

## Practitioner Guide to Referrals from HMYOI Wetherby



This guidance has been written to assist in practice when a referral is received from HMYOI Wetherby. It is informed by:

- [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)
- [West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures](#)
- [Childrens Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [1.2.3 Strategy Discussions / Meetings \(proceduresonline.com\)](https://www.proceduresonline.com)

### Background and context

Whenever there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm a Strategy Meeting should take place involving Children's Social Work Services, the Police, Health, and other bodies such as the referring agency. There may be occasions whereby more than one Strategy Meeting is required. Each new Strategy Meeting should consider new information, and not be used as a method to delay decision making about next steps. Please see: [1.2.3 Strategy Discussions / Meetings \(proceduresonline.com\)](https://www.proceduresonline.com)

Where a referral is received regarding a child normally resident in another Local Authority (the responsible or 'home' authority), the Local Authority in whose area the child is found (the host authority) is responsible for taking any emergency action required to safeguard a child and to determine the outcome of the referral. The host authority is also responsible for convening a Strategy Meeting to establish if a Section 47 Enquiry is to be carried out and who will be responsible.

For children and young people who are in custody at HMYOI Wetherby, any allegations of significant harm will be referred to Leeds Childrens Social Work Services **regardless** of whether the child/young person is originally from a different Local Authority area or is looked after by another Local Authority. It is the responsibility of Leeds Children's Social Work Services to convene a Strategy Meeting and determine any further action that needs to be undertaken. Invites to this meeting will include a number of professionals including the Local Authority responsible for the child/young person. Referrals from HMYOI Wetherby are on a city-wide rota held by Duty and Advice, so will go to each area team in turn when they are on duty.

### Actions for the Area Team

#### Allegations that a staff member has harmed a young person

When an allegation is made that a child/young person has been harmed by a staff member at HMYOI Wetherby, the Child Protection Team at Wetherby will undertake some initial fact finding such as:

- Viewing any CCTV/body-worn camera footage
- Speaking to the child/young person and reviewing healthcare records
- If the allegation needs further investigation, it will be referred to Duty and Advice and the Local Authority Designated Officer will be notified. Please see: [One minute guide: Local Authority Designated Officer \(LADO\) \(leeds.gov.uk\)](#)

If the child/young person has sustained injuries, the Child Protection Team at HMYOI Wetherby will arrange for a child protection medical to take place in the community and will send a social worker to accompany the young person. Please see: [Child Protection Medical processes | Leeds Safeguarding Children Partnership \(leadsscp.org.uk\)](https://www.leadsscp.org.uk)

When the area Team Manager receives the referral, the following actions should take place:

- Contact the Child Protection Team at HMYOI Wetherby to arrange the Strategy Meeting. The team at HMYOI Wetherby will have details of the professionals for the young person, such as the home Youth Justice Service Worker and Social Worker, to invite and can also ensure the correct professionals at HMYOI Wetherby are invited.
- Invite the Police Multi Agency Safeguarding Hub (MASH) Team and the Front Door Health Safeguarding Team, although they may arrange for a health practitioner at HMYOI Wetherby to attend if they are available. Please also invite the duty Local Authority Designated Officer (LADO) to attend if they are available.
- The Strategy Meeting should consider the allegations and whether a Section 47 enquiry, or any other actions, are needed and who is responsible for this. It is sometimes the case that the Local Authority of where the child/young person is usually resident may wish to undertake the Section 47 enquiry, but if the young person is originally from an authority which is some distance away, or they do not have an allocated Social Worker, then Leeds Children's Social Work Services may be asked to do so.
- If Leeds Children's Social Work Services are undertaking a Section 47 enquiry, then the Social Worker can arrange to visit the young person and seek their wishes and feelings and to view any footage of the incident.
- The minutes of the Strategy Meeting should be distributed by Leeds Children's Social Work Services to the attendees within 24 hours as per policy.
- The Local Authority Designated Officer (LADO) may choose to arrange an Allegations Management Meeting following this and the outcome of the Section 47 enquiry can feed into the discussion. Please see: [Managing Allegations | Leeds Safeguarding Children Partnership \(leadsscp.org.uk\)](https://www.leadsscp.org.uk)
- Once the strategy discussion or Section 47 enquiry has been completed, Leeds Children's Social Work Services can end their involvement. There is no requirement to complete a Child and Family Assessment but to administratively close the case on Mosaic, the Assessment workflow **must** be completed, even if left blank, and sent to Business Support formal closure. **Please do not cancel the Child and Family Assessment as the case will continue to show as open to Leeds Children's Social Work Services.**

## Peer-on-peer allegation

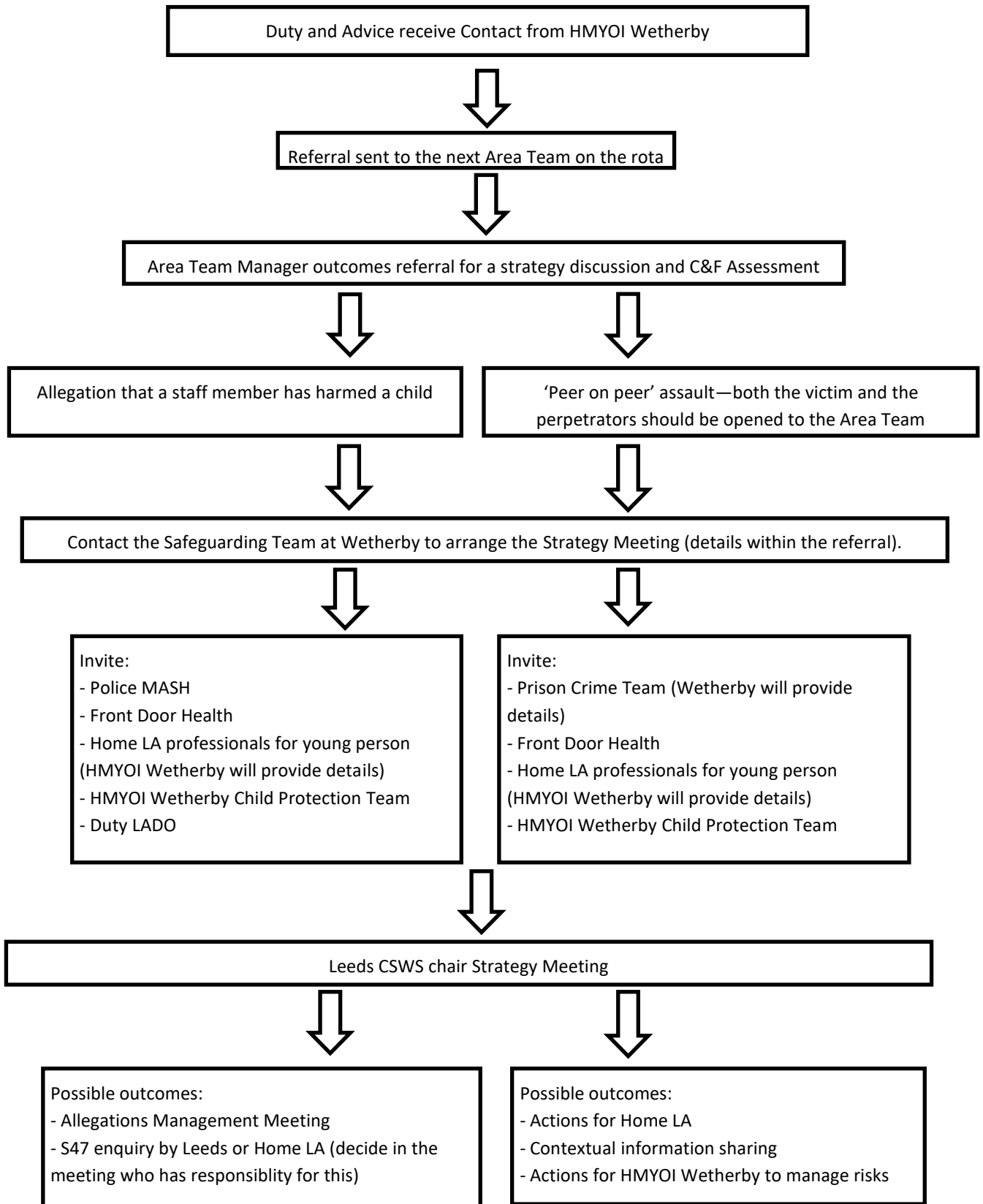
When a child/young person has been the victim of a serious incident of peer-on-peer violence, all of the young people involved (which can be multiple young people) will be referred to the same Area Team for a Strategy Meeting to be convened.

The process to arrange the Strategy Meeting is the same, although the Prison Crime Police Team will be invited rather than Multiagency Safeguarding Hub (MASH), and the Local Authority Designated Officer (LADO) would not be involved. The meeting is to discuss the dynamics between all the children/young people involved and will be joint Strategy Meeting involving professionals for each the young people – this can mean that several different Local Authorities are involved. The Child Protection Team at HMYOI Wetherby will be able to confirm

details for the invitees. The Leeds Children's Social Work Service (CSWS) Team Manager receiving the referral will chair the Strategy Meeting.

The focus of this meeting is around contextual safeguarding, please see [Contextual Safeguarding | LSCP](#) and sharing information about alliances, rivalries and what we understand about why the incident has occurred. This may be the only forum in which some Local Authorities come together to share information; therefore, it is important the professionals in the community understand any groups or gangs that their young people may be affiliated with and any associated risks. It is also key to ensure that HMYOI Wetherby have appropriate plans in place to manage these risks, such as keeping certain young people apart, undertaking conflict resolution with them, or making any 'hot spots' within the prison safer. The minutes of the Strategy Meeting should be distributed by Leeds Children's Social Work Services to the attendees within 24 hours.

As above, once the Strategy Meeting has taken place Leeds Children's Social Work Services can end their involvement, but a blank Child and Family Assessment would need to be completed to trigger the formal Child Case Closure workflow.



## Glossary of terms

<b>MMPR</b>	Managing and Minimising Physical Restraint – this is the method of physical intervention that is used within HMYOI Wetherby
<b>Annex A</b>	The report a Prison Officer completes after they have been involved in a restraint detailing what happened and the rationale for the intervention
<b>F213</b>	A report from HMYOI Wetherby’s internal Healthcare Team – often completed when a young person has been injured and including a body map
<b>CSU</b>	Care and Separation Unit – a separate unit for segregating a young person away from the main population due to concerns for their safety or the safety of others.
<b>ESU</b>	Enhanced Support Unit (also called Napier Unit) – a specialist unit for young people for up to six young people who require a high level of tailored support.
<b>Keppel Unit</b>	A specialist unit that is a national resource within HMYOI Wetherby for up to 48 young people with additional vulnerabilities.
<b>ACCT</b>	Assessment Care in Custody Team - if a young person has thoughts of self-harm or suicide or has self-harmed or attempted suicide an ACCT would be opened to ensure support and monitoring is in place.
<b>Adjudication</b>	A hearing that a young person is referred to when they are alleged to have broken a prison rule. A governor will determine if the young person has broken the rule and what the punishment is.
<b>CR</b>	Conflict Resolution – a team within HMYOI Wetherby who work with young people to resolve conflicts between peers
<b>Rule 49</b>	The Prison Service Rule that a young person is subject to if they are self-isolating (through choice) or self-isolating for own protection.
<b>RS</b>	Restricted Status – the equivalent of Category A in the adult prison estate. The young person will be subject to additional restrictions and security arrangements.
<b>BWC</b>	Body-worn camera. All officers at HMYOI Wetherby should wear these and turn them on if they are responding to an incident.
<b>RYDA</b>	Remand to youth detention accommodation
<b>DTO</b>	Detention and Training Order (up to two years in custody)
<b>Section 91</b>	A custodial sentence of over two years.
<b>ROTL</b>	Release on temporary license

<b>About the Document</b>			
Title	Practitioner Guide to Referrals from HMYOI Wetherby		
Purpose	This guidance has been written to assist in practice when a referral is received from HMYOI Wetherby		
Author & Role	Nicole Woodward, Service Delivery Manager, Integrated Safeguarding Unit		
Approved by	Donna Williams, Head of Quality & Practice Improvement ISU/Principal Social Worker (PSW)	Date approved	05/02/2024
Frequency of Review	Annual		