
Contact number/s and emails		
Diversity considerations <i>Outline diversity considerations and explain what this means for the child's identity. How does the child perceive themselves, where or with whom does the child feel they belong?</i>		
SERVICE INVOLVEMENT:		
Social care status (CLA, CiN, CP etc) Current or historic		
SW details:		
AXIS involvement? <i>(Please explain nature of referral to AXIS)</i>		
AXIS Worker Details		
PERSONAL, SOCIAL, ENVIRONMENTAL CIRCUMSTANCES:		
Living arrangements <i>Detail who the child lives with and any strengths or concerns about their living arrangements, for example stability of accommodation, location, absconding.</i>		
Parent/carers <i>Detail who is providing care for the child and outline the positive and negative aspects of their parenting. For example, attachment, communication, or any factors affecting their ability to parent effectively. How is this having an impact on the child's thinking and behaviour</i> <i>Detail presenting behaviours, if concerns are raised regarding a child's</i>		

<i>basic needs not being met; domestic violence, abuse towards the child</i>	
Lifestyle <i>Consider how the child spends their time, what are the areas of interest, what activities are they involved in, who they associate with and key characteristics of their thinking and behaviour. Please outline areas of interest</i>	
EDUCATION:	
Name of ETE provision <i>If NEET please inform Education Officers.</i>	Are school aware of offence?
Outline of Provision and Child's Needs <i>Detail child's attendance / participation issues, attainment levels, aspirations for the future. Has the child had any school exclusions? Is the child identified as a having a SEN. Does the child have an EHCP?</i>	
SUBSTANCE MISUSE:	
Does the child use substances? <i>Is there evidence of substance misuse, currently or previously? Refer to the child and parent/carer self-assessment.</i>	
HEALTH:	
Please outline any physical health conditions. <i>Does the child have access to universal services (GP, dentist, optician?)</i>	
Please outline any social, emotional, and mental health concerns <i>Has the child been diagnosed with any conditions? Are there any current or previous involvement with CAMHS/other services? Please outline findings of L&D screening. Does the child require a Speech and Language assessment? Are there any current or previous concerns regarding self-harm?</i>	
ADVERSE CHILDHOOD EXPERIENCES:	
Adverse Childhood Experiences-ACEs 0-18 years	Please explain if the child meets the following ACE's <i>Consider this info in your referrals and planning (Each individual ACE is counted as 1)</i>

1. Sexual abuse by someone 5 years older than individual	
2. Emotional abuse by parent/caregiver	
3. Physical abuse by parent /caregiver	
4. Emotional neglect by parent/caregiver	
5. Physical neglect by parent/caregiver	
6. Loss abandonment of or by parent(death/separation)	
7. Witnesses abuse in household	
8. Drugs/Alcohol in household	
9. Mental illness in household	
10. Parent/caregiver incarcerated	
	Total:

OFFENCE DETAILS

<p>Offence Analysis</p> <p><i>What is the child's view of the offence and does this differ to the MG3?</i></p> <p><i>Describe the child's feelings/intentions around the time of the offence, did they make a conscious decision/choice?</i></p> <p><i>What does the child think about the offence now? Does the child feel remorseful?</i></p> <p><i>What are the parents/carer's views?</i></p> <p><i>Does the child understand the impact on the victim?</i></p>	
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VICTIM CONSIDERATION

<p>Victim safety considerations</p> <p><i>Is the victim known to the child? Is there anything that needs to be done to ensure the safety of the victim, is the child at risk of reprisal?</i></p>	
<p>Victim contact</p> <p>Has the victim indicated that they would like to engage in RJ?</p> <p>Has the child indicated whether they would like to engage in RJ?</p>	

SAFEGUARDING:

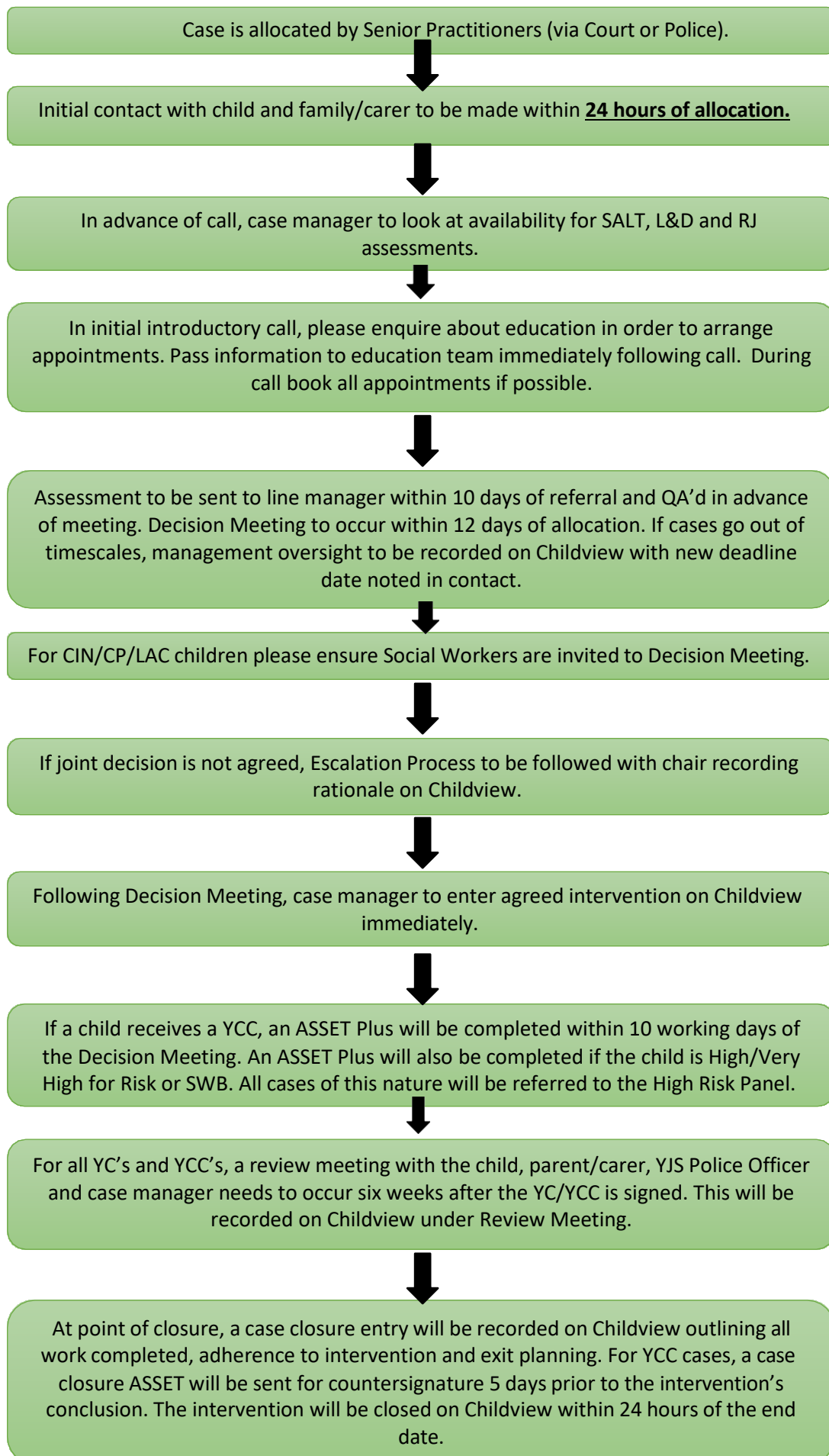
Are there concerns regarding known/suspected CSE/CCE? <i>If so, how is this being addressed? What referrals have been made? (e.g., Rescue and Response, NRM, AXIS)</i>		
Could the child harm themselves? <i>E.g., self-harm/risk taking etc. Explain</i>		
Could the child be harmed by someone else? <i>E.g., Neglect, emotional abuse, physical abuse, psychological abuse etc? Explain</i>		
RISK:		
Does the child exhibit any concerning behaviours? <i>Consider online social media behaviour, any sexually harmful behaviours etc.</i>		
Known/Potential links to Gangs? <i>Please explain if links to any areas, or particular individuals, has this information been shared with AXIS?</i>		
Could the child harm someone else? Look at current offence, lifestyle and intel. <i>Is there evidence to suggest the child may behave in ways which may harm/hurt people in the near future or at certain times/events?</i>		
PROMOTING DESISTANCE:		
How can we stop the child getting into more trouble?	Child's view:	Parents/carers view:
Desistance factors:	For:	Against:
Professional views:		
Identify any known/possible barriers to engagement <i>How will you overcome these barriers?</i>		
OUTCOME:		
Disposal Recommendation		
Disposal rationale		

<p><i>Explain why you feel the recommended disposal should be given. Please include an outline of the interventions you are proposing.</i></p>	
<p>Disposal agreed:</p>	

CASE MANAGEMENT INFORMATION:	
Offence date	
Referred in date	
Case allocated date	
Screening appt. date	
Completed by date: (5 working days)	
Decision Meeting date:	

APPENDIX THREE

OoCD Assessment Process Flowchart



APPENDIX FOUR



Out of Court Disposal Joint Decision Outcome Record

Names of those present Organisation Date

Name of Young Person -

Has a home visit been completed: Yes/No

Information sources: Education/Health/Social Care Other (pls state)_____

•

Offence summary:

Risk of re-offending concerns:

•

Risk of harm concerns:

•

Safety and Wellbeing concerns:

•

Wider family detail eg siblings:

•

•

Parenting detail:

**Restorative Justice:
(level of remorse/victim)**

•

Victim conference suitable: Yes/No

What will the direct victim reparation be? LOA Conference Other (detail below)

Outcome decision -

**Interventions and outcomes agreed:
(SMART)**

**What needs to be done By whom How will we know it's
worked?**

What needs to be done	By whom	How will we know it's worked?

APPENDIX FIVE

OOCD ESCALATION PROCESS

STEP 1:

If panel chair and Police representative cannot reach consensus, step two would be initiated within 24 hours. Record of action is recorded by panel chair on Childview



STEP 2:

Senior with lead for OoCD and Police Sergeant review within 28 hours. If consensus cannot be reached, step three is initiated within 24 hours. Record of action is recorded by panel chair on Childview



STEP 3:

Police Inspector and YJS HOS review within 48 hours of notification. Final decision must be agreed with rationale recorded by HOS on Childview. YJS Case Manager to notify child and family of outcome

APPENDIX SIX



Hillingdon Youth Justice Service Out of Court Disposal Scrutiny Panel Terms of Reference

1. Introduction

The Youth Justice Board for England and Wales highlights the importance of the monitoring and evaluation of Out of Court Disposals in strengthening the confidence of the public and criminal justice stakeholders in the Out of court Disposal system. A local independent Scrutiny Panel will conduct reviews on a selection of cases concluded by way of an Out of Court Disposal (OCD) delivered by Hillingdon Youth Justice Service.

2. Purpose

The purpose of the panel is to consider the appropriateness of the referral, outcome and increase transparency and public confidence. The panel is not a forum to retrospectively appeal, alter or amend decisions or outcomes resolved by means of an OCD by Hillingdon Youth Justice Service. Following the review of each individual case the panel will determine if the delivery of services was appropriate based on the information and evidence available to Hillingdon Youth Justice Service at the time.

When reviewing a case, the panel will discuss and agree a decision based on the following four options:

- Appropriate and consistent with guidelines and policy
- Appropriate but with observations
- Inappropriate and not consistent with guidelines and policy
- Panel fails to agree a decision

Feedback on cases should be constructive promoting best practice and areas for service development. Where appropriate the panel may wish to provide feedback at an organisational level or through the Hillingdon Youth Justice Service Management Board.

3. Membership and Frequency

Meetings will be held quarterly. Case material provided will be completely anonymised and the panel discussions remain confidential. All parties involved in the scrutiny panel will be required to ensure that all information discussed and shared remains confidential.

Core membership of the panel will include:

- Police representative at Inspector Level or above
- Youth Magistrate

- Youth Justice Service representative at Operational Manager or above and may be the Operational Manager responsible for OoCD.
- Community Volunteer
- Service User either current or previous
- Hillingdon Early Intervention Services Representative
- Victim Service Representative

The role of the Chairperson is to assist in the selection of cases, ensure each person has the opportunity to provide feedback and be part of the discussion. The chair will be appointed for a 12-month period by the group but must not be the YOS representative.

Where vacancies arise or where the nominated representative from an organisation is unable to attend it is the responsibility of the organisation to identify a replacement.

4. Findings and feedback

Where feedback is identified for an organisation it will be the responsibility of the relevant organisations panel member to ensure this is communicated via written or verbal methods. If the panel identify an action or information that may constitute misconduct the Chairperson is responsible for raising the matter directly with the relevant organisation.

5. Case Sample

Cases will be selected randomly from the preceding quarter by the Chairperson or young person representative at least 2 weeks prior to the panel. The selection will be made from a long list of cases that have been dealt with during the preceding quarter and represent 10% of the overall cases. The selection will endeavour to include at least one of the following disposals: Triage, Youth Caution and Youth Conditional Caution. The panel will be provided with supplementary data informing the panel of the number of cases during the period and associated outcomes for contextualisation.

*One panel a year will focus solely on a Youth Conditional Caution case due to the length of assessment attached to this outcome.

*Where the outcome is a Youth Caution only cases that have used the Hillingdon OoCD assessment tool will be considered.

6. The panel meeting

All documents provided to the panel will have all confidential information removed including name, dob, gender and ethnicity. The panel will be provided with the following papers for each case:

- MG3
- Assessment
- Decision sheet
- Intervention contacts
- Completed intervention worksheets
- Completed Letters of Apology

The panel will endeavour to agree the outcome of the scrutiny however where there is disagreement a majority decision should be sought.

Findings of the panel should be recorded on the panel template provided below. It is the responsibility of each organisation to feedback any learning and or good practice.



Scrutiny Panel recording sheet

Panel Members Name	Organisation	Signature

Case Details

Careworks ID	
Offence type	
Disposal Outcome	

Discussion comments

	Yes	No	N/A	Not clear	Comments
Evidential Standard - <i>has this been met?</i>					
Admission- <i>is this explicit?</i>					
Interview location- <i>Caution + 3 Custody Suite</i>					
Assessment - <i>Does this give sufficient information to inform decision?</i>					
Decision- <i>Is there evidence of joint decision?</i>					
Disposal - <i>Is the disposal proportionate?</i>					
Interventions - <i>Do the interventions address the assessed concerns?</i>					

Sign Posting - <i>Where appropriate was sign posting/referrals to other agencies undertaken?</i>					
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Conclusion

Appropriate and consistent with guidelines/policy	
Appropriate but with observations	
Inappropriate and inconsistent with guidelines/policy	
Panel fails to agree on appropriateness of decision	

Feedback form to completed by Chairperson. Print Name

Youth Justice Service

OoCD ASSESSMENT QUALITY ASSURANCE CHECKLIST

<p>Name of child:</p> <p>D.O.B: Age:</p> <p>Gender: Ethnicity:</p> <p>Offence/s</p>	<p>OoCD Assessment Completed by:</p> <p>Date:</p> <p>QA completed by:</p> <p>Date:</p> <p>Was the OoCD assessment available two days before the Decision Meeting: Yes No</p>
	<p>Ratings:</p> <p>LoR:</p> <p>ROSH:</p> <p>S & W:</p>

1. Sources of Information		
	Yes	No
Has a Liaison & Diversion Screening been completed to inform assessment?		
Has a SLCN assessment taken place to inform assessment?		
Was a Home visit undertaken to inform the assessment?		
Has a Restorative Justice Assessment taken place?		
Have all appropriate sources of information from relevant partners informed the assessment (Childrens Social Care, Education, Health etc)		
If no what additions/changes need to be made?		
2. Offence Analysis		

Has the impact on the victim/community been assessed?		
Have patterns of offending/anti-social behaviour been analysed?		
Does the offence analysis unpack actions, intentions, motivations, consequences and patterns in an analytical way?		
If no, what improvements are required?		
3. Assessment of child and family		
Has the child's living arrangements and family and personal relationships been assessed and analysed?		
Is all relevant information regarding ETE recorded (including attitude, attendance, behaviour, engagement etc?)		
Has sufficient attention been paid to the child's context (including neighbourhood, friendship groups etc)?		
Have any concerns regarding substance misuse assessed?		
Has relevant information about the child's physical, mental, and emotional health been recorded?		
Has the child's perception of themselves and others been analysed?		
Has the child's thinking, behaviour and current level of maturity been assessed?		
Has the child's attitude to offending and motivation to change been analysed?		
Has the child's diversity and how they see themselves been reflected throughout the assessment?		
Have factors for and against desistance been analysed?		
If no, what improvements are required?		
4. Risk, SWB and Planning		
Has the Safety and Wellbeing of the child been sufficiently analysed?		
Have issues related to Risk of Serious Harm to others been analytically assessed?		
Do either ROSH or SWB judgements require an ASSET Plus (For all High or Very High, Risk assessments)		
Do either ROSH or SWB judgements require a referral to the RMP?		

Has a strength-based approach and positive factors been reflected in the plan?		
Has the Intervention Plan been drawn up with SMART targets?		
If no, what improvements are required?		
5. Overall Quality		
Has the assessment tool been completed to an acceptable standard?		
If no to either of the above what improvements need to be made and in what timescale?		

Additional Notes:

APPENDIX EIGHT



CASEFILE AUDIT TOOL FOR OUT OF COURT DISPOSALS

<p>Name:</p> <p>Childview ID:</p> <p>Is the Case Open to Children’s Services: Yes/No</p> <p>Type of OoCD: Triage/Youth Caution/Youth Conditional Caution</p> <p>Referral Number:</p> <p>Programme Start Date:</p> <p>Index Offence:</p>	<p>YJS Case Manager:</p> <p>YJS Line Manager:</p> <p>Audit stage:</p> <p>Date of Audit:</p> <p>Audit completed by:</p> <p>Role:</p> <p>Date:</p>
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OoCD Assessment:	Yes	No	n/a
Was an assessment undertaken within 10 working days of referral and QA’d by the relevant line manager? Evidence:			
Which Assessment Tool was used?: Hillingdon OoCD Assessment Tool / AssetPlus Referral in OoCD / AssetPlus Review Stage			
Was contact made with the child/family within 24 working hours of the case being allocated? Evidence:			
Was a home visit completed as part of the assessment? Evidence:			
If the child was not compliant with the assessment, was a timely decision to continue/discontinue recorded? Evidence:			
Was the Decision Meeting held within 12 working days of referral? Evidence:			
Does the decision sheet clearly set out the agreed interventions in a SMART format? Evidence:			
Has an L&D assessment taken place?			

Are relevant aspects of L&D assessment reflected in assessment and intervention? Evidence:			
Has a SALT assessment taken place?			
Are identified SALT needs reflected in assessment and intervention? Evidence:			
QA Comments:			
Do the planned interventions link to the assessed needs/risk? Evidence:			
QA Comments:			
Does the decision sheet clearly outline Restorative Justice where there is an identified victim (including needs & wishes of victims)? Evidence:			
QA Comments:			
		Sufficient	Insufficient
What was the overall quality of the assessment?			
QA Comments (Is there sufficient analysis of offending behaviour, including child's acknowledgement of responsibility, attitudes towards and motivations for offending? Does the assessment analyse risks to the young and how to keep others safe?):			
	Yes	No	n/a
Does the assessment analyse key barriers and protective factors in the child's context? Evidence:			
QA Comments (Sufficient attention given to child's maturity, ability and motivation to change?):			
Do either ROSH or S&W judgements require a referral to the RMP? Evidence:			
Has a referral been made to the HRP? Evidence:			
Has an ASSET Plus been completed and countersigned within 10 working days of the Decision Meeting?			
	Sufficient	Insufficient	n/a or other
If there are extra familial concerns, have these been stated and are there plans in place to manage any associated risks? Evidence:			

QA comments:			
	Yes	No	n/a
Does the assessment draw sufficiently upon available sources of information from other agencies or other assessments to analyse how to keep the child safe and protect others from harm? Evidence:			
QA Comments (What additional sources of information were accessed, or agencies consulted? How did this impact upon the assessment?):			
Is the child and parents/carers meaningfully involved in the assessment? Evidence:			
QA Comments (Are the views of the child taken into account? Are the views of the parents meaningfully taken into account? Did the assessment engage the child and parents as far as reasonably possible?):			
General comments on the quality of this assessment: (Does it sufficiently analyse desistance needs of the child, risks to the child and any risks to others?)			
OoCD Planning	Yes	No	n/a
Does OoCD planning for this child:			
Set out services most likely to support desistance? Evidence:			
Take sufficient account of diversity & wider familial/social context of the child? Evidence:			
Take sufficient account of the child's strengths & protective factors & seek to develop these as necessary? Evidence:			
Take sufficient account of the child's maturity, ability & motivation to change & seek to develop these as necessary? Evidence:			
QA Comments: (How are the above areas successfully incorporated into planning desistance services for the child?)			
(3.2.1e) Does planning take into account opportunities for community integration - including access to mainstream services - following completion of OoCD work? Evidence:			
QA Comments: (How is this incorporated into OoCD planning?)			
Does OoCD planning:	Yes	No	n/a

Give sufficient attention to the needs and wishes of the victim? Evidence:			
Meaningfully involve the child – are their views taken into account? Evidence:			
Meaningfully involve the parents/carers – are their views taken into account? Evidence:			
QA Comments:			
OoCD Safety Planning	Yes	No	n/a
Does OoCD safety planning for the child:			
Sufficiently address risks to promote safety and well-being of the child? Evidence:			
Involve other agencies where appropriate and align with other agency plans (eg child protection or care plans)? Evidence:			
Identify necessary contingency arrangements for known risks? Evidence:			
QA Comments: (How does the plan address risk? How does the plan integrate with other agency plans? Are contingency arrangements clear and sufficient in proportion to identified risks?)			
Does OoCD safety planning for the safety of others:			
Promote the safety of others by sufficiently addressing identified risk or harm factors? Evidence:			
Address any specific concerns regarding actual or potential victims? Evidence:			
Include necessary contingency arrangements for identified risks? Evidence:			
Involve other agencies where appropriate? Evidence:			
QA Comments: (How does the plan address risk to others? How does the plan integrate with other agency plans? Are contingency arrangements clear and sufficient in proportion to identified risks?)			
OoCD Interventions:	Yes	No	n/a
Was the Caution/Conditional Caution delivered within 20 days of the date the referral was received? Evidence:			
Was the parent/carer present if the YP is under 16 years? Evidence:			
Was the parent/carer present if the YP was over 16 years? Evidence:			

Where the assessment identified behaviour, risks and needs have the interventions been delivered? Evidence:			
QA Comments: (Were all planning interventions delivered? If not, why not, and how were risks and needs otherwise met?)			
Is there evidence that the intervention plan is in line with other agency plans? Evidence:			
QA Comments:			
Was the child referred to universal or specialist services? Evidence:			
If yes, which? (Sorted, Link, AIMS mentoring, Stronger Families, CSC, Other etc)			
Is there evidence of child engaging with universal specialist services? Evidence:			
QA Comments: (Do you feel these services were the most likely to support desistance?)			
Are the intervention contacts in Childview set out using the format - Aim, Content, Outcome, Risk & Safeguarding? Evidence:			
Does the appointment schedule reflect the interventions outlined on the decision sheet? Evidence:			
Is response to non-compliance in line with YOS Compliance procedures? Evidence:			
When building the working relationship with the child and their parents:			
Was sufficient focus given to developing an effective working relationship with the child? Evidence:			
Was sufficient focus given to developing an effective working relationship with the parents/carers? Evidence:			
Was the response to non-compliance (if required) focused on encouraging or enabling the child to engage with planned YJS interventions? Evidence:			
QA Comments: (How was the working relationship developed with the child and parents? How was non-compliance overcome?)			
Has the outcome been clearly recorded in Childview? Evidence:			
Has the programme been clearly recorded in Childview? Evidence:			

Will the planned interventions promote opportunities for community integration? Evidence:			
QA Comments: (Did the intervention plan maximise opportunities for community integration, including accessing mainstream services?) Evidence:			
Do the planned interventions:			
Promote the safety and well-being of the child? Evidence:			
Give sufficient attention to the protection of actual and potential victims? Evidence:			
Promote co-ordinated, meaningful involvement of other agencies in keeping the child safe? Evidence:			
Have the ability to sufficiently manage and minimise the risk of harm to others? Evidence:			
QA Comments: (Does the interventions sufficiently take into account risk to child, victims and the public? Did they effectively utilise other agencies to manage risk and were the interventions proportionate to any risk identified?)			
OoCD Joint Working, Disposal & Case File Quality			
Regarding OoCD recommendations:			
Are the YJS recommendations for OoCD disposal outcomes, conditions and interventions appropriate and proportionate? Evidence:			
) Are the YJS recommendations informed by the degree of the child's understanding of the offence and their acknowledgment of responsibility? Evidence:			
Is sufficient attention given to the child or the child's understanding of the implications of receiving a YC & YCC disposal? Evidence:			
Is sufficient attention given to the parent/carer's understanding of the implications of receiving a YC & YCC disposal? Evidence:			
QA Comments:			
Is there a Decision Meeting Form on paperclip? Evidence:			
Is the rationale for joint disposal decisions appropriate and clearly recorded? Evidence:			
Is a positive contribution made by the YJS to determine the proposal? Evidence:			
Does the decision sheet clearly set out interventions in a SMART format? Evidence:			
QA Comments:			

Did the YJS work effectively with Police in implementing the OoCD?			
Did the YJS inform the police of progress and outcomes in a timely, sufficient manner? Evidence:			
Was sufficient attention given to compliance with and enforcement of conditions? Evidence:			
QA Comments: (Was joint work with Police effective on this case? Were updates on progress, compliance and enforcement shared effectively?)			
Was a closing contact completed under the heading "Case Closure Meeting?" Evidence:			
Does the closing contact outline work completed, engagement of the child and any referrals? Evidence:			
QA Comments:			
		Suffic ient	Insuffici ent
What is the overall quality of the case file? Evidence:			
Strengths and areas for improvement identified:			