

# PROCESSES DOCUMENT

RBKC Youth Offending Team

2020/2021

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## **Statement of purpose**

The purpose of this document is to provide a reference and guide of the services provided by the Youth Offending Team in RBKC at the time of writing, with the intention of updating this annually to ensure it remains relevant and useful to practitioners and managers referencing it. It is intended to be an accessible document with direction and guidance in one place, rather than having many different policies for so many areas relevant to our work, in the hope this will make it easier for practitioners and managers alike to find what they need.

This document also intends to set out the manner in which the Team conducts its work: not only the values which underpin our approach but to highlight that in placing the child at the centre of our decision making, viewing the child as a child and their offence as a behaviour at a point in time, can help those reading this document to understand some of the processes we have adopted.

As an example to illustrate this, we will never refer to our clients as “young offenders”. The child’s situation and motivation to offend can be complex but there is always a context to why a child may commit an offence. To provide such a label at a key stage in a child’s development can feel limiting and unhelpful. Many of our children and young people will have experienced adversity in earlier years and some will have experienced or witnessed traumatic events. We never forget this but we also remain ambitious for every child and know that all our children have promise and the ability to make amends. Many of those harmed by offending are also children and we promote restorative practices to help repair the harm caused and to give all children the opportunity to take responsibility and to restore their relationships.

Our role is to safeguard all children attending the YOT. It is also our role to support them to nurture their strengths so that they can translate their hopes for a better future into a reality, one which is away from the criminal justice system. We do not forget that every child attending this YOT has the potential to thrive, to achieve, to build meaningful and healthy relationships and to make purposeful contributions to their communities.

Ensuring that our children and families are given a service of the highest quality is inextricably linked with ensuring that the skilled workforce providing that service are supported to be able to develop their skills, confidence and knowledge, enabling them to make fair decisions and to feel safe in doing so. To this end, as well as the training programme offered by the local authority and the regular supervision which provides a space for reflection, the YOT takes an approach of sharing the responsibility for risk management. This approach encourages honesty, it welcomes difference, challenge and debate because with these conditions alive and well, we know we are more likely to reach the best outcomes and make balanced decisions in some difficult circumstances. We know our diversity is our greatest strength.

We hope that when reading this you will have a clear sense of what we see as our purpose in our work. We want all colleagues and partners working for this YOT to feel proud that they are part of a team which cares deeply about its children and their families. It is also an environment which encourages passion, creativity, openness, respect and kindness in all its endeavours. Our shared objectives are to keep our children safe and to help them move on towards positive futures.

This is how we do it.

Elaine Weldon, Service Manager for Youth offending and Prevention

## RBKC Values



In 2018 RBKC introduced new values and behaviours for all Council staff. The values were developed by staff themselves through focus groups and events.

They define how we do things here - they're set up to meet the needs of employees, the wider organisation, and our local communities.

Having a set of core values sets clear behavioural expectations for all of us. They offer a clear compass as to how we should act: towards the communities we serve, to the individuals and families we serve, and towards each other.

These values underpin everything we do and that includes induction, recruitment, performance, wellbeing initiatives, as well as learning and development.

### [Values and behaviours- Managers brief](#)

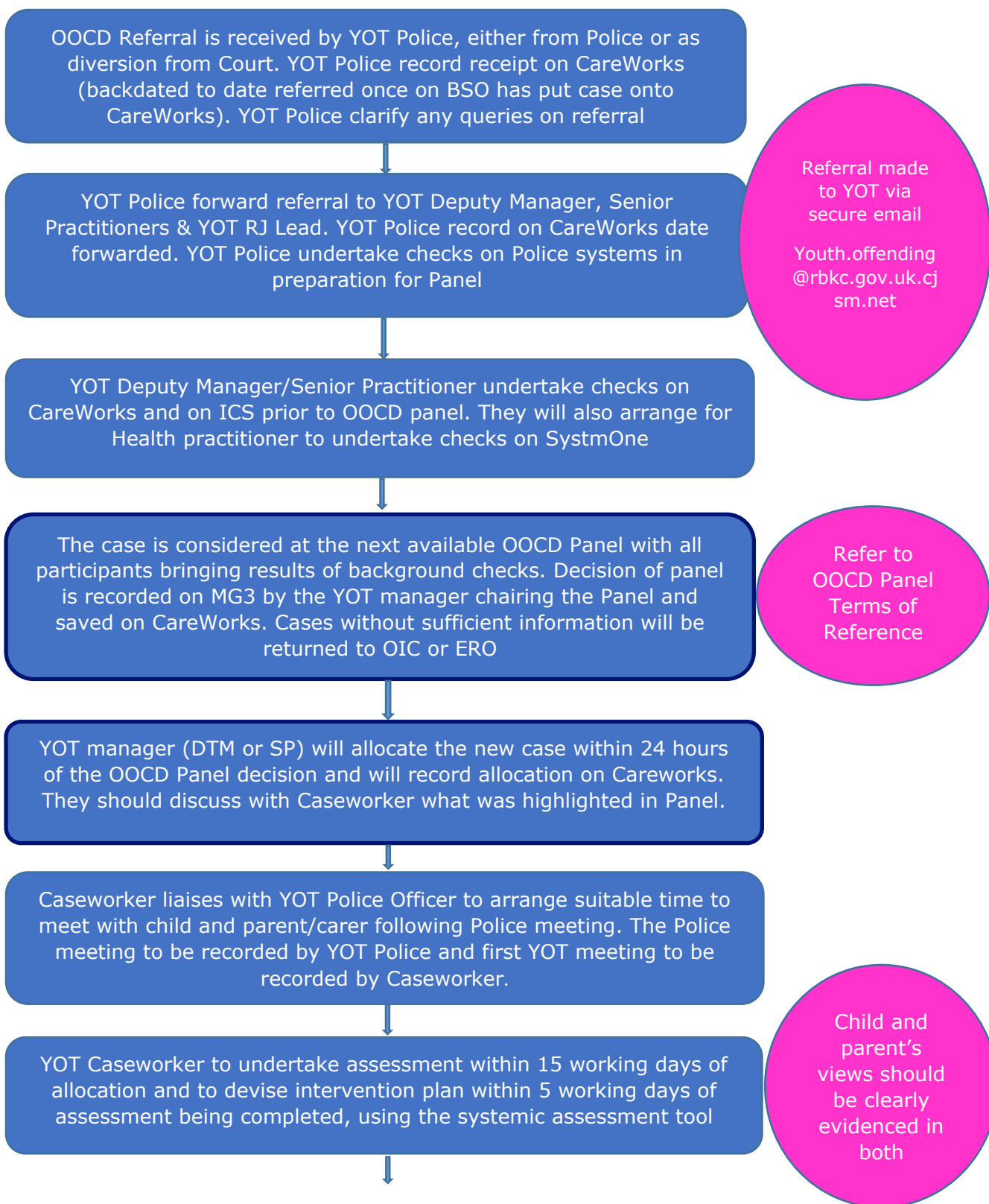
Bringing the new values and behaviours to life.

### [Values in Action - Managers' toolkit](#)

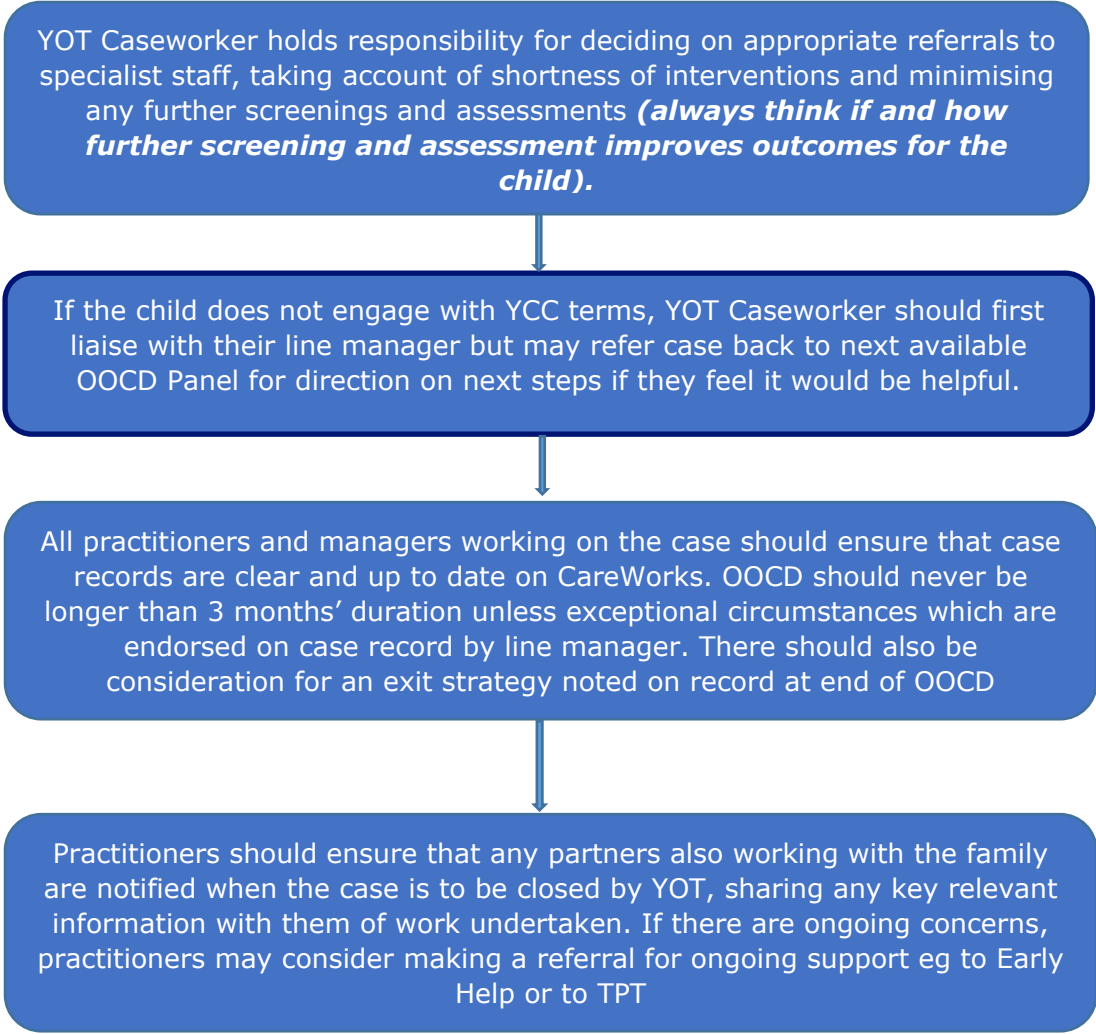
Ensuring you can effectively use the new values and behaviours in your performance appraisals.

## Out of court disposals

### *Out of court disposal processes flowchart*



YOT Caseworker holds responsibility for deciding on appropriate referrals to specialist staff, taking account of shortness of interventions and minimising any further screenings and assessments (***always think if and how further screening and assessment improves outcomes for the child***).



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graph TD; A[YOT Caseworker holds responsibility for deciding on appropriate referrals to specialist staff, taking account of shortness of interventions and minimising any further screenings and assessments (always think if and how further screening and assessment improves outcomes for the child).] --> B[If the child does not engage with YCC terms, YOT Caseworker should first liaise with their line manager but may refer case back to next available OOCB Panel for direction on next steps if they feel it would be helpful.]; B --> C[All practitioners and managers working on the case should ensure that case records are clear and up to date on CareWorks. OOCB should never be longer than 3 months' duration unless exceptional circumstances which are endorsed on case record by line manager. There should also be consideration for an exit strategy noted on record at end of OOCB]; C --> D[Practitioners should ensure that any partners also working with the family are notified when the case is to be closed by YOT, sharing any key relevant information with them of work undertaken. If there are ongoing concerns, practitioners may consider making a referral for ongoing support eg to Early Help or to TPT];
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*In the event of the OOCB panel not agreeing on the outcome, the Deputy Manager/Senior Practitioner should discuss the case the Service Manager, who will be able to suggest recommendations and who may liaise with the Partnerships Inspector in order to reach final agreement on the outcome.*

## *Out of Court Disposal Panel - Terms of Reference*

### **1. Aims**

- a. To agree on most appropriate disposal for each child referred for an Out of Court disposal, based on admission, gravity of offence and previous offending history
- b. To review Youth Conditional Caution cases where attendance is of concern and to provide guidance to practitioners on whether matter should be returned to Officer in the case – to encourage consistency in decision making and consistency in enforcement
- c. To discuss and agree changes to processes for Out of Court disposal decision making
- d. The purpose is to develop consistency in decision making and to be transparent in the shared decisions between Police, YOT and Health.

### **2. Membership**

- a. YOT Deputy Team Manager (Chair of meeting)
- b. YOT Police officers
- c. Senior Practitioner
- d. Restorative Justice Lead

### **3. Referrals**

- a. New allocations will be referred in via YOT Police or via Court once agreed and evidenced by CPS and Police
- b. Reviews may be referred in by YOT Practitioners or their line managers

### **4. Criteria for eligibility for an Out of Court Disposal**

- a. Offence gravity of 3 or below on ACPO gravity matrix – the gravity of offence to be noted by the referring Police officer; cases where the investigating officer (or ERO) have not noted the gravity must be returned to the officer to provide this indication;
- b. Full admission by the child in Police interview;
- c. Police Officer in the case refers for OOCd decision and this is supported by Evidence Reviewing Officer;
- d. If diverted from Court, the OOCd form from Court to be signed by child, parent/carer and Crown Prosecutor;
- e. Must be a child (ie under 18 years of age) at time of referral and of YC or YCC being administered

### **5. Format of Panel meeting**

- a. The Out of Court Disposal Panel meeting will be held weekly, held at the Youth Offending Team office of 36c Oxford Gardens, W10 5UQ or via Microsoft Teams.

- b. The Panel will be chaired by the Deputy Manager, in the absence of the Deputy Manager, the Senior Practitioner will take the role as chair. Following any panel whereby the Deputy Manager was not present, the Senior Practitioner will inform the Deputy Manager of the cases and outcomes agreed.
- c. YOT Police will conduct Police checks prior to the Panel meeting, they will also clarify any queries regarding the referral prior to panel (examples might be the offence is of a higher gravity, the admission is not apparent on paperwork, the offence suggested appears to differ from the evidence on paperwork). It will be the YOT Police officer's responsibility to ensure that the OIC or ERO has provided a full explanation of their reason for referring, their view of the gravity of the offence and why referring a case which is not in line with ACPO guidelines, if that is applicable.
- d. YOT deputy manager/senior practitioner to conduct searches on KCICS and CareWorks to identify if child is known to YOT or Social Care. The purpose of these checks is to identify any other practitioners working with the child and to involve them in decision being made (where appropriate to do so) or to consider the level of engagement from child. The child's engagement may impact on the decision with regard to which outcome would be most appropriate.
- e. Deputy Manager to ask YOT Health worker to conduct check on SystmOne and Health databases to see if child is accessing support from CNWL Health Trust and to provide this information to the Panel beforehand.
- f. The Panel members bring information identified to the Panel meeting and share relevant information to assist in all reaching agreement on appropriate outcome.
- g. The outcomes available to the Panel are: YJLD / Youth Caution / Youth Conditional Caution / Community resolution / return to the Officer in the Case either for further clarification or to notify that not appropriate for an Out of Court disposal. Decisions are based on the child meeting the criteria set out in section 4, their age, their engagement with previous Out of court disposals and any information gleaned from the Police, Social Care, Health and YOT checks beforehand.
- h. The panel can note if there is specific work which should be explored with the child, with a particular focus on the option of Restorative work being undertaken.
- i. In situations where agreement is not reached at Panel, the Chair of the panel (Deputy Team manager) will have the authority to make the final decision or may escalate to the Service Manager for a final decision.

## **6. Follow on from Panel**

- a. Following the Panel, the YOT manager will endorse the Police MG3 document with the agreed and shared decision. This will be emailed to YOT Police, Restorative Justice Lead, YJLD Practitioner and Business Support officer requesting that a case be opened on the YOT database "CareWorks".
- b. The case will be allocated to a YOT Case Worker by the Senior Practitioner/ Deputy Manager via email with OOC panel members copied in.
- c. Upon allocation and in cases where an assessment is required, the Senior Practitioner will liaise with the Case Worker about the type of assessment required and will agree a timescale in which the assessment should be opened and in progress (within 5 days of allocation). Case Workers should complete assessments within 15 working days of allocation. A further 5 days will be offered for time to complete intervention plans. Managers of will be

responsible for countersigning assessments which should be done within 10 days of receiving a countersignature request.

- d. YOT Police Officers arrange first appointment with child and parent/carer, notifying the practitioner assigned to supervise the child's OOCd. YOT Police officers must record all relevant actions – how child contacted, appointment offered, whether appointment attended – on CareWorks.
- e. Minutes of the decisions of the panel are kept and stored on YOT Team Area under "OOCd Panel" folder.

## **7. Review of Youth Conditional Cautions**

In the event that a YOT Practitioner has struggled to engage with a child subject to a Youth Conditional Caution, they may choose to return the case to the OOCd panel to advise on whether the case meets the threshold to return to the Investigating Police officer to consider charge. The Practitioner can, in agreement with their line manager, make the decision to return the case to the Police for a decision to charge but this option is for those cases where they feel it is unclear and would seek guidance on what may be the most appropriate course of action. To do this, the YOT Practitioner will provide an email outlining the reason for referring back to the Panel, what the child has attended, what reasons they have given for not attending some of the requirements of the YCC and what the Practitioner believes the options may be in this case. This email should be with all OOCd panel members by 4pm on the Monday before the OOCd panel in order to give some time for Panel members to ask questions or undertake research before the Panel meet.

## **8. Evaluation**

The arrangements for this Panel will be reviewed every six months to consider if it is meeting its aims and purpose. There will also be a Scrutiny Panel arranged after the first six months to review the Panel decisions as well as review of the YOT's supervision of those children made subject to an OOCd.

## Court - Highbury Corner Youth Court

Kensington and Chelsea YOT cover Highbury Corner Youth Court on Mondays in partnership with colleagues from Hammersmith and Fulham and Westminster YOT. The current model for Court entails one practitioner from each of these three boroughs, a Court Lead from one of the Boroughs and a business support Court Officer attending Court on a rota basis. The rest of the week is covered by other YOTs as per the table below:

Mondays:	West London Boroughs – RBKC, LBHF, Westminster YOTs.
Tuesdays:	Islington YOT.
Wednesdays:	Camden YOT.
Thursdays:	Haringey YOT.
Fridays:	Enfield YOT.

Key contacts at Highbury Corner Magistrates / Youth Court.

- General email for enquiries [northlondonmc@justice.gov.uk](mailto:northlondonmc@justice.gov.uk)  
Tel: 0207 5063100
- Email to apply for summons (breaches of YRO, DTO Notice of Supervision and Referral Order return to Court): [Londonsummononly@justice.gov.uk](mailto:Londonsummononly@justice.gov.uk)
- Legal Team Manager: Thalia Lambri: [thalia.lambri@Justice.gov.uk](mailto:thalia.lambri@Justice.gov.uk)
- Lead Youth Legal Advisor: Sharron Hobbs: [sharron.hobbs@Justice.gov.uk](mailto:sharron.hobbs@Justice.gov.uk)
- Delivery Manager (helpful around obtaining lists etc): Theresa Williamson: [theresa.williamson@Justice.gov.uk](mailto:theresa.williamson@Justice.gov.uk)
- Operations Manager: Andrew Whaley [andrew.whaley@Justice.gov.uk](mailto:andrew.whaley@Justice.gov.uk)
- Police Liaison Officers: [PLOMailbox-.HighBuryCornerMags@met.police.uk](mailto:PLOMailbox-.HighBuryCornerMags@met.police.uk)  
Tel: 0207 5063176.
- Cells: 02075063153.
- Three Borough / West London YOT Office: 02077006947.
- Other YOT Office. 0207 6075581.

Local YOTs Court leads:

**Camden: (Wednesdays at Highbury)**

Bea Nigolian - Team Manager / Court Lead. 07956344149.

[Bea.Nigolian@camden.gov.uk](mailto:Bea.Nigolian@camden.gov.uk)

Alternative contact: Teri Digby – Advanced Practitioner. 0207 9741429.

[Teri.Digby@camden.gov.uk](mailto:Teri.Digby@camden.gov.uk)

**Enfield: (Fridays at Highbury)**

Raina Ruus – Senior Court Officer. 07960061893. [raina.ruus@enfield.cjsm.net](mailto:raina.ruus@enfield.cjsm.net)

Alternative contact: Esthi Raja. Partnership and Delivery Manager. 07976 111161.

[Esther.Raja@enfield.gov.uk](mailto:Esther.Raja@enfield.gov.uk)

**Hammersmith and Fulham:**

Geraldine Bolton – Deputy Service Manager / Court Lead. 07769223836.

[Geraldine.Bolton@lbhf.gov.uk](mailto:Geraldine.Bolton@lbhf.gov.uk)

Alternative contact (to be updated) - Tony Doherty – Deputy Service Manager.

07795 127337. [tony.doherty@lbhf.gov.uk](mailto:tony.doherty@lbhf.gov.uk)

**Haringey: (Thursdays at Highbury)**

Allan Drummond – Senior Practitioner 07973 718249.

[allan.drummond@haringey.gov.uk](mailto:allan.drummond@haringey.gov.uk)

Alternative contact – Sheri Jiwany – Burnett [sheri.jiwany-burnett@haringey.gov.uk](mailto:sheri.jiwany-burnett@haringey.gov.uk)

**Islington: (Tuesdays at Highbury)**

Shelly Holsgrove – Deputy Team Manager – 07803575549.

[Michele.Holsgrove@islington.gov.uk](mailto:Michele.Holsgrove@islington.gov.uk)

Alternative contact – Simon White – Team Manager 07506903374.

[Simon.White@islington.gov.uk](mailto:Simon.White@islington.gov.uk).

**Westminster:**

Gemma Eade – Senior Practitioner. 07971026395. [geade@westminster.gov.uk](mailto:geade@westminster.gov.uk)

Alternative contact – Philippa Bengé – Deputy Service Manager. 07971626155.

[pbenge@westminster.gov.uk](mailto:pbenge@westminster.gov.uk)

<b>YOUTH OFFENDING TEAMS</b>	<b>COURT</b>	<b>COURT DAY</b>
Barking and Dagenham	BARKINGSIDE YOUTH COURT	WEDNESDAY Court 5
Barnet	WILLESDEN YOUTH COURT	WEDNESDAY Court 10
Bexley	BEXLEY YOUTH COURT	FRIDAY Court 2
Brent	WILLESDEN YOUTH COURT	THURSDAY Court 10
Bromley	BROMLEY YOUTH COURT	TUESDAY Court 7
Camden	HIGHBURY CORNER YOUTH COURT	WEDNESDAY Court 11
Croydon	CROYDON YOUTH COURT	THURSDAY Court 1
Ealing	EALING YOUTH COURT	TUESDAY Court 4
Enfield	HIGHBURY CORNER YOUTH COURT	FRIDAY Court 11
Greenwich	BEXLEY YOUTH COURT	FRIDAY Court 2
Hackney	STRATFORD YOUTH COURT	TUESDAY Court 10
Hammersmith and Fulham	HIGHBURY CORNER YOUTH COURT	MONDAY Court 10
Haringey	HIGHBURY CORNER YOUTH COURT	THURSDAY Court 11
Harrow	WILLESDEN YOUTH COURT	WEDNESDAY Court 10
Havering	BARKINGSIDE YOUTH COURT	MONDAY Court 5
Hillingdon	UXBRIDGE YOUTH COURT	THURSDAY Court 4
Hounslow	EALING YOUTH COURT	TUESDAY Court 4
Islington	HIGHBURY CORNER YOUTH COURT	TUESDAY Court 11
Kensington and Chelsea	HIGHBURY CORNER YOUTH COURT	MONDAY Court 11
Kingston and Richmond	WIMBLEDON YOUTH COURT	WEDNESDAY Court 10
Lambeth	BROMLEY YOUTH COURT	WEDNESDAY Court 7
Lewisham	BROMLEY YOUTH COURT	THURSDAY Court 7
Merton	WIMBLEDON YOUTH COURT	WEDNESDAY Court 10
Newham	STRATFORD YOUTH COURT	MONDAY Court 10
Redbridge	BARKINGSIDE YOUTH COURT	MONDAY Court 5
Southwark	BROMLEY YOUTH COURT	TUESDAY Court 7
Sutton	CROYDON YOUTH COURT	THURSDAY Court 1
Tower Hamlets	STRATFORD YOUTH COURT	THURSDAY Court 10
Waltham Forest	STRATFORD YOUTH COURT	WEDNESDAY Court 10
Wandsworth	WIMBLEDON YOUTH COURT	TUESDAY Court 10
Westminster	HIGHBURY CORNER YOUTH COURT	MONDAY Court 10

*The information below is Court practice guidance for practitioners attending Highbury Corner Youth Court and is also contained in a Court Practice Guidance document.*

### **Appropriate adults**

YOT staff should not be asked, or act as an Appropriate Adult for children or young people appearing in Court. This should be a parent or guardian, Social Worker or Support Worker. The Court may consider adjourning cases where an appropriate adult is not present or available. Should the child or young person receive a victim surcharge or financial penalty the Appropriate Adult will need to be someone who can take on this responsibility.

### **Cells**

The role of the YOT Court Officer is to meet with any child or young person who has been kept in custody by police (or has been 'produced' from the secure estate) to check on their welfare and assess options for bail. To do this they will need to interview the child or young person in the cells, either using the 'cell assessment' (where the child or young person is / has recently been known to a Youth Offending Team and they are in a position to send an AssetPlus to the Youth Custody Service), or a Bail and Remand Stage / Custody module of AssetPlus (where they are not known to a Youth Offending Team and there is a chance they will be remanded into Youth Detention Accommodation). In addition, it is important that the YOT Court Officer speaks with the parent or guardian and / or the child or young person's Social Worker if they are a 'Looked After Child'. The YOT Court Officer should speak with the Prosecutor to identify what objections to bail there might be, request a copy of the Case Summary and pass this information to the home Youth Offending Team, prior to discussing the most appropriate options for bail. The YOT Court Officer should also liaise with the child or young person's legal representative in regard to the YOT's position on bail.

It is important that the YOT Court Officer is familiar with the criteria for when the Court can refuse bail (see *Youth Court Guide 2017* P119) and with Sections 98 and 99 of LASPO 2012 (the criteria under which the Court can remand a child or young person into Youth Detention Accommodation – detailed on pages 124 – 126 of the *Youth Court Guide 2017*).

It is an expectation that the YOT Court Officer presents information relating to the Case in Court and contacts the home Youth Offending Team to inform them of the outcome.

### **Bail and remand**

It is not the purpose of this document to detail all of the possible permutations relating to bail. Relevant information can be found on pages 103 to 132 of the *Youth Court Guide 2017*. It is the YOT Court officers role to assess suitability for bail and provide relevant information to the Court regarding bail (specifically when bail has been denied by the police) and to record the bail position of all children and young people on the Court result sheet.

*Unconditional Bail* – places a duty on the child or young person to surrender to the Court at a time and place specified. A Bail Act 1976 charge might apply should they not do so.

*Conditional Bail* – the Court can impose conditions on bail where it appears to be necessary to ensure that a child or young person:

- a) surrenders to custody;
- b) does not commit an offence while on bail;
- c) does not interfere with witnesses or otherwise obstruct the course of justice;
- d) for their own protection / for their own welfare or in their own interests.

In addition, the Court may impose conditions to ensure that a child or young person:

- e) makes themselves available for the purpose of enabling inquiries or a report to be made to assist the court in dealing with them for the offence;
- f) attends an interview with an authorised advocate or authorised litigator, as defined by s 119(1) of the Courts and Legal Services Act 1990.

Common (but not exhaustive) conditions relate to those of *residence* at a specified address, *reporting* to a police station at times specified by the Court, *curfews* (either doorstep or electronically monitored – please note there are specific conditions that need to be met for the latter – see page 113), *none association* with co-accused, *none contact* with the complainant or witnesses, and *not to enter* specified areas.

In addition, there is an obligation under the Crime and Disorder Act 1998 that Youth Offending Team provide a role in supervising children and young people on bail and where there are cases that might otherwise be refused bail, provide bail support programmes where the child or young person is directed to attend with members of staff a specified (minimum) number of times each week focussed on reducing the likelihood of the child or young person committing further offences whilst in bail. Where possible bail support packages should be put in writing to the Court highlighting what will be done to support the child or young person.

The Court can also make Intensive Supervision and Surveillance (ISS) a condition of bail in cases where it is assessed as appropriate (ie those that meet the criteria for a remand into Youth Detention Accommodation under section 98 or 99 of LASPO 2012 and there is concern regarding re-offending and / or a risk of serious harm to others). It is important to liaise with the ISS Team / ISS Worker within the home YOT to discuss this so that a suitable timetable can be prepared.

A child or young person can be arrested and brought before the Court should they breach any of these conditions.

#### Remand to Local Authority Accommodation (RLAA)

When there is potential for a child or young person to be Remanded into Local Authority Accommodation (ie: refused bail but not remanded into Youth Detention Accommodation) it is important that the YOT Court Officer asks that the case be

prioritised in Court and heard at the earliest possible opportunity to get an indication in relation to how the Court are likely to proceed. YOT Court officers should alert the relevant home local authority (both the relevant Family and Children's Services Social Worker / Team Manager and home Youth Offending Team) to this possibility as early as they are able and request that a Social Worker from that authority attend Court. It is important when communicating with the home local authority that they understand what a Remand to Local Authority Accommodation means and that they actively find a placement for the child or young person and arrange transport for the child or young person to get to the identified accommodation.

Youth Offending Team staff can be expected to wait with the child or young person at Court for transport to arrive after they have been released from the Court cells (usually at the end of the Court day) and take a copy of the 'warrant' to send to the home local authority and give to those transporting the child or young person. This will need to be risk assessed and this should involve the 'Court lead'. Neither YOT Practitioners nor Court security staff can physically keep the child or young person in the building whilst awaiting transport, but there is an expectation that security staff intervene should there be any issues of conflict.

#### Remand to Youth Detention Accommodation (YDA)

Sections 98 and 99 of LASPO 2012 outline the criteria for remand into Youth Detention Accommodation. Being remanded to such must always be a last resort and the Court should give reasons for doing so, including how the case meets the statutory criteria. It is important that the YOT Court Officer records the reasons the Court have given for refusing bail and outline for remanding a child or young person into Youth Detention Accommodation (including under which section of LASPO 2012). This is important information should there be a further bail application.

If a child or young person is remanded to Youth Detention Accommodation the YOT Court Officer should see them in the cells after the hearing to check on their welfare, complete a Post Court Report and liaise with the home Youth Offending Team as to who is best placed to 'book them in' with the Youth Custody Service (0345 3636363). It is likely that the YOT Court Officer will need to initially phone the Youth Custody Service to inform them of the remand and to let them know how the child or young person is presenting in the cells. The YOT Court Officer should either verbally give the information for the Post Court Report to the Caseworker completing the AssetPlus in the home YOT or write and scan the relevant information and send it to the home YOT and / or Youth Custody Service. The YOT Court Officer / Court Lead should also liaise with the cell staff to inform them when the child or young person has been 'booked in' and not leave Court until this has been confirmed. It is important that parents / carers / Social Worker have an understanding of why the child or young person has been remanded and where they are going to be placed and the YOT Court Officer should liaise with the home Youth Offending Team to discuss who is in the best position to provide this information to them.

## **Breach:**

### Appropriate Court regarding age

If a young person has turned 18 years of age at the time of the breach hearing:

*Detention and Training Orders* should always be listed in the Youth Court regardless of age.

*Referral Order Referral back to Court and Youth Rehabilitation Orders* (not imposed at the Crown Court) should be listed in the (adult) Magistrates' Court if the young person has turned 18 years of age at the time of the breach hearing – we have been advised that this should be Westminster Magistrates' Court as this is the relevant Magistrates' Court for our areas.

*Youth Rehabilitation Orders imposed at the Crown Court* – breach hearings should be listed back at the relevant Crown Court unless at the sentencing hearing the Judge directed that 'future proceedings' can be dealt with at the Youth / Magistrates' (if over 18) Court (it is important to clarify this ahead of listing any breach).

### Timescales re: listing:

The email requesting the listing should include the proposed date of the hearing. This should be on a Monday in two weeks time for a Referral Order Referral back to Court, or Youth Rehabilitation Orders (without ISS). This should be on a Monday in one weeks time for ISS cases – it may also be appropriate in some instances to request a shorter listing for children and young people who are assessed as presenting a high risk of serious harm / very high risk of serious harm even if they are on less intensive Orders (please discuss with your manager).

### Listings of breaches:

Email address: [londonsummonsonly@justice.gov.uk](mailto:londonsummonsonly@justice.gov.uk)

For Referral back to Court and Breach hearings emails should be headed:

"OFFICIAL SENSITIVE YOUTH SUMMONS" followed by name and DOB of young person.

For Referral Orders when you are listing the breach you are requested to attach copies of the Court Order, the summons on information, the Referral Order Referral back to Court form and an application for warrant of arrest – Referral Order forms.

For Youth Rehabilitation Orders you should send copies of the Court Order, summons on information and information for warrant of arrest forms.

For listing breach of a Detention and Training Order Notice of Supervision you are required to attach the relevant Detention and Training Order, a copy of the Notice of supervision, the summons on information and information for warrant of arrest forms.

First instance warrants should be headed: OFFICIAL SENSITIVE YOUTH APPLICATION FOR FIRST INSTANCE WARRANT followed by name DOB of young person.

For first instance warrants you are required to attach a copy of the Court Order, the warrant request information and a short report from the caseworker detailing the reasons for the application being made (there is also an additional risk assessment form the Court require us to complete when the warrant application is made).

In your email to the Court ask the Court to respond to you directly to confirm the listing so the summons can be sent out. It is our responsibility to serve the summons on the child / young person. How and when this has been served should be recorded and a 'certificate of service' / signed letter confirming how and when it was served on the child / young person should be completed by the YOT Caseworker.

### First Instance Warrants

The paperwork should usually be completed and sent to the Court requesting the listing for the following Monday. Where there are imminent risks to known individuals or the public or immediate concerns for the child / young person's safety and wellbeing it may be appropriate to ask that it be listed sooner (on a Tuesday – Friday), but contact should be made with the relevant YOT covering that Court to request that they swear the warrant / if you can go to Court on their day to swear the warrant.

In your email to the Court ask the Court to respond to you directly to confirm the listing for the first instance warrant to be sworn.

### Information to send to the YOT Court Business Support Officer in advance of the hearing

#### *Referral Orders:*

- Referral Order Referral back to Court Report.
- Referral Order Referral back to Court form / Panel members decision.
- Court Order.
- Summons on information and certificate of service / signed letter confirming how and when it was served on the child / young person.
- Application for warrant of arrest – Referral Order.
- Additional information / risk assessment form with up to date information included.
- Copy of warning relevant letters.
- If you are proposing (or it's likely) that the Referral Order should be revoked and the child / young person re-sentenced please send the original Pre-sentence report (if there was one) and the Crown Prosecution Service Case Summary relevant to the original offences.

#### *Youth Rehabilitation Orders:*

- Breach report.
- Court order.
- Summons on information and certificate of service / signed letter confirming how and when it was served on the child / young person.
- Information for warrant of arrest.

- Additional information / risk assessment form with up to date information included.
- Copy of relevant warning letters.
- If you are proposing (or it's likely) that the YRO should be revoked and the child / young person re-sentenced please send the original Pre-sentence report and the Crown Prosecution Service Case Summary relevant to the original offences.

#### *Detention and Training Orders:*

- Breach report.
- Detention and Training Order.
- Notice of supervision.
- Summons on information and certificate of service / signed letter confirming how and when it was served on the child / young person.
- Information for warrant of arrest forms.
- Additional information / risk assessment form with up to date information included.
- Copy of relevant warning letters.
- The original Pre sentence report.

#### *First instance warrants:*

- Copy of the relevant Court Order.
- Warrant request information.
- A short report from the caseworker detailing the reasons for the application being made, explicitly detailing why child / young person cannot be summonsed to attend Court.
- Additional information / risk assessment form with up to date information included.

#### Referral Order Referral Back to Court

After a Referral order contract has been signed, circumstances may arise which lead the Youth Offender Panel to decide that it is in the interests of justice for the Referral Order to be revoked. In such circumstances the panel may refer the young person back to court requesting it to revoke the order, or alternatively to revoke the order and deal with the young person for the offence for which the referral Order was made. This is called a 'Referral Back to Court' and is referred to as that irrespective of the reason for the referral back (compliance issues or good progress) and as such should not be referred to as a 'breach'.

The Court require return to court documents issued by the RO Panel, confirming the reason it's been referred back to Court. This includes a signed document from the panel members stating the request that is being made of the court. The YOT Practitioner will need to select the relevant part of the legislation on the court summons (from a drop down box).

The return to court document must not indicate the action that the Court is expected to take (i.e. revoke and resentence). This is because the Court has to first decide whether the case was appropriately returned to Court and only after this finding, will they consider how to proceed. A separate page is provided for the court that includes the recommendation of the YOT case manager.

In this respect, the Return to Court reports must not be sent in advance electronically unlike other reports. The recommendation report should only be produced after the Court accepts the return to Court. Throughout the report the separation between the RO Panel and the YOT should be clear, including that the Panel are returning the Order to Court and the YOT simply explaining the facts and proposing sentencing options.

#### *Revocation of the order in the interests of justice:*

A Referral Order may be revoked early where it is in the interests of justice to do so. It is unlikely that it will be in the interests of justice to do this before the midpoint of the order has been reached. This is because it is unlikely that all elements of the contract would have been successfully completed during this period. The procedure for revocation will begin with a recommendation by the panel at a progress meeting. The panel will compile a written report, agreed by all parties present and this will be given to the YOT, who will then make a formal application to the court.

#### *Revocation on the grounds of good progress:*

It is impossible to list all the circumstances where early revocation might be appropriate. However, the following example might, depending on the other circumstances of a case, provide some clarity: a) all the elements of the contract have been completed successfully and/ or outstanding progress has been made to completing; and Referral Order Guidance 52 b) the child has demonstrated sustained and significant progress towards a positive and productive life and is assessed as correspondingly having a low likelihood of re-offending.

Where, on an application of the type set out in the paragraphs above, the court finds that the revocation is not in the interests of justice, the YOT and panel will be required to continue with the existing order and may not make a further application of this type until three months have passed, except with the consent of the court.

#### *The breach hearing:*

The legal advisor should invite the child / young person to indicate whether they accept the Referral back to Court (Referral Orders) is justified or if the breach (YRO / DTO) is admitted.

If the Referral Order Referral back to Court is accepted by the child / young person (Referral Order) or if the breach (YRO / DTO) is admitted then the YOT Court Officer's role is to hand up a copy of the Referral back to Court Report / Breach report, provide a brief verbal summary and answer any questions from the Court.

#### *Disputed Breaches:*

If the Referral back to Court (Referral Order) / Breach (YRO / DTO) is disputed then it is the YOT Court Officer's role to consider how to proceed and liaise with managers

at the home YOT. It may be that there can be some negotiation ie: some aspects of the breach (depending on the circumstances and evidence) can be withdrawn, but the breach remains and the child / young person accepts this (evidence such as warning letters can be provided on the day). It may be that it needs to be set down for a further hearing (effectively a 'trial') where the YOT will be represented by 'counsel' who will prosecute in the proceedings.

The YOT Court officer, in liaison with their manager, will need to consider what witnesses will be called and what evidence will be produced at the hearing and detail this to the Court (preparation before the initial hearing will be key if it is known that the breach is likely to be disputed).

An adjournment of a minimum of two weeks should be sought if the breach is disputed so that evidence can be collated and 'counsel' can be arranged.

### **Criminal Behaviour Orders**

Criminal behaviour orders (CBO) are designed to tackle the most serious and persistent anti-social behaviour that has brought a person before the criminal court. Although the proceedings in which the defendant is convicted are criminal, the proceedings in which a CBO is applied for are civil (it is a criminal offence to breach the Order). The Youth Court can only make a CBO against a child or young person on application by the Prosecution ie: the Court cannot make one of its own volition. The CPS (although usually the police) must consult the YOT for its views before making an application for a CBO and it is important that the YOT Court officer checks this consultation has occurred. There are determined criteria of which the Court must be satisfied beyond reasonable doubt prior to a CBO being imposed – these are detailed on *P275 onwards of the Youth Court Guide 2017*. The Court can impose a CBO on the day of sentence, following the sentencing hearing, or at a later date if the CBO has been correctly applied for upon conviction. A CBO for a child or young person should be for a fixed period, not less than one year and not more than three years. Ahead of any hearing the YOT Court Officer should liaise with the home Youth Offending Team to ensure they have been consulted about the CBO and provide information to the Court as to the YOTs position regarding the CBO and any prohibitions and requirements that are proposed.

### **Crown Prosecution Service documents**

The YOT Court Officer should speak with the Prosecutor prior to Court sitting and ask when they want the list names for documents we are requesting (ie. after every case, at lunchtime and the end of the day, or all at the end of the day). The YOT Court Officer should complete the list requesting documents where a child or young person is convicted and / or sentenced for matters before the Court. The YOT Court Officer should ensure that the correct secure email address for the relevant Court Business Support Officer is written on this document. If the Prosecutor is not willing to send the documents then the Court lead should be notified so that they can discuss this with them and if necessary, their manager.

### **Language and Disproportionality**

All reports for Courts and are subject to a quality assurance process, including an emphasis on the use of non-discriminatory language or stereotypes.

Information on pre-sentence reports and other reports should where possible, be available in a range of languages, using appropriate language for the target audience, and this is a commitment that the three boroughs are making.

Independent interpreters should be used where English is not a first language for children and young people or parents/carers involved in assessments or reports. It is not appropriate for colleagues in the YOT or partner agencies to carry out an interpreting role.

Report writers should be actively aware of any groups to which the young person belongs to that place him / her at an inherent disadvantage within the system to identify. This should result in active consideration of any implications for sentencing, breach, re-offending etc and seek to address them. Relevant groups include but is not restricted to race, ethnicity, gender, sexuality, Special Educational Needs (SEN) and Looked After status (LAC).

### **Out of Court Disposal (OOCd) – referral back from Court**

There will be occasions where it is appropriate for young people to be 'diverted' from Court and referred back to their home Youth Offending Team for an Out of Court Disposal (OOCd). There is ongoing discussion regarding the criteria for this, but the YOT Court Officer role is to liaise with the home YOT, the child or young person and parent, their legal representative and the Prosecutor to discuss suitability. Where it is agreed that an OOCd is suitable the YOT Court Officer will ask the child or young person's legal representative to support the child or young person and parent to complete and sign the OOCd disposal form and also ask the Prosecutor to complete and sign relevant parts. A four week adjournment should then be requested for this to be further considered by the home YOT and if assessed as appropriate the OOCd administered. The Court should explain to the child or young person that they will not need to attend Court on the date the case has been adjourned to if the OOCd has been administered by the relevant Police Officer. As well as retaining a copy of this form it is important that the YOT Court Officer gets / confirms contact details for the child / young person and parent and requests a copy of the Crown Prosecution Service documentation (include on the list given to the Prosecutor during the Court day) relating to the offence. The YOT Court Officer should liaise with the home Youth Offending Team to establish if they want the child or young person to be given a first appointment / appointment with the YOT Police Officer.

### **Post hearing**

Following the hearing the YOT Court Officer should check to ensure that all relevant paperwork has been recorded accurately and in a legible manner (if necessary, the YOT Court Officer should clarify information with the Court Associate / Legal Advisor). It may be necessary to gain further information from a child or young person and their

parent and carer (particularly in cases where there is a bail support package or the child or young person has been sentenced to a community disposal) and appropriate to give a first appointment to a child or young person to meet with their local Youth Offending Team (please contact the home YOT by phone to offer this unless you are sure that they contact them directly themselves). After completing all relevant paperwork the YOT Court Officer should give consideration as to whether it is necessary to phone the home YOT to inform them of the outcome and pass relevant paperwork to the YOT Court Business Support Officer at the earliest opportunity so this can be scanned and sent to the home Youth Offending Team.

### **Restorative questions pilot**

The Youth Offending Teams in Westminster, Hammersmith and Fulham, Kensington and Chelsea, along with the other four boroughs that use Highbury Corner Youth Court are exploring with the Courts the use of Restorative Justice Questions. This provides an opportunity for the young person to engage with the impact of their offending on the victim and wider community at the point of sentence.

This is currently a pilot programme and will be evaluated by the 7 boroughs, led by Enfield YOT. Local teams should have processes for identifying when the questions have been asked, and of following this up with the young person to seek to engage them in ways of repairing harm.

Currently pre-sentence Restorative Justice is not part of regular court practice but could be explored. Please follow the link below for information:

<https://www.gov.uk/government/publications/pre-sentence-restorative-justice>

### **Sentencing**

The principles of sentencing are detailed in *Youth Court Bench Book* (P52 and P53) and *Sentencing Children and Young People – Definitive Guideline*. It is important that YOT Court Officers are familiar with, and have access to, these documents. Before the Court passes sentence (after admission or finding of guilt) it must give the child or young person an opportunity to make representations and introduce evidence relevant to sentencing, and where the child or young person is under 18, give their parents / guardian such an opportunity as well – the Court should attempt to engage with the child or young person in addition to hearing representations from their legal representative.

The Court shall take into account information as to the child or young person's background and circumstances and this may include previous convictions and Out of Court Disposals previously administered. Where previous convictions are to be placed before the court they should be shown to the child or young person and their parent(s) or guardian. The YOT Court Officer should hand a copy of these to the Magistrates' / District Judge, legal advisor and the child and young person's legal representative as appropriate. The Court should also consider information as to home surroundings,

school record and medical history of the child or young person such as is necessary to deal with the case in their best interests.

YOT Court Officers will be aware of the conditions relating to compulsory and discretionary Referral Orders (detailed on p133 of the *Youth Court Guide 2017*) and the Court has power to impose these without any form of report. However, where offences that would otherwise meet the criteria are assessed to have crossed the 'custody threshold' the Court should request a Pre-sentence report ahead of considering a Referral Order with an Intensive Contract, or a Detention and Training Order.

In other cases where the child or young person enters a guilty plea to the offence or is found guilty of an offence the Court may adjourn for a Pre-sentence report ahead of sentencing the child and young person. When requesting a Pre-sentence report the Court should indicate whether the offences for which the child or young person is to be sentenced cross the 'custody threshold'. It is important that the YOT Court Officer clarifies this with the Court when Pre sentence reports are requested. YOT Court Officers should in most cases request an adjournment of three weeks and in cases that are not from the three boroughs that sit at Highbury Corner on a Monday ask the Court to remit matters to the appropriate Court on the date that the home YOT is present.

It is worth noting that not all sentencing occasions require a full risk assessment and full Pre-sentence report. *Specific sentence reports*, *Oral reports* and *Stand down reports* can be used when cases do not cross the 'custody threshold', although there may be times when this is not appropriate such as where a specialist assessment is required, (ie mental health or substance misuse or further information from family and children's services needs to be sourced), where a full risk assessment needs to be undertaken if the offence or previous offence is violent or sexual, or where victim safety concerns are not satisfactorily answered through information given to the Court.

*'Specific sentence report'* - the court can adjourn the case requesting a report regarding the suitability of a specific sentence (eg. Reparation Order). The YOT Court Officer would usually ask for an adjournment for a minimum period of two weeks.

*Oral report* – the YOT Court Officer provides the Court with relevant information regarding the child or young person's background and circumstances and progress on any Orders they are currently or have recently been subject to. A proposal for sentence should be made.

*Stand down report* – Stand down report – this is a report delivered by the YOT Court Officer who interviews the child or young person and the parent / guardian on the day of Court regarding the offence they have been convicted of and presents a short written report to the Court, including a proposal for sentence. Both Oral and Stand down reports should usually only be completed where a recent AssetPlus has been completed (no more than three months old) and other relevant information or reports are to hand. It is important that the YOT Court officer liaises directly with the home Youth Offending Team, and ideally the child or young person's current Supervising Officer. The majority of this information should be gathered and considered ahead of

the hearing when a child or young person is known to a Youth Offending Team. As outlined above.

For cases that cross the 'custody threshold' a full Pre-sentence report should be requested by the Court and again YOT Court Officers should in most cases request an adjournment of three weeks and in cases that are not from the three boroughs that sit at Highbury Corner on a Monday ask the Court to remit matters to the appropriate Court on the date that the home YOT is present.

YOT Court officers should familiarise themselves with the information contained within any Pre-sentence report that being used for sentence in the relevant Court on that day as the Court may ask for clarification or further information relating to the case. The YOT Court Officer should be prepared to find out this information from the Pre-sentence report author or a colleague in the home YOT should this be necessary.

YOT Court Officers should also further check the proposals (the reports should have been QAd ahead of the hearing by the home YOT) of the reports to ensure that any requirements are worded in accordance with the relevant legislation. If there are any concerns regarding this it should be clarified with the Pre-sentence report author, a colleague or manager in the home YOT and / or the Court lead.

YOT Court Officers should note the outcome of sentences on the Court record sheet, including the specific requirements of the Order made and the Magistrates' or District Judges comments. They should also record the child or young person's answer to the 'restorative questions' (RJ Pilot) when these are asked by the Magistrate or District Judge. It is good practice to speak with the child or young person and their parent / carer after the sentencing hearing to ensure that they have understood proceedings and are aware of the requirements of the sentence that has been imposed. It is also good practice to ensure that any first appointments with the home Youth Offending Team are confirmed or given to the child or young person and their parent / carer.

Where a child or young person receives a Detention and Training Order (DTO) the YOT Court Officer should see them in the cells after the hearing to check on their welfare, complete a Post Court Report and liaise with the home Youth Offending Team as to who is best placed to 'book them in' with the Youth Custody Service (0345 3636363). It is likely that the YOT Court Officer will need to initially phone the Youth Custody Service to inform them of the DTO and to let them know how the child or young person is presenting in the cells. The YOT Court Officer should either verbally give the information for the Post Court Report to the Caseworker completing the AssetPlus in the home YOT or write and scan the relevant information and send it to the home YOT and / or Youth Custody Service. The YOT Court Officer / Court Lead should also liaise with the cell staff to inform them when the child or young person has been 'booked in' and not leave Court until this has been confirmed. It is important that parents / carers / Social Worker have an understanding of why the child or young person has been given a the DTO and where they are going to be placed and the YOT Court Officer should liaise with the home Youth Offending Team to discuss who is in the best position to provide this information to them.

## **Sexual offences**

When the Court requests a PSR for a young person who has been convicted of a sexual offence, and the Court indicates that it meets the 'custody threshold' the YOT should request a 6-week adjournment to allow sufficient time for specialised consultation to take place. If practitioners are trained in completing an AIM2 assessment, then this can be completed alongside the PSR and a summary added to the PSR. It is recognised that a reducing number of practitioners are AIM2 trained, and as such if such an assessment is not available then YOT case managers are encouraged to consult with the Forensic CAMHS service and Taith which cover the three boroughs. Consultation can assist with the overall assessment and planning within the PSR, and lead into the intervention planning.

Report writers are additionally advised to make contact with the ViSOR / Jigsaw team in the Police ahead of the sentence in order to consult about restrictions required to address victim and public safety.

## **Crown Court**

There are a number of scenarios where children and young people's cases can be committed to the Crown Court, as outlined on pages 36 – 46 of the Youth Court Bench Book 2017 (link below). The Crown Court which covers the RKBC jurisdiction is Isleworth, but depending on the nature and location of the offence and whether they are charged with adults' cases can be committed to a variety of Crown Courts.

It is the YOT Caseworker's responsibility to attend Crown Court hearings to support the child or young person and to provide relevant information to the Court, as there is no 'duty' youth offending team at Crown Courts. Should the Caseworker not be able to attend they should liaise with colleagues and / or the Court Lead or Duty Manager to make appropriate arrangements for covering the hearing.

### Isleworth Crown Court

- General number: 020 8380 4500
- Cells: 0208 8474871.
- Probation at Isleworth: [LondonNPS.Isleworth.CrownCourt@justice.gov.uk](mailto:LondonNPS.Isleworth.CrownCourt@justice.gov.uk)

### Central Criminal Court

- General number: 020 7192 2739
  - Probation: 020 7192 2228 or 020 7192 2229.
- [LondonNPS.CentralCriminalCourt@justice.gov.uk](mailto:LondonNPS.CentralCriminalCourt@justice.gov.uk)

Links re: Court:

Youth Court Bench book 2017:

<https://www.judiciary.uk/wp-content/uploads/2016/10/youth-court-bench-book-august-2017.pdf>

Sentencing Guideline's Council – Sentencing Children and Young people Definitive Guideline 2017:

<https://www.sentencingcouncil.org.uk/wp-content/uploads/Sentencing-Children-and-Young-People-definitive-guideline-Web.pdf>

National Standards 2019: (See standard 2):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/780504/Standards\\_for\\_children\\_in\\_youth\\_justice\\_services\\_2019.doc.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/780504/Standards_for_children_in_youth_justice_services_2019.doc.pdf)

### Recording Court hearings:

Ensure the Court hearing and the outcome is clearly recorded on Careworks. This is the Caseholder's responsibility. If putting the court hearing date on in advance, do not forget to go back and update this with the details of the outcome (I would prefer not to see "refer to court green" and ask that we have the details set out in the contact record).

Make sure also note when parent/carer has been notified of outcome

Duty officer must record on CareWorks when the Order has been fully explained to the child/young person – either at court or at first appointment)

## Bail and remand – calls from Court

### Principles:

- A juvenile has a general right to unconditional bail.
- However, bail may be subject to conditions or may be refused if certain criteria set out in the Bail Act 1976 are satisfied.

### Key pieces of legislation:

- Bail Act 1976.
- Legal Aid, Sentencing and Punishment of Offenders Act 2012 (LASPO).

### Court's options re: bail:

- Unconditional bail.
- Conditional bail.
- Remand into Local Authority Accommodation.
- Remand into Youth Detention Accommodation.

### Unconditional bail:

- Unconditional Bail – places a duty on the child or young person to surrender to the Court at a time and place specified. A Bail Act 1976 charge might apply should they not do so.

### Conditional bail:

- Conditional bail – the Court can impose conditions on bail where it appears to be necessary to ensure that a child or young person:
  - surrenders to custody (ie: attends Court);
  - does not commit an offence while on bail;
  - does not interfere with witnesses or otherwise obstruct the course of justice;
  - for their own protection / for their own welfare or in their own interests.
- In addition, the Court may impose conditions to ensure that a child or young person:
  - makes themselves available for the purpose of enabling inquiries or a report to be made to assist the court in dealing with them for the offence;
  - attends an interview with an authorised advocate or authorised litigator, as defined by s 119(1) of the Courts and Legal Services Act 1990.

### Common (but not exhaustive) conditions relate to those of:

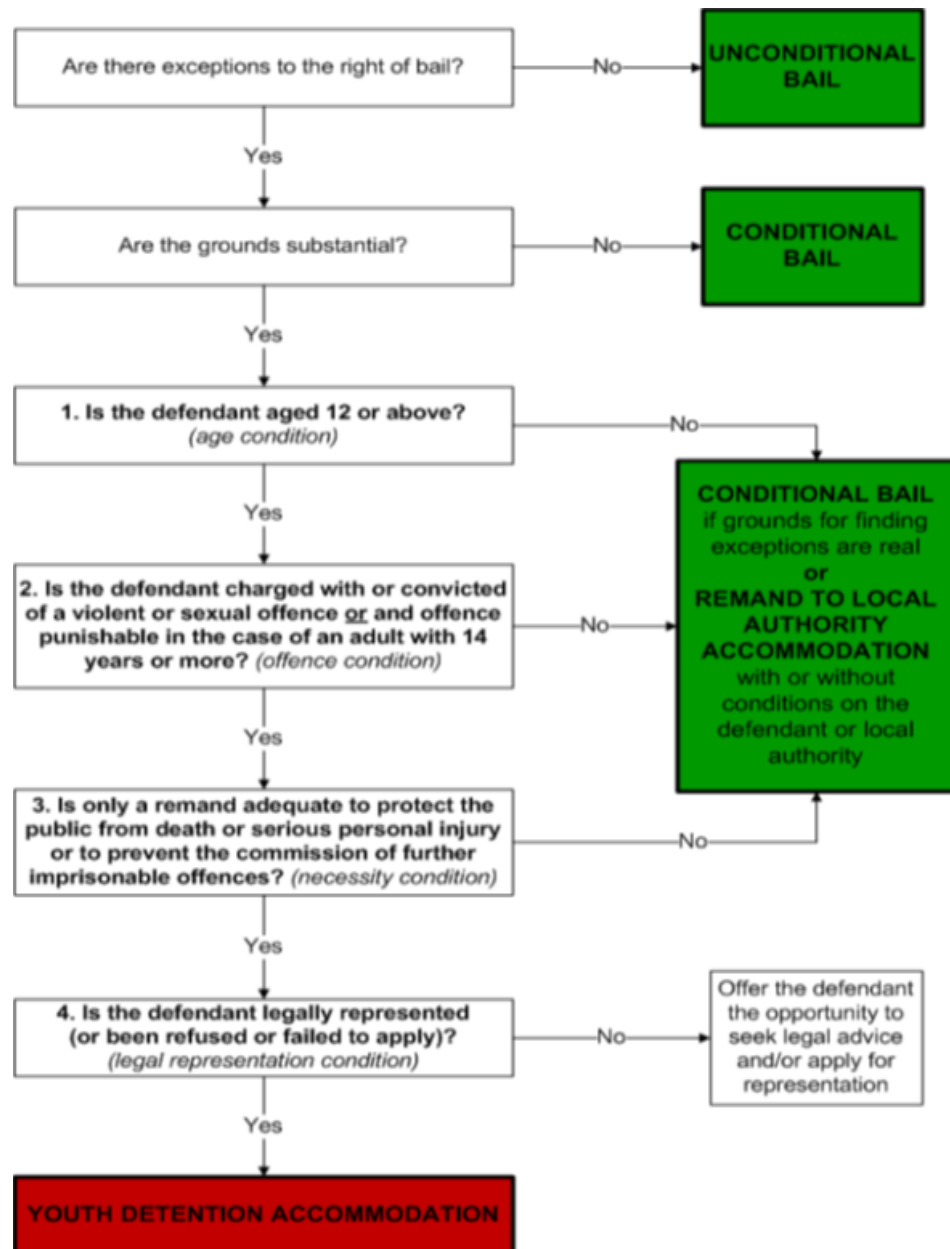
- residence at a specified address;
- curfews (either doorstep or electronically monitored – please note there are specific conditions that need to be met for the latter);
- no association with co-accused;
- no contact with the complainant or witnesses;
- not to enter specified areas.
- reporting to a police station at times specified by the Court.

In addition, there is an obligation under the Crime and Disorder Act 1998 that Youth Offending Team provide a role in supervising children and young people on bail and where there are cases that might otherwise be refused bail, provide bail support programmes where the child or young person is directed to attend with members of staff a specified (minimum) number of times each week.

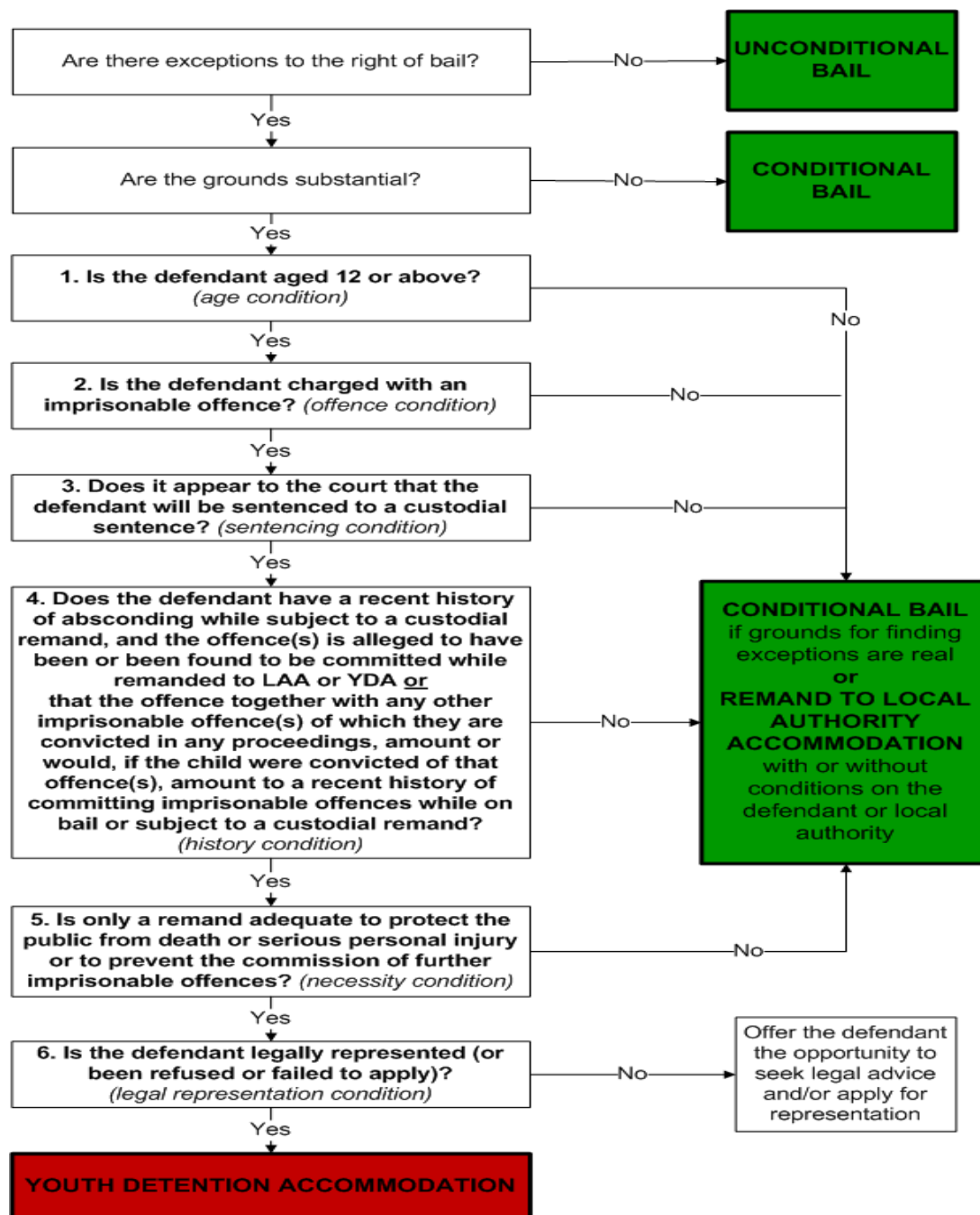
- This should focus on reducing the likelihood of the child or young person committing further offences whilst in bail.
- Where possible bail support packages should be put in writing to the Court highlighting what will be done to support the child or young person.

The Court can also make Intensive Supervision and Surveillance (ISS) a condition of bail in cases where it is assessed as appropriate (ie those that meet the criteria for a remand into Youth Detention Accommodation under section 98 or 99 of LASPO 2012 and there is concern regarding re-offending and / or a risk of serious harm to others).

## LASPO 2012 Section 98 flowchart:



## LASPO 2012 Section 99 Flowchart:



### Remand into Local Authority Accommodation

- The Court can refuse bail should it find that one or more of the specific exceptions found in the Bail Act 1976 Sch1 applies (relevant and sufficient reasons Article 5(3) ECHR)).
- Children and young people can be remanded into Local Authority Accommodation when these exceptions are found but the offences do not meet the criteria for a remand into Youth Detention Accommodation, or the Court does not think a remand into Youth Detention Accommodation is necessary.
- When a child or young person is remanded into Local Authority Accommodation, they should live wherever the social services department direct.
- This can include children's homes, semi-independent accommodation or living at home or with other members of his or her family.
- The Court can however direct that the child or young person is not placed with a named person.
- The Court does not have power to direct that a child or young person reside at a specific place.
- It is important that YOT staff alert colleagues in Family and Children's Services as early as possible if there is a possibility that a child or young person is likely to be Remanded into Local Authority Accommodation.
- Ideally someone from Family and Children's Services should attend Court where this is being considered.
- It is the responsibility of Family and Children's Services to find a placement and arrange transport to that placement.
- Conditions can be placed on any Remand into Local Authority Accommodation.
- These conditions can be the same as those if the Court had granted bail.

### Remand into Youth Detention Accommodation

- Remands into Youth Detention Accommodation (removal of a child or young person's liberty) should always be a last resort.
- Alternatives must be considered and reasons given by the Court which demonstrate that the statutory criteria are satisfied.
- The criteria include firstly the grounds for withholding bail under the Bail Act 1976 and secondly a set of Conditions under LASPO 2012. Remands into Youth Detention Accommodation (removal of a child or young person's liberty) should always be a last resort.
- Alternatives must be considered and reasons given by the Court which demonstrate that the statutory criteria are satisfied.

- The criteria include firstly the grounds for withholding bail under the Bail Act 1976 and secondly a set of Conditions under LASPO 2012.
- If a child or young person is remanded into Youth Detention Accommodation it is important that we liaise with the YOT in Court about who is completing the AssetPlus paperwork and who is booking the child or young person in with the Youth Custody Service. This should be done in advance where possible or where a Remand into Youth Detention Accommodation is likely.
- Ideally a full AssetPlus stage (Bail Recommendation or Placement Notification) should be completed and countersigned and sent to the Youth Custody Service by Connectivity.
- In practice a 'custody module' is completed as a minimum and sent to the Youth Custody Service by secure email. Ideally this should be done by the home YOT, but there are circumstances where the YOT in Court might do this.
- A Post Court Report should also be completed (ideally again in a full stage of AssetPlus and sent via Connectivity) but in practice this is often done on a paper version. It is important to consider where a child or young person is best placed; Secure Children's Home, Secure Training Centre or Young Offender's Institution. Their age and concerns around their safety and wellbeing (including experiences of trauma and emotional and mental health) will impact on this.

*What to do if on duty:*

1. Gather basic information:

- Check child / young person's name and address: including local authority finder if not known and unsure of address <https://www.gov.uk/find-local-council>
- Check Careworks to see if known and if so, who the case worker is – transfer the call to them if they are known and are available
- Check KCICS to see if they are known to Social Care. If so, alert Social Worker that the child / young person is in Court. Speak with duty in Social Care if there is a chance the child or young person could be Remanded into Local Authority Accommodation

2. Liaise with YOT at Court:

- It is important to consider where a child or young person is best placed; Secure Children's Home, Secure Training Centre or Young Offender's Institution. Their age and concerns around their safety and wellbeing (including experiences of trauma and emotional and mental health) will impact on this
- What plea is the child / young person likely to enter?
- Do they have an appropriate adult at Court?

3. Provide a bail package – this can be shared:

- verbally to YOT Officer in Court
- In writing by email or letter\* to the Court
- Through a bail package form\* which provides more detail

*\*It is good practice to do this in cases where there is a high likelihood of remand into Youth Detention Accommodation.*

## NRM processes

The National Referral Mechanism is a process set up by the Government to identify and support victims of Trafficking / Modern Slavery in the UK. If you are working with a child or young person who you are concerned is the victim of modern slavery (often, but not exclusive to drugs offences) it will be important to liaise with colleagues in our Family and Children's Services locality teams, and the Borough's Child Criminal Exploitation Lead (currently Sarah Stalker: [sarah.stalker@rbkc.gov.uk](mailto:sarah.stalker@rbkc.gov.uk) 07971322482) in relation to any concerns and potential referrals to the National Referral Mechanism.

*It is important to note that a referral to the NRM does not replace usual safeguarding practices.*

Referrals can be made by a number of agencies, including YOT, but often cases are referred by the child or young person's allocated Social Worker which is why it is important to liaise with them. You may be asked to contribute to the referral process, or to provide information and should the child or young person be charged with criminal offences there will be a role in providing information to Solicitors and the Court regarding the progress of any referral. The below link gives some further information around the NRM process:

<https://www.ecpat.org.uk/national-referral-mechanism>

The following link contains the current guidance (for children as well as adults despite the title).

<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales>

After a NRM referral has been made the Home Office (who process referrals) should give a 'reasonable grounds' decision within 5 working days – if this is a 'positive' decision: 'I suspect but cannot prove' then the referral will be investigated further and proceed towards a 'conclusive grounds' decision. Following a 45 day 'reflection and recovery' period the 'conclusive grounds' decision should be made (in practice this can take many months).

If there is a positive 'conclusive grounds' decision that the child or young person has been a victim of modern slavery this could give the child or young person a defence under Section 45 of the Modern Slavery Act 2015 if they have been charged with a criminal offence. The Crown Prosecution Service will review the decision by the Home Office and decide whether there is a defence and / or whether it is in the public interest to proceed with the case. It is important to note that not all offences are covered by the Section 45 defence – a definitive list can be found on Schedule 4 of the Modern Slavery Act 2015: <http://www.legislation.gov.uk/ukpga/2015/30/schedule/4/enacted>

**RBKC YOT Court and Allocations Meeting**  
**Tuesdays 10am-11:30am**  
**Oxford Gardens**

As with any team meeting please offer apologies in advance to the chair if you are unable to attend.

Please do not book appointments that clash with this meeting.

The Agenda will be as follows:

10am – 11am: Business

1. Court appearances from previous five working days (or longer if there has been a ROSH Panel the week before). Confirmation of allocation of any new orders and/or PSRs if undertaken (allocations will usually take place outside of this meeting);
2. Review / update of outstanding cases (including Youth Court and Crown Court);
3. Out of Court Disposals – information on allocation / cases to be discussed at, or referred back to, Out of Court Disposal Panel.
4. Compliance issues – discuss those at risk of breach / referral back to Court, strategies to encourage compliance etc;
5. Risk of custody cases – are there any children and young people who are at risk of custody.
6. Risk of harm to others and children and young people's safety and wellbeing - concerns with any cases to be shared with team and support and strategy to be discussed;
7. Diversity – an opportunity for people to share ideas, things they've experienced, read etc - a focus on how are we affecting change?
8. Interventions - specialist colleagues to share relevant information + practitioners to update on referrals to, and work with, the Systemic Family Therapist.
9. AOB – opportunity for everyone to share any items with the team including good practice examples, new projects, opportunities.

11am – 11:30am:

The time between 11am and 11:30am will be used to discuss specific topics, intelligence and developments (partners or colleagues may be invited to share information) and for specific case discussion, including PSR proposals (Caseworkers / Specialist staff to request this in advance).

## **Allocations (Out of Court and post Court)**

Managers should allocate cases to practitioners within 2 working days of any decision made at an Out of Court Disposal Panel or in respect of any bail support package, Pre-sentence report or Court Order being imposed. A contract entry of the allocation should be recorded on the Careworks database following a conversation with the caseworker. Allocation will be decided according to best interests of the child, the practitioner skill sets as well as their workload, with a view to ensuring a fair distribution of work across caseworkers. Imminent annual leave of a worker will also be considered, particularly for PSR allocation.

## **First appointments and signing agreements**

In line with National Standard 3, we will ensure that we explain the child's rights and responsibilities under the terms of the Order and check for their understanding at the commencement of the Order. This may be undertaken by the duty officer who first meets with the child and their parent/carer on the first working day following their Court appearance.

There must be signed agreement to show the child/young person has had the Order explained to them and has understood what is being asked of them. A copy of the saved agreement will be shared with the child/young person and a copy must be saved on Client Attachments on Careworks, with a contact entry to note that the Order was explained, the agreement signed and that the YOT officer checked for the child and parent/carer understanding.

In some instances, it may be that this agreement and explanation of Order requirements is better served by the allocated YOT officer and if this is the case, the officer who first meets the child on duty should note this and why on the contact record. The agreement which we use is here:

[..RBKC expectations and agreement form for YP.pub](#)

## **Office Duty**

Expectations of the duty officer:

In advance:

- Check rota when notification is emailed to the team.
- Add duty to your outlook calendar.
- If you need to swap days for any reason do so with a colleague and update the duty calendar.

On the day:

- Being available between 9am – 5pm (lunch between 1pm and 2pm).
- Speak to reception staff first thing.
- If you are out of the office for any reason please ask a colleague to cover and let the duty manager and reception know.

#### Main tasks:

- Checking and responding to the group inbox.
- Phone calls / returning calls.
- Seeing children / young people.
- Partnership working.

#### Group inbox:

It is the duty workers responsibility to check the duty inbox. When:

- Before 9:30am to check any information re: young people arrested overnight.
- Intermittently throughout the day.
- Between 4:30pm and 4:45pm to deal with anything prior to the end of the day.
- Forward any emails to Caseworkers regarding children and young people they are supervising – if the caseworker is on leave / not in that day please consider responding having checked Careworks etc - if unsure please speak with Caseworker's line manager or duty manager.
- If the email is related to an upcoming Court appearance please ensure that the children or young person's Caseworker is aware of it and forward to them.
- If the child or young person is not known to YOT please check with the Court lead / duty manager before responding.

#### 'Merlins':

- It is the duty worker's responsibility to check all Merlins that come through. To open them you need to click onto the egress link enter the following email address and password:

[youth.offending@rbkc.gov.uk](mailto:youth.offending@rbkc.gov.uk)

Password: merlin999

- Please check on Careworks if the child / young person is known to us. If so: Please email the caseworker and attach both form 87 and 78 to the Careworks paperclip – who wants to demonstrate?
- If the child or young person is not known we are no longer putting the Merlins into the folder previously created, but please check that Social Care colleagues are aware of it – either by speaking with Police Officers here (who may have generated the Merlin), checking ICS or calling locality team duty worker.

**Please don't assume someone else is dealing / has dealt with emails – always check.**

#### Phone calls:

- If in any doubt please verify who you are speaking with, whilst being helpful.

#### Tips:

- Check extension number if internal.
- Ask for organisational phone number and call back.
- Ask them to email you to verify their identity if necessary.
- If in any doubt please verify who you are speaking with, whilst being helpful.
- If the child or young person is known transfer the call to their caseworker / relevant specialist if they are in / available. If the child or young person is not known check Careworks and / or ICS.
- Ask yourself: what is the call about? Who needs to be involved / notified? Have I done what I said I will do?
- Don't feel you always have to have the answer – you may need to do some research / check with others.
- If you need advice / support to answer the query please speak with colleagues / line manager of caseworker or duty manager.
- If the call is from Court and you need advice / support please speak with Court lead / duty manager.
- If the child or young person is known please enter details of phone call into contacts on Careworks.
- Reputation and relationships – “treat others as you would like to be treated”.

#### Appointments with children and young people:

- If booking child or young person in to see duty please consider asking the duty officer to discuss specific topics / complete planned pieces of work. Can they see a specialist worker?
- Please ensure any duty appointments are in the duty outlook calendar.
- Duty workers – please check duty diary and read up on the case on Careworks prior to the appointment.
- If there is nothing significant arising please consider asking the duty officer to complete a feedback form with the child or young person.
- Please ensure you record the contact on Careworks and notify the Caseworker of the session. If the Caseworker is on leave notify their manager.
- If a child or young person does not attend a scheduled duty appointment please follow up with a phone call within half an hour of the scheduled time to see where they are / why they have not attended.
- Please consider what action may need to be taken in relation to compliance – if in doubt please discuss with the Caseworker's line manager / duty manager. Please record this action / decision on Careworks.

## **Pre Sentence Reports (PSRs)**

If a Pre sentence report is requested where a child or young person is subject to an existing disposal (Out of Court Disposal, YOT bail package, or Court Order) the allocated Caseworker will ordinarily complete the Pre sentence report.

If a Pre sentence report is requested for a child or young person not subject to an existing disposal then the report should be allocated to a Caseworker within 2 working days. The practitioner should arrange interviews and a home visit with the child or young person and parent or carer, undertake research from appropriate sources and write the report on the agreed 7 Borough template.

The report should be completed 2 working days prior to the sentencing date for youth court cases and 4 working days prior to the sentencing date for Crown Court cases and sent to the Caseworker's line manager / duty manager for Quality Assurance. The report should be sent with a copy of the Quality Assurance form with the child or young person's details completed on this form. The line manager should quality assure the report as soon as practically possible and ideally discuss any amendments with the Caseworker, as well as completing the Quality Assurance form.

For Youth Court cases the completed report should be sent to the YOT Business Support Court Report Officer by 11am on the working day before sentence so that it can be emailed to the Court be uploaded to the Court Store in advance of the hearing.

For Crown Court cases the completed report should be emailed to the relevant Probation team 2 working days prior to the hearing at the Crown Court so they can upload it to the Crown Court system in advance of the hearing.

All reports and QA forms should be uploaded to the Careworks paperclip, as per the QA guidance below.

## **Quality Assurance (QA)**

- Managers (Service Manager, DSM or Senior Practitioner) to QA all PSRs.
- Managers to QA all Breach reports / Referral Order Return to Court reports where there is a risk of the child receiving a custodial sentence.
- Colleagues with relevant experience can QA Referral Order (Initial, Review, Emergency Panel Meeting and Final) Reports and Breach reports where there is not a risk of a custodial sentence.
- The individual who QAs any report will arrange a time to meet with the practitioner to discuss any suggested amendments.
- The individual who QAs (Manager or Practitioner) any report will put a contact onto Careworks of the date and time of QA'ing with brief relevant comments regarding the quality of the report and any suggested amendments.

- For Pre-sentence reports, in addition to a contact on Careworks a copy of the completed QA form with the draft PSR attached will be scanned and saved onto Careworks using the paperclip (Client Attachments).
- The final version of the PSR will be attached to the paperclip on Careworks by the report author when completed.

*Current Quality assurance documents can be accessed through these links:*

[PSR Quality Assurance form 2018.doc](#)

[PSR prompt document - practitioners and QA Dec. 2018.docxRBKC Quality Assurance - RJ work.docx](#)

## **Assessment timescales**

A relevant assessment (Systemic or AssetPlus) should be created by the Caseworker within 5 working days of the case being allocated to them.

Systemic assessments should be completed on all Out of Court Disposal cases and for Referral Orders where there is not an immediate risk of custody and the child or young person is likely to be assessed as low or medium risk of serious harm to others. AssetPlus assessments should be completed in all other cases. There is detailed guidance for both the systemic assessment and AssetPlus saved on the 'Team Area'.

Whilst there is now no definitive 'National Standard' in relation to timescales around assessments being completed, it has been agreed locally that:

- practitioners should complete the systemic or AssetPlus assessment (including the intervention plan) within 20 working days of the case being allocated to them.

Once the practitioner has completed the assessment, they should send it to their line manager for it to be Quality Assured (QA) and countersigned. The respective manager should QA the assessment and provide appropriate feedback. The expectation is that the finalised assessment and plan is completed within 25 working days of the case being allocated. If the line manager has not been able to countersign within this period, they should speak with the caseholder and identify if another manager is available to sign and quality assure within the expected timescale to help avoid delays. Any exceptions to this should be agreed with the line manager and recorded on Careworks.

It will also be helpful for you to think about the consideration given to victims in your assessments and plans:

Does the assessment/plan/delivery give sufficient attention to the needs and wishes of the victim/s, and opportunities for restorative justice?

Are we considering actual and potential victims?

Are our interventions promoting keeping people safe?

## Review of Assessments

Assessments should be reviewed at least every 6 months, or when there is a significant change in the child's circumstances. It is important that practitioners review all aspects of assessments, including the assessed factors for and against desistance.

Reviewing is an ongoing process, which recognises and responds to any changes in the child/young person's circumstances and the written reviews will form part of that reviewing process.

As outlined by HMIP (2020), "review should include considering any new or worrying behaviour; changes in relationships with family, partners or peers; changes in education or training; changes in accommodation. All such changes should be discussed with the child as they happen, whether circumstances have improved or deteriorated. Ongoing reviewing should be used to check that the delivery of services is having the intended impact, whether those services are delivered by the YOT or other agencies. Reviewing should identify what has been effective and what has been achieved, as well as work that is still outstanding, or needs to be reconsidered or redesigned. Any problems with delivery of planned services should be resolved immediately, and should not wait for a formal, written review. The completion of any requirement of an order/licence should lead at least to an informal review with the child. Being investigated for a new offence will also be considered as a change in factors linked to desistance and offending, and we would expect to see some discussion with the child about any new allegations. "

With this in mind, it is expected that a change in circumstances should lead to a written review of the assessment and the opportunity arises for practitioners to consider if the interventions originally put in place are having the intended effect. If those interventions are not working, the review stage is a good time to re-think, engage the child and parent/carer in planning again and agree new interventions with them (or a slight amendment to how previous interventions were delivered), informed by the new information which has come to light. This helps to keep the YOT support valid and meaningful for the child as it adapts to their changing needs.

Managers are provided with regular management reports from the Business Analyst which provide an update on when Assessments were last completed and this provides an alert in the event that a review is overdue, helping practitioner and manager to avoid any oversight.

## **Referral Orders**

Once a young person has received a Referral Order they will be allocated a caseworker; the Restorative Lead worker will also be notified of the Order. The Business Support Officer (BSO) and the caseworker will arrange a date for the initial panel within the suggested guidelines of 20 days. This will also be the point at which the victim will be contacted by the restorative worker to see if they would like to engage in restorative work, or have their voice heard at the panel.

If the Panel is to be arranged beyond 20 working days, the caseworker will agree this with their line manager of the Restorative Lead worker who will note a management entry onto CareWorks to explain the reasoning for the longer period.

The BSO will then arrange for a panel at the YOT to take place by contacting two community panel members while the caseworker will contact the family; the caseworker will write an initial panel report which will be quality checked by a member of the YOT team.

The Panel Members will read the report on the day of the panel and discuss their thoughts with the caseworker before the meeting; their aim is to co-create the contract with the young person and to discuss a range of interventions that the young person will agree to support them through their order.

Feedback and a chance to reflect with the Panel Members will take place immediately after the panel with the restorative worker, while the young person will be given the opportunity to give their feedback on a more general form with their caseworker.

Panels can be called outside of this time frame for a number of reasons from compliance issues to recommendations of early revocation.

The caseworker is responsible for recording the panel on Careworks.

### **Referral Order with an Intensive Contract**

When a young person is on the threshold of a custodial sentence an Intensive Referral Order contract can be offered by the YOT as a viable alternative to custody. A Referral Order Panel will take place before the young person's appearance in court and an intensive and robust contract will be agreed that reflects the seriousness of the offence. This contract will be written up in the PSR and presented at court.

If agreed by the court, the Panel will meet with the young person post-court to formally start the order.

### **Compliance processes Referral Orders**

An 'emergency Panel meeting' should be arranged within 10 working days of any 3rd missed appointment without an acceptable reason (where warning letters have been previously issued).

The child and their parent / carer will be invited. The parent / carer should be present at this meeting, but if it's not possible for them to attend and it's assessed as necessary or appropriate to proceed in their absence, their views about the child's compliance and anything YOT can do to support this should be sort beforehand and feedback given (including the decision of the meeting) at the latest the day following the meeting.

The Caseworker will write a progress / 'Emergency Panel Report' detailing background information about the Order and update the Panel on the child's compliance and overall progress. Reasons will be sought by Panel members for limited / non-compliance and views of the child and their parent / carer will be sought.

A decision will be made at this Panel meeting as to whether to refer the child back to Court or not. The child and parent / carer will be informed of the decision and what they can do to achieve the most positive outcome moving forward.

If a decision is made to return the child to Court the Panel will complete a Referral back to Court form detailing the reasons and sign it. The YOT Caseworker will contact the Court within two working days of the Emergency Panel to request to list the matter at Court as a Referral back to Court.

The YOT Caseworker will complete a Referral back to Court Report (using appropriate template, as opposed to a 'breach report') ahead of the hearing date.

## **Reparation**

While a young person attends their initial Referral Order panel the two community members will have agreed between them the number of reparation hours the young person is required to give back to either the victim or the community as part of their order. These hours will take into consideration if the young person is engaged in education or employment and how much spare time they have.

The young person will then meet with the reparation worker to be assessed and to discuss which project they would like to engage in; they will be offered a number of unpaid opportunities that will help them give something back to a local charity, their community or an individual who has been harmed by their actions.

The projects range from charity shops to YOT based gardening projects and there is an intention for it to be meaningful in some way to the young person as well as the community. It is a way for the young person to reintegrate back into their community and to be given an opportunity to learn or to add to their professional development.

Once the young person has been introduced by the reparation worker to the project, and has signed an agreement with them, the reparation worker will add these documents to Careworks. From this point the caseworker will oversee the reparation element of the order, keeping an account of their hours, checking in with the projects that the young person has been attending, and keeping the reparation worker updated on a weekly basis.

## **Restorative Practice**

The Restorative Lead worker emails the YOT officer for the contact details of every victim. If there are any co-defendants this process will be left until everyone involved has been to court.

The YOT police will contact the victim in any Out-Of-Court Disposal cases on the restorative worker's behalf, while the Restorative Lead worker will contact the victim directly on a Referral Order, if it's not an especially complex/sensitive case.

(In relation to a PSR the Restorative Lead worker limits the engagement with the victim to finding out if they are willing to engage in a restorative process once the young person has been sentenced.)

All victims will be offered the opportunity to be updated on the young person's progress at the YOT and to see if they have any questions or statements relating to the offence.

There is a separate 'victim screen' on Careworks where the Restorative Lead worker will record all contacts with the victim. This can only be accessed by senior managers and the relevant BSO. The Restorative Lead worker will also keep a record of the victim's engagement and restorative progress on the young person's contact page on Careworks.

If the victim is willing to engage then the Restorative Lead worker will inform the caseworker and meet with the young person.

There will be an ongoing risk assessment for both parties at every stage of the restorative work as safety and preparation is key to the success of the process.

### **Resources for young people affected by harmful behaviours**

**ThinkNinja** <https://play.google.com/store/apps/details?id=com.thinkninja>

ThinkNinja is an App built as part of the Healios offer with our CAMHs services.

Healios have made their ThinkNinja app free to all 10-18 year olds UK-wide for the duration of the crisis (available in Apple App and Google Play Stores.)

It has been updated with specific COVID support content, created by child psychologists and designed to bring self-help knowledge and skills to children and young people who maybe experiencing increased anxiety and stress during the crisis, including:

- Fears relating to the virus
- Isolation struggles and how to stay connected to family and friends
- Worries about personal health and health of family members
- Coping techniques to use during the crisis

**Blueice (Free)** is an evidenced-based app to help young people manage their emotions and reduce urges to [self-harm](#).

It includes a mood diary, a toolbox of evidence-based techniques to reduce distress and automatic routing to emergency numbers if urges to harm continue

<https://www.nhs.uk/apps-library/blueice/>

**Calm Harm (Free)** is an app designed to help people resist or manage the urge to self-harm. It's private and password protected.

<https://www.nhs.uk/apps-library/calm-harm/>

**Catch It (Free)** Learn how to manage feelings like [anxiety](#) and [depression](#) with **Catch It**. The app will teach you how to look at problems in a different way, turn negative thoughts into positive ones and improve your mental wellbeing.

<https://www.nhs.uk/apps-library/catch-it/>

**Chill Panda (Free)** Learn to relax, manage your worries and improve your wellbeing with Chill Panda. The app measures your heart rate and suggests tasks to suit your state of mind. Tasks include simple breathing techniques and light exercises to take your mind off your worries.

<https://www.nhs.uk/apps-library/chill-panda/>

**The Pzizz (Free)** app helps you quickly calm your mind, fall asleep fast, stay asleep, and wake up refreshed.

<https://www.nhs.uk/apps-library/pzizz/>

### **NHS Every Mind Matters**

Has a dedicated page about mental wellbeing while staying at home, with many useful resources such as helpline numbers, apps, guidance on housing and relaxation techniques.

[www.nhs.uk/oneyou/every-mind-matters/](http://www.nhs.uk/oneyou/every-mind-matters/)

### **Community Living Well**

A free and confidential talking therapies service for anyone over 16 and registered with a GP in Kensington and Chelsea or Queens Park and Paddington who need support with their mental health. The service can offer telephone and digital appointments providing a range of support for when you experience difficult emotions such as low mood, anxiety and stress.

[www.communitylivingwell.co.uk](http://www.communitylivingwell.co.uk) | 0203 317 4200

### **Kooth**

Free, safe and anonymous online support for young people.

[www.kooth.com](http://www.kooth.com)

**Samaritans: A safe, space to talk with no judgment for adults and young people**

This is a free, 24 hour service offering confidential support for adults and young people experiencing feelings of distress or despair.

**116 123** For more information visit [www.samaritans.org](http://www.samaritans.org)

**SPA**

Provides 24 hour telephone support for people in a mental health crisis.

**0300 1234 244**

**Papyrus: A helpline for young people that have thoughts of suicide.** They can help you, or someone you know, stay alive and safe. To talk to them, call 0800 068 41 41 or 07860 039967. **For more information visit** [www.papyrus-uk.org/get-in-touch](http://www.papyrus-uk.org/get-in-touch)

**Shout: A texting service for young people going through a crisis.** For immediate help, anytime, anywhere text SHOUT on 85258 **For more information visit** [www.giveusashout.org](http://www.giveusashout.org)

**The Mix: Can help young people with whatever problem they are facing.** You can phone or use their webchat and crisis text line. Call 0808 808 4994 or text THEMIX to 85258. **For more information and webchat visit** [www.themix.org.uk/get-support](http://www.themix.org.uk/get-support)

**Childline: For anyone under 19 to talk about worries they have, big or small.** Call 0800 1111 or visit [www.childline.org.uk](http://www.childline.org.uk)

**Young victim support: You & Co** is Victim Support's youth programme that helps young people cope with the impact and effects of crime. You do not have to report the crime to the police to get support from us. <https://www.youandco.org.uk/> email: [youandco@victimsupport.org.uk](mailto:youandco@victimsupport.org.uk)

**The SOS Project, St Giles Trust:** 020 7708 8000 The SOS+ Project delivers early intervention work in educational settings, through preventative sessions on violence, vulnerability and exploitation. Our award-winning approach uses trained professionals with lived-experience of the criminal justice system to de-glamorise gang involvement and expose the harsh realities of crime and violence. As they know these issues first-hand, they can speak from their own experiences and have high levels of engagement from the young people. [64-68 Camberwell Church Street, London, SE5 8JB,](#)

**Future Men:** 0207 237 5353 A specialist charity that supports boys and men along the path to becoming dynamic future men. Through our practice-led services we

encourage boys and men to explore, celebrate and build on the seven characteristics that we believe contribute to positive masculinity. 34  
Grosvenor Gardens, SW1W 0DH

**Grenfell Health and Wellbeing team:** We provide a range of psychological therapies and support to help you feel better if you're feeling traumatised, down, stressed or have been bereaved. The easiest way to access the service is to self-refer online or contact 020 8637 6279 (Monday to Thursday, 8am to 8pm and Friday 8am to 5pm), 020 8962 4393 (Fridays 5pm to 8pm, and weekends, 8am to 8pm), 0800 0234 650 (Overnight: From 8pm, if you are 18 or over), [grenfell.wellbeing@nhs.net](mailto:grenfell.wellbeing@nhs.net), <https://grenfellwellbeing.com/>

## Intervention Planning

### Youth Rehabilitation Orders

- Intervention planning meetings will take place within 15 working days of sentence.
- The Intervention planning meeting will be chaired by a manager and attended by the Caseworker. Consideration should be given to inviting other relevant professionals where appropriate.
- The child should be present and the parent / carer will be invited. The parent / carer should be present at these meetings, but if it is not possible for them to attend, their views about appropriate intervention should be sought beforehand and feedback given (including the sharing of targets that have been set) within 5 working days of the meeting.
- Targets for the first phase of the Order should be agreed at this meeting and written / typed onto the Intervention Planning document. This document should be photocopied and copies given to the child and parent. If the document requires typing up after the meeting this should be completed and given / sent to the child and parent within 5 working days of the meeting.
- Review Intervention planning meetings should take place at a maximum of 6 months from the initial Intervention planning meeting and progress against targets should be reviewed with new targets potentially being set. These meetings should take place sooner if there is a significant change in the child's circumstances or assessed level of risk, or if their level of reporting is altered.
- Final Intervention Planning review meetings should take place with no less than 10 days of the Order being scheduled to expire (this is to ensure that exit planning / ongoing support can be arranged if necessary and appropriate).
- The manager chairing the meeting (or Caseworker if more appropriate) should directly seek feedback from the child and their parent / carer at any review / final meetings.

- It is an expectation that case workers will undertake regular home visits throughout the child's Order. Practitioners should refer to the YOT Risk Assessment and Lone Worker policies relating to home visits. Cases where this is assessed as being too high a risk should be discussed with the practitioner's line manager to see if there are strategies that can be put in place to mitigate such risks, or in the most serious cases a contact put on Careworks explaining why home visits won't take place.

### **Detention and Training Orders / Section 91 sentences**

- Post release review meetings should take place within 10 working days of release. These should be chaired by a manager and attended by the Caseworker. A representative (usually the SCH, STC, YOI Caseworker) from the custodial estate should be invited. In addition, consideration should be given to inviting other relevant professionals where appropriate.
- The child should be present and the parent / carer will be invited. The parent / carer should be present at this meeting, but if it is not possible for them to attend their views about appropriate intervention should be sought beforehand and feedback given (including the sharing of targets that have been set) within 5 working days of the meeting.
- Targets that were set prior to release should be reviewed at this meeting and shared with the child and their parent / carer.
- Review meetings should take place at a maximum of 6 months from the initial meeting and progress against targets should be reviewed with new targets potentially being set. These meetings should take place sooner if there is a significant change in the child's circumstances or assessed level of risk, or if their level of reporting is altered.
- Final review meetings should take place with no less than 10 days of the Notice of Supervision / Licence being scheduled to expire (this is to ensure that exit planning / ongoing support can be arranged if necessary and appropriate).
- The manager chairing the meeting (or Caseworker if more appropriate) should directly seek feedback from the child and their parent / carer at any review / final meetings.
- It is an expectation that case workers will undertake regular home visits throughout the child's Notice of Supervision / Licence. Practitioners should refer to the YOT Risk Assessment and Lone Worker Policies relating to home visits. Cases where this is assessed as being too high a risk should be discussed with the practitioner's line manager to see if there are strategies that can be put in place to mitigate such risks, or in the most serious cases a contact put on Careworks explaining why home visits won't take place.

### **Compliance Panels (Youth Rehabilitation Orders / Detention and Training Orders / Section 91 sentences)**

A Compliance Panel\* should be arranged within 5 working days of any 3<sup>rd</sup> missed appointment without an acceptable reason (where warning letters have been previously issued), or when there has been a serious breach of Notice of Supervision or Licence conditions and breach proceedings (DTOs) or Recall (Section 91 sentences) is being considered.

The compliance Panel will be chaired by a manager and where possible / appropriate should be attended by the Caseworker and YOT Police Officer.

The child and their parent / carer will be invited. The parent / carer should be present at this meeting, but if it is not possible for them to attend, their views about the child's compliance and anything YOT can do to support this should be sought beforehand and feedback given (including the decision of the meeting) at the latest the day following the meeting.

The Caseworker will provide details of the Order / Sentence and update the Panel on the child's compliance and overall progress. Reasons will be sought for limited / non-compliance and views of the child and their parent / carer will be sought.

A decision will be made by the Panel as to what will happen next and the child and parent / carer will be informed of this and what they can do to achieve the most positive outcome moving forward.

If a decision is made not to initiate breach proceedings it will be agreed at the compliance panel how the child will make up for any missed appointments, how this will impact on previous warnings, and how and where this will be recorded.

If a decision is made to initiate breach proceedings in relation to a YRO or Detention and Training Order Notice of Supervision the YOT Caseworker will send the appropriate paperwork to the relevant Court within two working days of the compliance Panel using the templates given by the Court.

The YOT Caseworker will complete a breach report ahead of the breach hearing.

*Please note that the process for recall on Section 91 Licences differs considerably than that for Detention and Training Orders and may require immediate action, especially if the child or young person has been arrested in relation to new offences.*

If a decision is made to recall a child or young person subject to a Section 91 Licence the Caseworker is required to complete a 'recall request form' (saved in the team area), have this countersigned by the Team Manager (or Deputy Service Manager in their absence) and email it to the Offender Management Public Protection Group at: [recall1@justice.gov.uk](mailto:recall1@justice.gov.uk)

The Offender Management Public Protection Group will review the recall request report and then issue the YOT with a revocation of licence for the child's arrest. The case manager you should then:

- send the revocation of licence to the police so they can arrest the young person
- send a copy to the YCS Placement Team by secure email.

- complete the Custody module of AssetPlus and send to the YCS Placements Team.
- save a copy on the Careworks paperclip.
- When the child has been arrested the Caseworker must contact the YCS Placement Team to discuss the child's return to custody and complete and send any remaining necessary paperwork.
- Once placement has been confirmed prison escorts contracted services will be notified by the Placement Team to collect the child from police custody and take them to the identified secure establishment.
- Case management guidance in relation to Detention and Training Orders and Section 91 sentences can be found here:

<https://www.gov.uk/government/publications/custody-and-resettlement/custody-and-resettlement-section-7-case-management-guidance>

\* There may be occasions when it is appropriate not to hold a compliance panel, eg if the risk is high and there is a clear breach (ie where nothing the child or child says could change our view of the need to return to Court on DTO Notice of Supervision cases or be recalled to custody on Section 91 sentences). In such instances, the issue should be discussed and agreed with a manager and the manager to make an entry on contacts to this effect.

## **Intensive Supervision and Surveillance**

RBKC does not have a team who solely deliver ISS on the basis that the numbers of children who are at risk of custody are very low. Similarly, the general caseloads at RBKC YOT are some of the lowest across London. This therefore creates capacity for the YOT caseworker to be the person who supervises and oversees the child's compliance with ISS.

The supervising YOT officer will be the person responsible for compiling the timetable for any child subject to ISS, either as a bail condition or as a requirement of a community penalty. A tagged electronic curfew should be requested in every case where ISS is given by the Court, either as a condition of bail or as a requirement of the Youth Rehabilitation Order. Any exceptions to this must be agreed with the YOT Service Manager who will note on file that this has been agreed.

The caseworker will rely on the support of specialist YOT colleagues – particularly Education colleagues and the Restorative Lead Worker - to contribute to the timetable to ensure that it is compliant with national guidelines.

Once agreed with the child and their parent/carer, the timetable will be handed/posted/mailed to them each week in good time for the week ahead. Copies of the timetable should also be provided to those colleagues contributing to the timetable and a copy available for the Security/Reception at Oxford Gardens. A copy of the timetable should be saved on the child's CareWorks record on Client Attachments.

When planning for the child's weekend activity, the caseworker will liaise with their line manager to agree activities available at that time and this may include the Junior Attendance Centre, support from the Detached and Outreach Team, identifying and agreeing activities with the third sector (eg Harrow Club, Kids on the Green, Rugby Portobello, Dalgarno or Earls Court Youth Clubs) or it may involve the spot purchasing of specialist provision, if that is the most appropriate.

It will be rare for a child to have ISS as a condition of their Notice of Supervision and caseworkers are advised to speak with their line manager before proposing this.

Timetables should include the following data, ideally on one sheet:

- Name of child it relates to and their contact telephone number
- The parent/carer name and contact number
- The supervising YOT officer and contact number
- The date the timetable is valid for
- Date of the Order, details of the Order, the times of the tagged curfew and the dates for which the curfew is in place and to what address
- The timetable should show the time, the place and with whom the child has a meeting for each day so that there is no ambiguity. There should be a strong focus on education and if the child is not in education, then finding suitable ETE will become a key priority as part of the ISS intervention plan.
- All timetables will have 25 hours of activity in line with national guidelines.

All ISS intervention planning meetings, reviews and compliance panels must be chaired by a Senior Practitioner (or other manager in their absence).

ISS will only be offered as a last resort where custody is highly likely and as a direct alternative to custody. They should not be used solely to encourage a child involved in offending, to attend education provision. Colleagues may wish to consider proposing a GPS requirement, either in place of ISS or as part of an ISS programme and details of how to do this are noted in this link to the folder on GPS in the Team area:

[..\GPS 2020](#)

## **Custody / Resettlement**

### *Resettlement*

In the context of youth offending, resettlement is the process by which children re-enter the community and settle back into their lives after a period in custody. Custody disrupts children's lives. It involves separation from family and friends, interrupted education and, potentially, loss of accommodation, and fear and emotional distress.

Resettlement can also be frightening, and it poses practical problems. For some, it is as traumatic as their entry into custody, so it needs to be planned and delivered carefully. The resettlement of children from custody to their community is a statutory responsibility of local authorities, in partnership with the police, the National Probation Service (NPS), health services and Her Majesty's Prison and Probation Service Youth Custody Service (HMPPS YCS). In practice, the planning and coordination is carried out mainly by YOTs and the YOI casework teams.

The Youth Justice Board (YJB) launched the Seven Pathways to Resettlement document, which identifies seven key areas of a young person's life and provides guidance on planning for resettlement. These pathways are:

- ❖ accommodation,
- ❖ education, training and employment,
- ❖ health,
- ❖ substance misuse,
- ❖ families and
- ❖ finance,
- ❖ benefit and debt.

The RBKC YOT Case Manager will be responsible for including these areas within intervention plans and will be working with partner agencies, in a collaborate approach, to achieve the desired outcomes. Partner agencies include Family and Children services, Housing services, National Probation Service (NPS), Child and Adolescent Mental Health Service (CAMHS), NHS health services and Her Majesty's Prison and Probation Service Youth Custody Service (HMPPS YCS).

Reviews will take place (ever 6-8 weeks) for resettlement cases and will be chaired by a YOT Manager. The Social Worker from the local authority will be invited to the reviews as the child may still be in receipt of support and leaving care services.

RBKC YOT staff aim to implement a bespoke plan which will prioritise reducing the risk of reoffending and harm to others in the community, whilst meeting the physical, emotional and developmental needs of the young person.

Further YJB guidance on custody "How to Make Resettlement Constructive", introduced the five Cs on constructive resettlement. These are: Constructive, Co-Created, Customised, Consistent and Coordinated. The document specifies that there should be 'one plan tailored to address the identified risks and needs of each young person, focussed from the outset on promoting a sustainable and safe return to the

community'. YJB case management guidance (2019) on custody and resettlement outlines the roles and tasks for the YOI and RBKC aim to implement these as follows;

- Case Managers have responsibility for overall case management of community and custodial orders, and joint accountability with the secure estate for sentence planning and delivery. Where cases are subject to Multi Agency Public Protection Arrangements (MAPPA), the YOT Case Manager will work in collaboration with MAPPA in agreeing ways to manage risk.
- Case Managers are responsible for assessing the child's safety and wellbeing using AssetPlus.
- This must be a dynamic process, with re-assessments taking place at regular intervals during the sentence as well as following any changes in the child's circumstances. As a minimum, the AssetPlus will be reviewed at the point of entering custody and the point of release as well as at any time there is significant change in circumstance for the young person.
- Service providers working in custody, such as health, learning and skills providers and substance misuse teams, will need to undertake assessments to be able to tailor their services to individual need.
- Case Managers should liaise with secure settings caseworkers so jointly they can ensure that any new evidence collected from these assessments is incorporated into the AssetPlus assessment.

### *The role of the YOT in resettlement*

The YOT holds the responsibility for overall case management of custodial orders, and joint accountability with the secure estate for sentence planning and delivery. The YOT takes the primary responsibility for arranging services for, and on, release. This includes coordinating external health, education and children's social care provision.

In practice, this means jointly planning, and delivering, appropriate services and interventions to the child both in and out of custody. When the child enters custody, the YOT provides a comprehensive assessment of the child to the YOI. It should contain all necessary and appropriate information about the child, their circumstances, and their health and education. It should inform all planning, at least initially, and be used to consider and plan for resettlement needs and risks.

### *The role of children's social care services in resettlement*

Any child who was in the care of, or accommodated or supported by, local authority children's social care services before entering custody continues to have a right to that support while in custody and on release. In practice, this means that children's social care services should continue to be involved while the child is in custody, and on release, and provide services such as accommodation. In addition, if the child becomes homeless during the period of custody, the local authority has the same duties that it would have to a homeless child in the community.

### *Release on temporary licence (ROTL)*

There are services and activities that need to be in place immediately on release in order to ensure that the child has the best the opportunity to succeed in re-integrating into the community. Maintaining key relationships is also important for successful resettlement.

To help meet these objectives, a temporary release into the community on a licence may be useful, for example a visit to an accommodation placement or a meeting with an education provider. This can be done through ROTL. In YOIs, children must serve half of their custodial period, or be 24 months from release, whichever is the later date, before becoming eligible for ROTL. Resettlement work involves YOIs, YOTs and other agencies working together to prepare children in custody for their release. Successful resettlement work cannot be carried out by either custodial agencies or community agencies in isolation; they must work together from the beginning of the sentence.

Where the child is released and residing in accommodation which is out of the home borough, pathways from offending and constructive resettlement will be dependent on local resources and available interventions.

### *Secure Estate/YOT Practice Forum*

RBKC YOT are part of the Secure Estate/YOT Practice Forum, which consists of representatives of all London boroughs. The forum meets quarterly, alternating meeting locations between the Secure Estate and YOT premises. The expectations of the forum are as follows; to offer a space to share good practice; enable operational and practice change; implement recommendations from inspection reports; develop innovative practice; link with other practice forums; link with Association of London Directors of Children's Services (ALDCS) to raise matters of concern. Youth Custody Service (YCS) are also invited to future meetings. Reciprocal training ideas are included within the discussions to enhance the ability for YOT staff to have understanding of each other's experiences, ways of working, challenges and needs.

Other areas for discussion include, communication between YOT, Secure Estate, families and children. Planning interventions, sharing good practice, temporary release (TR), continuity/consistency of interventions and placements of LAC children upon release. This forum has been considered an effective development in the area of resettlement, which will offer shared knowledge within London YOT's as the field of resettlement and the delivery of this can vary according to social and economic factors, local resources and collaborative work.

## **SPECIALIST INTERVENTIONS**

### **Art Therapy**

Art therapy provides a creative, safe and confidential space where young people can explore how they feel and express themselves using art. Art therapists are trained to understand non-verbal communication and be alongside young people as they explore their internal world, helping them to feel heard and understood. Aiming to support young people in making links between their thoughts, feelings and actions.

As an art therapist working with the young people here in the YOT I am well placed for engaging young people who might not otherwise access therapy. I have seen how difficult it can be for young people to express themselves through language alone. Using collage and image making they can share a feeling or an experience at a safe distance. It can then be thought about together in a non-judgemental way that supports the young person to let down their defences. It helps young people to find self-agency in making realizations for themselves about how they are feeling and how that might be informing their decisions.

### **“Deal or No Deal” programme**

Deal or No Deal is an intervention run by Charlie, the art therapist and Eric, the substance misuse worker. We work with children who are drug dealing or on the periphery of this lifestyle. We aim to affect change by having real conversations about where the young person is and their world view. To be able to have meaningful interactions that speak authentically to them in relation to their lived experience and the risk factors associated.

It is about supporting change in the child’s thinking with regards to drug dealing. We use art materials and open conversation to challenge perceptions of drug dealing as a quick reward and lifestyle choice.

This stage of development for adolescents is such that they tend to be very vulnerable to peer influence and risk taking. It is heavily accented on identity and the underlying need to belong and be accepted. Many locate themselves within this social picture which is often motivated by a desire for power and avoidance of vulnerability, i.e. the power of the dealer. We are often working with disenfranchised young people who may be seeking an opportunity to move from being anonymous on their estate to a position of relative fame.

Drug dealing is a very seductive and coercive pathway to experience power with many hidden pitfalls. However, the desperation for the power can override everything else. In the sessions we acknowledge the right to want to have power, but we encourage young people to find safe alternatives to acquire power, friendship and money,

equalling sustainable esteem. Meaning we talk to the underlying needs and desires that the behaviour is trying to fulfil in an unsafe way.

We try to press the pause button and step back with the young person and look from a broader safe distance at the direction they are heading. Our visualisation process, which is the art, assists us to externalise with them, which allows us to move from blame/defensiveness to greater openness and receptiveness to ideas. They are coming to us having received a lot of judgement. We acknowledge what has happened and then we seek to position ourselves alongside the young person in a power sharing collaboration.

### *Structure of Deal or No Deal*

A child is referred to deal or no deal by their case worker.

We work over a minimum of 3 sessions. In the first session we invite the young person to make a collage of their view of the drug dealing lifestyle. This provides the opportunity for the young person to externalise their world view and discuss their understanding. This assists us to talk to the young person at their pace and intensity and to speak to their authentic lived experience. Giving us insight into the protentional aspirations that may have motivated or hindered their choices.

In session 2 and 3 we invite them to make a collage of what an alternative life could look like. This leads to rich discussion about their hopes and aspirations as well as the challenges that they feel stand in the way. They can have an opportunity to connect with the felt experience of what they want their lives to look like, through the images helping it to feel more real to them. We can use the physical objects of their collages to look at where their cross over skills or motivators are, such as the desire for respect, security and belonging. We look to shine a light on pathways to a safer constructed belonging.

The process lends itself for the young person to talk about their fears and worries that can stand in their way in relation to building a life outside of a drug dealing identity. Each child is given the opportunity to take away with them the 2 images, but no one thus far has taken the 1<sup>st</sup> image. They take with them the alternative images; we frame this so they can hang it on their wall and have a powerful reminder of their experience here and we hope it acts as a motivation.

## Education Personal Adviser

The Education Personal Adviser (EPA) role is to assist and enable young people who are struggling to sustain, or have disengaged from, education or training to re-engage and work towards achieving their goals and potential. The EPA co-ordinates relevant personal development, education and training programmes either bespoke one to one sessions or group work dependent on young person needs. Examples of these programmes could be one to one tuition sessions for the Construction Health & Safety Card facilitated by local community Clement James Centre or group sessions such as Street Doctors (medical students in training teaching lifesaving skills) or the Ether Programme (an inspirational leadership programme for BAME young men). A key area of work for the EPA is to work with Year 11 and post statutory school children to acquire skills to apply for jobs, for example CV writing, form filling, interview advice for both work and college placements. The EPA will work in consultation with parents, carers and families to support young people if appropriate.

The EPA represents YOT at professional meetings such as YJB London and South East ETE Forum; the TBAP Inclusion Panel and the SEN and YOT Partnership meetings. The EPA works as part of the YOT multi-agency team in assessing risk and promoting ETE as a protective factor at weekly Court Report meetings and monthly Risk of Serious Harm Management Panels. The EPA is also a point of contact between young people and colleagues within educational establishments such as mainstream schools and alternative provisions. Another key point of EPA's role is to visit and work with young people in custodial establishments and assist them to re-engage in ETE in preparation for their return to the community. The EPA also prepares quarterly reports in line with YJB reporting requirements.

## Educational Psychologist

Applies psychological frameworks and knowledge of education, learning and child development to support positive change for young people, families, schools, organisations, groups and communities. The Educational Psychologist aims to support the emotional wellbeing, learning and social inclusion of young people by working at different levels; with the young person themselves, with families, groups and organisations, including schools. They explore patterns of concern and exceptions to the concern, skills, competencies, resources and interests, barriers to learning, and beliefs, constructs and narratives around a young person, including those related to self-identity and learning to support a better understanding of behaviour and a young person's needs to inform intervention and positive outcomes.

You may want to ask the EP to become involved in consultation or assessment work when:

- You want to gain a better understanding of a young person's behaviour, well-being or learning needs
- The young person is out of school
- You want to think about transition e.g. custody or release

- A situation is feeling 'stuck' and you're not sure what to do next

Other work can include:

- Group problem-solving as part of the education multi-disciplinary team at the YOT
- Training e.g. areas of special educational need, bereavement, trauma, well-being, inclusion
- Facilitating group meetings using solution-focused frameworks

### Health and wellbeing worker

The CAMHS YOT Nurse contributes to the principle aim of preventing offending by children and young people, by ensuring that their physical and mental health needs are addressed as a principle factor within all programmes of assessment and intervention undertaken by the Youth Offending Service. This is achieved by liaison and referral to the relevant health services or by direct one to one therapeutic work, utilising the skills and experience with a dual registration in mental health and learning disability nursing.

The YOT CAMHS nurse will ensure that a young person in contact with the youth justice system has the same access to a comprehensive health service (both mental and physical health) as any other young person within the general population.

Interventions and assessments that are utilised as part of the CAMHS role include health and emotional wellbeing screening, sexual health, mental health assessment, talking therapy, CBT focused worksheets, solution focused approach, motivational interviewing and facilitating appointments to access health services. Furthermore, acting as a consultant for this area of service delivery and a single point of contact for referral and liaison, this includes access while in custody, liaising with hospitals/GPs etc, referrals into generic CAMHS, FCAMHS and Grenfell services (Trauma therapy).

Involvement is initiated with young people who are post court and receive either a Referral Order, Youth Rehabilitation Order or Custodial Sentence. Flexible working and outreach is essential and meetings with young people are offered in other suitable places, including place of residence, alternative council buildings, custody or attending court hearings. Developing and building a trusting rapport with these young people is paramount.

Interagency working is integral in this role and working relationships have been developed with Social care, Grenfell, SYV (Serious Youth Violence), IGXU (Integrated Gangs Exploitation Unit), Police, Redthread, Schools/College, Health in custody, including Feltham and Cookham wood YOI and FCAMHS to list but a few. The CAMHS YOT worker also works alongside a range of specialists within the YOT team, including SLT (Speech Language Communication), Educational Psychologist, Education Personal Advisor, Art Psychotherapist, Substance misuse worker and

Family therapist, to ensure holistic needs are identified and a multi-agency service is available to young people in contact with the criminal justice system.

## QPR Practitioner

Prevent & Prosper is the project I deliver in partnerships with the YOT, and the others are the wider offer from QPR.

With the exception of Prevent & Prosper, the other projects are currently going through the 'project restart' phase so I've kept the information pretty brief for now. Whilst the projects have been put on hold due to Covid-19, I've been informed that they'll likely start again shortly with minimal changes.

*Prevent & Prosper* – The project is a creative way to engage and motivate young people (including routes into education & training). using the football club, sport, and the stadium for delivery.

The project offer's one to one mentoring support to young people at risk of offending by engaging them through sport to provide positive pathways through training, education, volunteering and employment opportunities.

### *QPR Kicks*

Free football sessions for ages 13-19

(locations TBC due to project restart)

Funded by the Premier League and the Mayor's Office for Policing and Crime (MOPAC) project aims to build a safer, stronger and more respectful communities through the development of young peoples' potential by guiding young people towards a range of healthy and constructive activities.

### *QPR Traineeship*

A 12 week Traineeship programme available for 16-18 year olds. This personal development opportunity offers young people work experience placements with the QPR education department as well as our club partners Currency UK.

English & Maths functional skills are inclusive within the programme for young people who do not have GCSE English & Maths.

### *QPR Apprenticeship*

Level 2 and 3 Sport qualifications are available to young people aged 16-19 who wish to pursue a career within the sports coaching industry. The academic side of the programme is delivered in partnership with Mitre.

Young people will be based in school assisting with PE sessions 4 days a week. 1 day per week is dedicated to academic side of the programme. (the apprenticeship runs in line with the academic year)

## Speech and Language Therapist at the YOT

The three boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster all agreed to spend one off NHS England funding on commissioning a Speech and Language Therapist to support the YOTs in improving their understanding and the quality of resources used so that we are more able to meet the diverse needs of the children and young people we work with. These have been some of the areas we have been able to improve through the Speech and Language Therapist attending one day a week.

- Support with screening of SLCN with the use of the screening tool as it is used more frequently and with greater confidence by YOT practitioners
- Delivery of practical workshops to introduce a range of strategies and resources to support young people's speech, language and communication skills
- Review of the Referral Order contract and review document with feedback from young people that they think it is much easier to understand
- The SaLT has provided the team with strategies/advice that they are able to use to evidence that reasonable adjustments are being made to support those young people with identified SLCN – all young people with identified SLCN will have a 'Communication Profile' that outlines their strengths and areas of difficulty, along with key strategies that they and others can use to support their understanding and use of language, and their communication skills
- Link in with the trauma informed training that has been completed by many team members by sharing key strategies/resources to support communication within a trauma-informed perspective
- Highlighting where needs around speech and language may not have been previously identified and addressed and this is important and valuable feedback to partners in the education sector

## Substance Misuse

Young people who are made subject to an Out of Court disposal (OOCd) for possession of cannabis may have their SMU intervention delivered by their caseworker, if the issue is for one of Tier 1 education. However, where there are complexities, such as indicators of concern or vulnerability relating to supplying of drugs, this may be referred to the YOT Substance Misuse Worker. On this point it is not unusual for a young person to be arrested for Possession with intent to supply (PWITS) but charged for possession. In these cases, evidentially police are not able to prove PWITS, but police and professionals' concerns would highlight potential exploitation or drug dealing/supplying and the case would be referred to the YOT Substance Misuse worker.

For young people who are subject to Court orders would have undergone a basic SMU screening through an initial Asset plus assessment and SMU concerns would have been identified.

It is to be noted that some of these concerns are quite apparent prior to the Asset plus assessment. Broadly speaking substance concerns for young people fall into the following categories.

## Substance misuse concerns

These include:

1. Drug use: recreational, experimental, or dependent
2. Poly drug use
3. Evidence of supplying which may be based on intelligence or identified through assessment.
4. Class A drug possession.
5. Possession with intent to supply.
6. County lines

The SMU worker will receive a verbal referral from a case holder that's based on a concern or a combination of concerns listed above. The SMU worker will have a conversation with the case holder in order to gain a better sense of the potential presenting issues.

Individual substance misuse work with young people is mainly psychosocial and follows on from a comprehensive substance misuse assessment (CSA). Psychosocial means relating to the interrelation of social factors and individual thought and behaviour. The psychosocial approach looks at individuals in the context of the psychological factors and the surrounding social environment have on their physical and mental wellness and their ability to function.

Young people undergo a CSA and based on the outcome of that assessment they are offered;

- One to one session.
- Group work.
- Harm reduction.
- Referral to Tier 3 Pharmacological interventions
- Referral for assessment for residential detox/rehabilitation

Whilst all of the above are mentioned on the CSA SMU interventions are almost exclusively one-to-one work that encompasses harm reduction and or basic drugs awareness. The form of one to one varies depending on the assessed need and sometimes it is possible for a young person to engage in conversation about motives for behaviour and the reason for their drug use.

## Young People's feedback

In order for us to know if the work we do is worthwhile and having any positive impact, it is important that we create an environment where children feel able to feedback and to tell us how they think we are doing.

All practitioners and managers are encouraged to check in with the child they are working with in each session that the child has understood what is being discussed. More than this, as part of the initial assessment the practitioner will explore any preferred learning style with the child and try to adapt the interventions offered accordingly. Evidence of this should be noted in the assessment itself but equally, if any practitioner becomes aware at a given point that the child is not engaging with work as planned, then the YOT supervising officer will explore ways of helping the child to engage more meaningfully.

As a minimum, all young people will be asked to complete a feedback form at the midpoint of their Order (as this gives us time to rectify any areas which are not working) as well as at the end of their Order.

The relevant feedback forms designed by the Speech and Language Therapist can be found here:

[YP YOT feedback form - mid point.docx](#)

[YP YOT feedback form - end point.docx](#)

**Managers will check with practitioners that feedback is sought in every case and that this is evidenced on record.**

## **Transfer of cases between Youth Offending Teams**

In the event that there should be a need to seek transferring a child between Youth Offending Teams, we follow the nationally agreed protocol issued by the Youth Justice Board in 2018, a copy of which is accessed here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/678841/National\\_protocol\\_for\\_case\\_responsibility.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678841/National_protocol_for_case_responsibility.pdf)

Colleagues are encouraged to keep the child who is moving between areas at the centre of all planning and decision making. Moving to another area can be unsettling and even alarming for a child and good partnership planning and communication can really help a child settle into their new home. If the child is looked after by this local authority, then we will always maintain responsibility for the child but may ask another area to caretake supervision of the Order if it becomes impracticable for us to support the child from RBKC.

If the child is not looked after and they remain in their new home for three months, then the home (or originating YOT) may request that the responsibility for the Order be formally transferred to the YOT covering the new home area.

If other YOTs are asking RBKC to supervise or caretake supervision of a child, they should be sent the following transfer form to complete and to submit this, together with all relevant documentation, at the earliest opportunity so that arrangements can be made to allocate and arrange a three way meeting between the home/originating YOT, the child and their parent/carer and the new YOT. The transfer document is here:

[transfer document .docx](#)

## **MAPPA**

There are three categories of MAPPA:

Category 1. Registered Sex Offender (RSO) (W/M marker shown on PNC). Schedule 3 SOA 2003:

- convicted/cautioned and within Notification period or
- subject of a SOPO

Category 2. Violent Offender (and 'other sexual offenders')

Murder or Schedule 15 of CJA 2003:

- sentenced to custody for 12 months or more and on licence, or
- detained patient subject of a hospital order (with or without restrictions) or patient managed in the community, conditionally discharged from hospital (Sec 37/41) and subject to a Community Treatment Order or following previous detention under Sec 37 or 47

Subject of a Disqualification Order

Other sexual offenders, not liable to registration on the 'Sexual Offenders' Register' (NB. This is very rare and relates mainly to historic offences)

Category 3. Other 'dangerous' offender

The offender:

- must have been convicted/cautioned for an offence that indicated they are capable of causing serious harm to the public, and
- poses a current risk of serious harm to the public that requires multi-agency management at Level 2 or 3.

Should any child or young person you are supervising falls into these categories / criteria the case will need to be referred to MAPPA. This should be discussed either in Supervision with your line manager or in the Risk of Serious Harm (ROSH) Panel for the child or young person.

For cases that fall into Category 1 or 2 this discussion should take place as soon as possible following sentence so that the appropriate screening form can be completed and a level agreed upon. For children or people who fall into Category 3 this is likely to be discussed with the ROSH Panel where there has been an assessed increase in the level of risk of serious harm, although where there is imminent risk identified practitioners can discuss a referral under Category 3 with their line manager / duty manager.

MAPPA levels:

Level 1 – Multiagency work is completed and/or is being managed with a single agency.

Level 2 – high risk cases that require active multi- agency working to develop a co-ordinated plan between the YOT, Police and other agencies.

Level 3 – “the critical few” - reserved for those deemed to pose the highest risk of causing serious harm or whose management is so problematic that multi-agency co-operation and oversight at a senior level is required with the authority to commit exceptional resources.

Following agreement (via screening tool and management oversight) regarding the Category and Level a notification or referral will need to be made.

For Level 1 cases the YOT Case Manager should notify the MAPPA administrator that it is a Level 1 case by sending an email including the screening form.

For Level 2 or 3 cases you would complete the MAPPA A Referral Form (saved in the Team Area) – for cases where the child or young person is in custody (ie: most Category 2 cases) this should be completed 8 months ahead of their release date where possible. This document should be sent to the MAPPA Administrator, (for RBKC this is currently Anntonia Espejo [Anntonia.Espejo@justice.gov.uk](mailto:Anntonia.Espejo@justice.gov.uk)). The MAPPA administrator will review the form and may ask for additional information. The MAPPA administrator should then notify you of the date of the MAPPA meeting. It is important that relevant professionals working with the child or young person are invited to the MAPPA meeting and it is good practice to check that the MAPPA Administrator has invited them.

It is important to prepare well for MAPPA meetings so that relevant information can be discussed / shared and effective risk management plans made.

The Seconded Probation Officer (or colleague fulfilling that role) will be available to advise and support you throughout the process and may attend the MAPPA meetings with you should you find this beneficial.

The MAPPA level will be reviewed at the MAPPA meeting and actions will be agreed. A date for a further MAPPA meeting should be set (in Level 2 or 3 cases). Minutes should be distributed by the MAPPA Administrator following the meeting. It is important that practitioners accurately record the MAPPA meetings on Careworks and complete actions that are set.

***For more information regarding local management of public protection and risk policy, please refer to the Policy here:***

<..\HMIP 2020 - Evidence in Advance Folder\RBKC Risk Policy Autumn 2019.docx>

## **Transitions – YOT to Probation (NPS and CRC)**

A Senior Practitioner, seconded Probation Officer / person fulfilling that role will meet quarterly to review YOT cases and identify ones that may be transitioned to Probation (NPS or CRC) in the coming months. To identify cases 6 months in advance for an initial assessment as to whether they would be transitioned to NPS (high risk) cases or CRC (medium and low risk cases). YOT Caseworkers can also highlight cases to the Senior Practitioner or seconded Probation Officer / person fulfilling that role outside of these quarterly meetings.

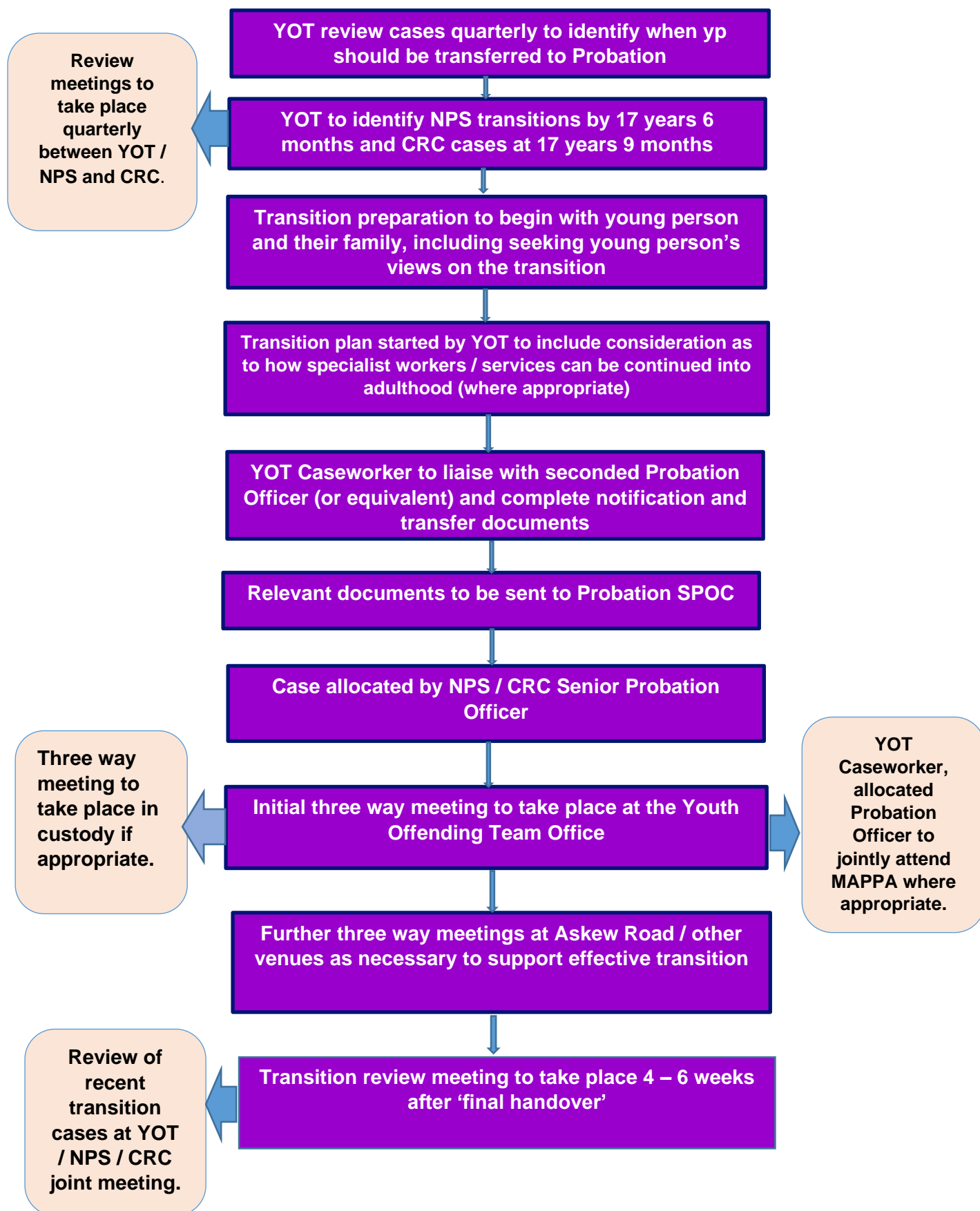
Senior Practitioner, seconded Probation Officer / person fulfilling that role will meet quarterly with the Senior Probation Officers from NPS and CRC to support planning around transitions and to review recent transition cases.

Once a young person has been identified as transitioning to Probation preparation should begin with the young person and their family, including seeking young person's views on the transition. Planning should take place between the Caseworker and the Probation Officer / person fulfilling that role. Planning should include how specialist services can continue / be transitioned as part of this. Transfer documents (saved in the Team Area) should be completed by the Caseworker, although the Seconded Probation Officer can advise if necessary. Relevant documents (Court Order, AssetPlus, PSR, PNC previous convictions, any licence / Notice of Supervision, and transfer form) will be sent to the Senior Probation Officer and Probation Case Admin. Single Point of Contact (SPOC). The SPOC would create the case on Probation Delius System and notify the YOT Seconded Probation Officer / Person fulfilling that role when this has been done so they can attend the Probation Office and complete the Risk of Serious Recidivism (RSR) and Case Allocation System (CAS) processes which identifies whether the case will be supervised by NPS or CRC. The case should then be allocated by the Senior Probation Officer and following an allocation an initial three way meeting between the Probation Officer, YOT Caseworker and young person should take place, ideally at the YOT office. A further three way meeting at the relevant Probation Office should take place to support the transition and a transition review should take place 4-6 weeks after this second meeting.

If the young person is in custody at the point of transition it will be important to liaise with the Senior Probation Officer about who the case will be allocated to as Probation have new criteria as to whether they allocate the case to a Probation Officer in the community team or in the custodial institution.

The following flow chart gives a visual representation of this process:

## Transitions flowchart



## **Case arrangements when on leave**

When practitioners are due to take planned leave, they are asked to give the child/young person and their parent notice of this, together with clear information (given in written form as well as explained verbally) who will be seeing the child/young person in their absence. The preference is that arrangements are made for the child/young person to be seen by other practitioners who are already working with the child/young person, or at least, someone the child already knows. To help illustrate this, if the caseholder goes on leave, they might arrange for a specialist practitioner who is already working with them to hold all of the child/young person's appointments. If a specialist worker is going on leave, they will notify the caseholder who will be alerted to holding more of the appointments during the period of absence.

Use of the duty system should be considered as a last resort (for example, during periods of a lot of holiday such as Christmas) and when the child/young person is given such an appointment, the caseholder should provide the relevant duty officer with some information regarding the work to be undertaken in the appointment.

Prior to planned absence, the relevant practitioner is asked to email the team with details of the children/young people and the arrangements which have been made for them during this time. This helps colleagues to know how best to support the child/young person, for example if they attend duty in crisis or are unclear of who they are reporting to. For any young person subject to ISS, the ISS timetable should be stored on Careworks and also a copy given to the reception at Oxford Gardens.

In the event of any unplanned absence, the line manager or the duty manager will check the practitioner's calendar on outlook and identify any children/young people who were due to report during the period of absence. Arrangements will be made with other YOT colleagues to support them or if the absence is brief and there is no one available at short notice, the duty manager or duty worker may telephone to ask if they would wish to rearrange the appointment for the following day.

Any missed appointments while a practitioner is on leave must be followed up by the colleague who was due to meet with the child/young person, to establish why they have missed the appointment. This may be a phone call in the first instance but may be followed with a warning letter if there is no response. Practitioners may wish to liaise with the duty manager with regard to which is the most appropriate action but it is important that all action taken and appointments (both attended and missed) are accurately recorded on CareWorks.

## **Staff support and development**

The Youth Offending Team follows all standard RBKC Human Resources Policies, all of which can be easily accessed via the SharePoint / KC intranet, clicking the HR portal found there. These include the local authority's:

Disciplinary Policy

Equal Pay Policy

Disability Policy and Reasonable Adjustments Guidance

Equality, Diversity and Inclusion Policy

Flexible Working Policy

It also includes the performance management and appraisal policy but the link for appraisal guidance is found here for ease of access:

[20200127 Annual Appraisal General Guidance \(RBKC\)](#)

All staff are expected to work closely with their manager in setting and reviewing targets, both at the mid year point and towards the end of the financial year.

All staff can access the learning and development portal, also held in SharePoint but should speak with their line manager before booking on any training.

## **Structure and governance**

The Youth Offending Team sits within the Family and Children's Service directorate, managed by the Head of Service for Early Help and Social Work. The YOT operates both operationally and strategically with partners to deliver its key objectives ensuring the concerns and issues facing older children are represented within the authority's priorities.

The Youth Crime Partnership Board serves as the YOT Management Board and comprises representatives of all statutory partners. It provides strategic oversight, accountability and direction to prevent offending and reoffending by children in Kensington and Chelsea. The Board meets quarterly and is chaired by the Director of Family Services, Glen Peache.

This Board reports into the Community Safety Programme Board but also has a reporting line into the Local Safeguarding Children's Board for the three boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster. The Chair of the YCPB and the Deputy Chair (the Chief Community Safety Officer) attend those Boards and so are able to provide the thread of accountability.

### *Youth Crime Partnership Priorities*

1. Improved partnership working and community engagement
2. Reduce level of disproportionality
3. Development of a service which is able to better meet the needs of older children and their families/adolescents
4. Reduce the level of serious youth violence
5. Improve outcomes for looked after children who offend
6. Work to ensure the safety and wellbeing of children to keep them safe from exploitation and out of custody

Progress made by the partnership against these priorities is reported on annually in the borough's Youth Justice Plan, a condition of the Youth Justice Grant issued by the Youth Justice Board, as mandated in the Crime and Disorder Act 1998.

The following is the Youth Crime Partnership Board's agreement of their terms and purpose:

# Youth Justice Partnership Group agreement 2019-20

## PURPOSE

This is a statement between the statutory and non-statutory partners on the Youth Crime Partnership Group (which serves as the Youth Justice Management Board in compliance of the Crime and Disorder Act 1998) for the Royal Borough of Kensington and Chelsea. It sets out our joint strategic commitment and, as relevant, the resource and finance commitment made towards providing effective youth justice services in Kensington & Chelsea.

**Commencement date:** October 2016

**Review date:** September 2019

## INTRODUCTION

Section 39 (1) of the Crime and Disorder Act 1998 requires the co-operation of the named statutory partners to form a YOT. Section 38 (1, 2) identifies the statutory partners and places upon them a duty to co-operate in order to secure youth justice services appropriate to their area. These statutory partners are:

- The local authority
- Police
- The probation service
- Health

To support the YOT, partners who are invited to participate in the Youth Crime Partnership Group, are:

Metropolitan Police, Community Safety, National Probation Service, Community Rehabilitation Company, CNWL Health Trust, TBAP, Education Safeguarding, Schools Standards, Localities, Head of Early Help and YOT, YOT Manager. The meeting is chaired by the Director of Family Services and the Chief Community Safety Officer is deputy chair.

## GOVERNANCE

The Tri borough Local Safeguarding Children's Board have mandated the Community Safety Partnership to provide quarterly oversight and scrutiny of the Partnership Group. The Youth Crime Partnership reports quarterly to the Community Safety Programme Board and to the RBKC LSCB Partnership Group. The Head of Safeguarding, Review and Quality Assurance (who chairs the local LSCB Partnership Group) reports to the Tri borough Local Safeguarding Children's Board bi annually on performance and any emerging themes and issues.

## THE BOARD

The Youth Crime Partnership Group provides strategic direction with the aim of preventing offending by children. The board will:

- Determine, within the guidance laid out by the YJB, how the YOT is to be composed and funded, how it is to operate and what functions it is to carry out;
- Determine how appropriate youth justice services are to be provided and funded;
- Provide on-going challenge to the delivery of youth justice services;
- Contribute to and sign off the boroughs Youth Justice Plan;
- Agree measurable objectives linked to key performance indicators, including the National Standards for Youth Justice.

## ROLES FOR ALL MEMBERS

All members should have sufficient decision-making powers to prevent delays in committing resources.

## Glossary of terms

ASB	Anti-Social Behaviour
BME	Black and Minority Ethnic
CAMHS	Child and Adolescent Mental Health Service
CNWL	Central and North West London Trust
CPS	Crown Prosecution Service
CRC	Community Rehabilitation Company
CSE	Child Sexual Exploitation
FCS	Family and Children's Services
FTE	First Time Entrants
JAC	Junior Attendance Centre
LCSP	Local Safeguarding Children's Partnership
LAC	Looked After Children
MAPPA	Multi Agency Public Protection Area
MASH	Multi Agency Safeguarding Hub
MOJ	Ministry of Justice
MPS	Metropolitan Police Service
NPS	National Probation Service
MOPAC	Mayor's Office Policing and Crime
NHS	National Health Service
O OCD	Out of Court Disposals
PNC	Police National Computer
RBKC	Royal Borough of Kensington and Chelsea
RJ	Restorative Justice
YJLD	Youth Justice Liaison and Diversion Scheme
YJB	Youth Justice Board
YJS	Youth Justice System
YOT	Youth Offending Team