



Manchester Youth Justice Risk Management Policy

Approved by

Head of Youth Offending Services

A handwritten signature in black ink, appearing to read 'M. Melsby', written over a light grey rectangular background.

Signed

Date **20.10.17**

Implementation date **20.10.17**

Review date **20.10.19**

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1) INTRODUCTION

Manchester Youth Justice (YJ) is committed to preventing offending by children and young people. However, where concerns about the safety and wellbeing of a child or young person and/or risks of serious harm to others are identified, work to address those risks and concerns must be given priority within the context of on-going work to reduce the likelihood of re-offending.

This policy aims to establish a clear set of procedures to identify, assess, plan, manage, review and monitor the risks posed by children and young people for whom Manchester YJ is responsible.

The YJB have introduced a new framework called AssetPlus which replaces the previous YJB framework called Asset. AssetPlus provides a structure for gathering and analysing information to inform an assessment for a young person. It also leads practitioners through the development of intervention plans that promote desistance from offending and address key risks/needs from the assessment.

AssetPlus supports reflective practice, anti-discriminatory practice, ethical considerations and promotes increased professional judgement. AssetPlus is strength based and is also underpinned by several other models and approaches including: actuarial and clinical assessment; desistance theory; the good lives model and the Risk, Need and Responsivity (RNR) model.

AssetPlus incorporates all the elements of risk identification, assessment and scoring in one place – the **Explanations and Conclusions section**. Explanations and Conclusions in AssetPlus replaces the various places where analysis took place in Asset.

Through the analysis of key information in the Explanations and Conclusions section, gathered from the information gathering quadrants in AssetPlus, judgements need to be made in four key areas:

- Understanding Offending Behaviour
- Desistance factor ratings for and against further offending
- Making judgements about the likelihood and impact of future behaviour
- Making judgements about the likelihood and impact of concerns in relation to the young person's safety and wellbeing

With AssetPlus **ALL** harmful behaviour needs to be assessed and managed – not just serious harm. This closes the gaps between the YJB's previous Asset guidance which was about assessing only serious harm.

However, whilst AssetPlus provides a different approach to the analysis of risk and associated judgements it is still expected that the nature (type) of risk and concerns are clear and the level of risk and concerns are clear and correctly classified for each case.

In order to achieve high quality risk-led practice and to minimise risk the YJB AssetPlus Guidance, YJB National Standards 2013, the HMIP Case Assessment Guidance (CAG), MAPPA guidance, Appendix 2: Criminal Justice Act 2003 Schedule 15 offences (**Appendix 1**), and '10 Key Questions to ask yourself when assessing and managing risk of harm' (**Appendix 2**), should also be read in conjunction with this policy.

2) DEFINITIONS OF RISK

For the purposes of this policy the term 'risk' is defined as;

The probability that an event or behaviour carrying the possibility of an adverse or negative outcome will occur (Kemshall, 1998).

There are 3 identified risk domains:

- Risk of reoffending (RoR).
- Risk of Harm to Self (Safety and Wellbeing).
- Risk of Serious Harm to Others (ROSH).

Specific definitions for the three types of risk covered by this policy are:

Risk of Re-offending:

“The likelihood that an individual will commit further offences”

AssetPlus replaces Asset scores to predict further offending with an automatically calculated YOGRS (Youth Offender Group Reconviction Scale) to provide an indicative likelihood of re-offending (LoR). There are three levels of risk described by the YJB relating to re-offending. These are as follows:

YOGRS SCORE	0-43%	44-76%	77-100%
Indicative LoR rating.	Low	Medium	High

Risk of Harm to Self (Safety and Wellbeing):

“The risk that a young person might be harmed in some way, either through their own behaviour or because of the actions or omissions of others”

There are four levels of risk described by the YJB relating to safety and well-being concerns. These are as follows:

SAFETY AND WELL-BEING CONCERNS JUDGEMENT	DEFINITION
LOW	Any risks to the child or young person's safety and well-being that have been identified are unlikely to occur and/or would not impact on the young person's immediate safety.
MEDIUM	Some risks to the young person's safety and well-being have been identified and are likely to occur. The young person's immediate safety is unlikely to be compromised provided specific actions are taken.
HIGH	Clear risks to the child or young person's safety and well-being have been identified, are likely to occur and the impact would compromise the young person's safety and well-being.

	Actions are required in the near future and are likely to involve other agencies in addition to youth justice services.
VERY HIGH	Clear risks to the young person's safety and well-being have been identified, are imminent and the young person is unsafe. Immediate actions are needed to protect the young person, which will include (or have already included) a referral to statutory child protection services.

Risk of Serious Harm to Others:

“The risk that a young person might inflict serious harm on other people. (eg. serious violent or sexual offences).

Serious Harm Definition: Death or injury (either physical or psychological) which is life threatening and/or traumatic and from which recovery is expected to be difficult, incomplete or impossible.”

There are four levels of risk described by the YJB relating to serious harm to others. These are as follows:

ROSH RATING	DEFINITION
LOW	There is no evidence at present to indicate likelihood of serious harmful behaviour in the future.
MEDIUM	Some risk identified but the offender is unlikely to cause serious harm unless circumstances change. Relevant issues can be addressed as part of the normal supervision process.
HIGH	Risk of harm identified. The potential event could happen at any time and the impact would be serious . Action should be taken in the near future and the case will need additional supervision and monitoring (eg. supervision by middle/senior management, local registration,).
VERY HIGH	Imminent risk of harm identified. The young person will commit the behaviour in question as soon as the opportunity arises, and the impact would be serious . Immediate multi-agency action is likely to be required. The potential event is more likely than not to happen imminently.

3) RISK OF REOFFENDING

(Understanding Offending Behaviour)

The primary objective of Manchester Youth Justice is to prevent offending by children and young people. Whilst there are a variety of measures which can be used to indicate effectiveness, the actual reduction of offending is the most powerful and persuasive. AssetPlus has a vital role to play in this respect. A comprehensive, well evidenced AssetPlus will help to form judgements around the understanding of a child or young person's offending behaviour, taking into account significant life events, and will also identify desistance factors.

Desistance factor ratings

A list of factors (in Information Gathering – Foundations for Change) based on the assessment of the young person either for or against desistance. Each factor will be associated to a category (e.g. substance misuse) and must be rated as Potential, Weak, Moderate or Strong (In ‘Explanations and Conclusions’).

YOGRS (Youth Offender Group Reconviction Score)

YOGRS scoring gives a likelihood of reconviction. The YOGRS score is automatically calculated by AssetPlus from a reconviction rate of a sample group, over a two year period, with similar factors/offending histories to the child/young person including gender, offence category, offence history status and age at time of sentence.

YOGRS represents the actuarial approach to assessment here as a ‘static’ predictor of future behaviour.

Indicative Likelihood of Reoffending

Indicative likelihood of re-offending (LoR) will be automatically calculated based on thresholds set against the YOGRS Score (either High, Medium or Low)

Likelihood of Re-offending

Final likelihood of reoffending (LoR) rating where professional judgement is applied against the Indicative LoR (either High, Medium or Low). The LoR judgement is overlaid to ensure that the ‘clinical’ approach is also considered and acts as the ‘dynamic’ predictor.

Clearly, the information and YOGRS scores detailed in AssetPlus will determine the likelihood of re-offending and the intervention level. In this light, staff will need to have regard to the following:

- a) The information included needs to be up to date, accurate, as full as possible and consistent throughout so as to maintain an accurate score for the likelihood of re-offending.
- b) Other assessments where available (i.e. CAFA, AIM assessments, Sqfa, substance misuse, education) must be incorporated into AssetPlus and related to likelihood of re-offending.
- c) Incorporated within AssetPlus there is a child/young person’s questionnaire and a parents/carers questionnaire. These questionnaires replace ‘*What Do You Think*’ and must be completed to incorporate young person’s views about their risk of re-offending. Similarly, the views of the parents/carers about likelihood of re-offending should be incorporated into the document. Note: The AssetPlus self assessment questions vary with the type of stage selected. YJB guidance is that these self assessments should be re-done with every new stage (with the exceptions of stages being completed in quick succession).
- d) The AssetPlus must identify and clearly record positive factors – now moved to the ‘Foundation for Change’ section at the beginning of AssetPlus.
- e) Sufficient attention needs to be given to diversity issues and how they relate to likelihood of offending and clearly recorded.

- f) There needs to be a comprehensive assessment of issues relating to likelihood of offending and balanced assessment of factors that could lead to re-offending and help reduce re-offending, including rated desistance factors.
- g) The young person's motivation and learning style should be taken into consideration when assessing likelihood of re-offending.
- h) AssetPlus should be reviewed at least every 6 months in line with national standards or if there is a scaled approach change or significant change in a young person's circumstances, including where a young person is at risk of going to custody. An AssetPlus stage should also be completed at the end of each intervention. This is important because it provides an opportunity to review the effectiveness of the intervention with a young person.

4) RISK OF HARM TO SELF (SAFETY AND WELLBEING)

(Making judgements about the likelihood and impact of concerns in relation to the young person's safety and wellbeing)

In Section (2) safety and wellbeing concerns were defined as the risk that a young person might be harmed in some way, either through their own behaviour or because of the actions or omissions of others.

Assessment

Children or young people who have offended have increased vulnerability, and actions to address this will often be planned within the context of addressing the likelihood of reoffending. Therefore offending behaviour does not, in itself, automatically cause the assessment of safety and wellbeing concerns to be raised beyond Low. However, there may be particular aspects to the offending behaviour (e.g. recklessness, knife carrying, substance misuse, health needs, and relevant diversity factors) that should raise safety and wellbeing concerns and be addressed within that.

Safety and wellbeing concerns should be considered holistically – it is much wider than child protection and includes all areas where the child or young person may be at risk of harm. This can be from their own behaviour as well as any risk presented to them by others. An AssetPlus assessment should be completed in accordance with National Standards and it must be timely to suit the needs of the case. AssetPlus facilitates the prediction of adverse outcomes and their causes and provides a matrix (Explanations and Conclusions/Safety and Wellbeing section) to map the impact and likelihood judgements to arrive at a judgement for overall safety and wellbeing concerns for a child or young person.

Impact Rating	Definition
Slight	Recovery immediate or not required
Minor	Recovery in the short term (< 1 month)
Medium	Recovery in the medium term (< 6 months)
Major	Recovery in the long term (> 6 months) or incomplete
Critical	No recovery possible

Likelihood	Percentage
Unlikely	<20%
Possible	20-40%
Likely	41-70%
Very likely	71-90%
Almost certain	>90%

When assessing safety and wellbeing concerns the worker will also need to take into account the following:

- a. **Child/Young Person Indicators** – eg depression/self harm/drug misuse, risk taking behaviours.
- b. **Family Indicators** – eg parental criminality, parental neglect, sibling criminality and lack of parental engagement with agencies.
- c. **Environmental Indicators** – eg inadequate housing, peer influence, education.

NOTE: The judgement rating of safety and wellbeing concerns (either Very High, High, Medium or Low) is set by the practitioner and is down to professional judgement as it should also give consideration to the imminence of the risks.

Recording of Reasons/Explanation for Overall Safety and Wellbeing Judgement

In AssetPlus there isn't a box in the Safety and Wellbeing section for the assessor to explain reasons for the overall safety and wellbeing judgement – this must, in all cases, be recorded in the Notes and Attachments section [click on the paperclip contained within the Safety and Wellbeing section in Explanations and Conclusions].

When the judgement rating of safety and wellbeing concerns is high or very high the case must take on the highest priority. The worker must ensure there is a same day case discussion with their line manager or in their absence any other YJ practice Manager. A referral to Children's Social Care (CSC) should be considered when the child or young person is aged 17 or under. If a referral to CSC is considered unnecessary, the reasons for this decision need to be clearly recorded. High/very high risk cases need a management statement recorded in the Childview

contact log including whether the case is subject to a Child Protection Plan, S.47, S.17 or LAC. If a referral to CSC has been made this must be clearly recorded in the Childview contact log, in line with the GM Safeguarding procedures:

<http://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

If the child is not at risk of significant harm or there has been a decision not to refer to CSC, there needs to be a clear statement from the manager as to why. Referral to Children's Social Care or any other relevant agency should be confirmed in writing within 24 hours of the referral being made. A referral should also be made to the next available case planning forum (CPF) - see section 8. Case recording on Childview should be contemporaneous.

All cases with judgement ratings of high/very high safety and wellbeing concerns should be reported, on a same day basis, to the relevant Team Manager/Deputy Team Manager.

All assessments that indicate that there are **low safety and wellbeing concerns** about a child or young person will need to be agreed with a manager and reasons for the decision recorded in the Safety and Wellbeing Notes and Attachments section (see above). Intervention plans must include timely actions to address safety and wellbeing concerns even in low risk cases.

As part of the initial assessment, checks should routinely be made with the relevant Children's Social Care Service, MiCare and education status (ONE system). However, assessors need to take an investigative approach which goes beyond such checks and a wide range of sources need to be used to investigate areas of concern (e.g. education provider, health specialist, domestic violence unit etc).

An overall rating should be allocated to this section ranging from 'very high' to 'low'.

Planning.

National Standards 2013 specify that plans resulting from assessments (Intervention plans) must be completed within 10 working days for Detention and Training Orders, 15 working days for Youth Rehabilitation Orders and 20 working days for Referral Orders. In cases where safety and wellbeing concerns/safeguarding issues have been identified, Intervention plans must:

- be based upon assessment;
- set out clearly the response to safeguarding and safety and wellbeing concerns sufficient for the circumstances of the case;
- give sufficient attention to the impact of diversity issues, including the involvement of children's services staff in cases of Children Looked After;
- incorporate interventions to address safeguarding and safety and wellbeing concerns (and these need to be linked to any associated plans);
- prioritise interventions to address safeguarding needs and safety and wellbeing concerns;
- sequence interventions according to safeguarding needs, balanced with those to manage risk of harm or reduce likelihood of reoffending;
- address safeguarding and safety and wellbeing concerns both within custody and post custody, (where applicable)

Vulnerability Management Plans (VMPs) contents are now incorporated into an integrated plan in the 'Pathways and Planning' section of AssetPlus. The 1st half of the Vulnerability Management Plan is covered under 'Intervention Indicators' and 'Our Intervention Plan'. The 2nd half of the Vulnerability Management Plan contents are covered under 'Resources and Proposals', again the 'Our Intervention Plan' and the final 'Additional Information' section.

The plan requires the worker to identify what external and internal controls should be put in place to minimise vulnerability. Examples of this might include monitoring and surveillance or limiting access (external control) and avoidance/diversion strategies, developing cognitive skills, strengthening protective factors (internal controls). The plan will also identify actions to be taken by YJ and other agencies who will need to be consulted and communicated with about the safeguarding and safety and wellbeing concerns. Actions to address safety and wellbeing concerns should be reflected and prioritised in the young person's intervention plan.

The plan to manage safety and wellbeing concerns should be produced in a timely fashion, within National Standards, and should as far as possible be agreed in conjunction with the young person. The plan is most likely to succeed if the young person feels part of the process. However, there may be occasions where decisions have to be made without the agreement of the young person and it is the role of the Deputy/Team Manager to determine this.

NOTE: The Pathways and Planning section of AssetPlus incorporates the Intervention Plan, VMP and RMP and must be completed for all AssetPlus stages, including at PSR stage.

Planning to safeguard and manage safety and wellbeing concerns in custody

Safeguarding and safety and wellbeing concerns pertaining to a child or young person in custody must be shared with a custodial establishment at the start of the sentence. However, HMI Probation consider that where there is vulnerability then, during the custodial phase of a sentence, planning should be undertaken as if the child or young person could be released into the community at any time, and should be reviewed appropriately. **The risk level should not be lowered artificially just because a child or young person is in custody.** There should be evidence of planning in the same way as for children and young people within the community. In addition, any safety and wellbeing concerns within the secure estate should also be addressed and planned for which should include access to the required services either from the establishment or on an in-reach basis. This may include children's services.

Delivery of Interventions to address safeguarding and safety and wellbeing concerns

Whilst it is important that there is a clear plan (stemming from a good assessment) indicating the interventions to be delivered to safeguard and manage safety and wellbeing concerns it is even more important that the correct interventions to address safeguarding and reduce the safety and wellbeing concerns are delivered (ie. 'the right things are done').

Case managers need to be responsive to what is going on with a case and they need to be focussed throughout on protecting the child or young person and reducing any safety and wellbeing concerns through responding to the circumstances they find in

front of them and then delivering the correct interventions. Case managers also need to be reflective to changes in circumstances and adapt interventions as required.

It is also important that all necessary immediate action is taken to safeguard and protect the child or young person, or any other identified child or young person and that this is raised with a practice manager as soon as possible.

Safeguarding

Safeguarding is a dynamic process and we need to be checking out with the child or young person on each and every occasion we see them whether there are safeguarding concerns. In the Childview contact associated with that meeting/contact, there should be evidence that safeguarding has been addressed. If there is a safeguarding concern, there needs to be a contact entry entitled **Safeguarding Work** detailing the nature of the concerns and what actions are to be taken. This should be the start of an audit trail 'telling the story'.

Reviewing

National Standards 2013, 4.5-4.6 state:

"For all orders ensure that a formal review of progress, including a review of the assessment and plans, is held either:

- at a maximum of 6 monthly intervals, or
- where, in the judgement of the case manager, any identified changes in the young person's life are so significant as to warrant a revision to the plan, or
- prior to any decision to vary levels of contact in line with the scaled approach model, and at the conclusion of the YOT supervision as part of the case closure process."

However, as above, safeguarding is a dynamic process and must be kept under continual review. Reviews need to be thorough and undertaken following a significant change that might give rise to concern – this could include the reduction of protective factors or increase in risk factors associated with safeguarding needs such as homelessness, increased substance misuse or known associations with other offenders who present a risk to children or young people. It is important that reviews are timely to the needs of the case and that changes in safeguarding factors are identified swiftly and acted upon appropriately. All cases with high or very high safety and wellbeing concerns should also be discussed during supervision between the case holder and their line manager and a record of this discussion recorded in the young person's Childview file.

5) RISK OF SERIOUS HARM TO OTHERS

(Making judgements about the likelihood and impact of future offending behaviour)

The YJB definition of serious harm is defined (see Section 2) as meaning death or injury (either physical or psychological) which is life threatening and/or traumatic and from which recovery is expected to be difficult, incomplete or impossible.

Assessment

With AssetPlus ALL harmful behaviour needs to be assessed and managed – not just serious harm. An AssetPlus assessment should be completed in

accordance with National Standards and it must be timely to suit the needs of the case.

When assessing future harmful behaviour AssetPlus will assist practitioners to identify key indicators of serious harm. The Future Behaviour section of AssetPlus (in Explanations and Conclusions) also contains the following trigger question for further exploration:

Q. Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?

For most assessments the answer to this trigger question is likely to be 'Yes' and additional questions need to be answered. For exceptional cases where the answer is 'No' the case will automatically be low risk of serious harm. This is then followed by the risk matrices after which practitioners will arrive at their overall risk level, after applying impact and likelihood ratings.

Impact Rating	Definition
Slight	Recovery immediate or not required
Minor	Recovery in the short term (< 1 month)
Medium	Recovery in the medium term (< 6 months)
Major	Recovery in the long term (> 6 months) or incomplete
Critical	No recovery possible

Likelihood	Percentage
Unlikely	<20%
Possible	20-40%
Likely	41-70%
Very likely	71-90%
Almost certain	>90%

When completing the risk of harm assessment case managers should provide detailed information to properly evidence the assessment, including information from other agencies. It is important to consider all aspects of harmful behaviour, not just those that fit the definition of serious harm and not just the current offence, eg. unconvicted behaviour, offences a young person might be on bail for, pre-cons, warnings, school behaviour and so on. All judgements about the likelihood and impact of future offending behaviour/ROSH ratings must be countersigned by a Manager.

All high and very high risk of serious harm rated cases should be referred to a Case Planning Forum (CPF) without delay. The minutes and actions of CPFs will be recorded on Childview within the child/young person's individual electronic file. It is important managers ensure any new action points arising from CPFs are added to the integrated intervention plan and most importantly, are acted upon.

All high and very high risk of serious harm rated assessments should be referred to the relevant Team Manager/Deputy Team Manager on a same-day basis.

Planning

National Standards 2013 specify that plans resulting from assessments (Intervention plans) must be completed within 10 working days for Detention and Training Orders, 15 working days for Youth Rehabilitation Orders and 20 working days for Referral Orders. In cases where risk of harm/serious harm has been identified, Intervention plans must:

- be based upon assessment;
- sufficiently address victim issues;
- sufficiently address barriers to engagement and diversity or potential discriminatory factors
- involve the child or young person and their parent/carer or significant others in the planning;
- address MAPPA issues;
- sequence objectives and prioritise work to address risk of harm/serious harm.

Risk Management Plans (RMPs) contents are now incorporated into an integrated plan in the 'Pathways and Planning' section of AssetPlus. The 1st half of the Risk Management Plan is covered under 'Intervention Indicators' and 'Our Intervention Plan'. The 2nd half of the Risk Management Plan contents are covered under 'Resources and Proposals', again the 'Our Intervention Plan' and the final 'Additional Information' section.

The plans should be comprehensive and each section should be completed in detail. Risk of harm includes any and all indicators or incidents of harm to others, therefore consideration should be given to all forms of harmful behaviour – not just serious harm. All planning to manage risk of harm/serious harm issues should be completed in a timely fashion for the needs of the case, and the level and nature of risks identified.

NOTE: The Pathways and Planning section of AssetPlus incorporates the Intervention Plan, VMP and RMP and must be completed for all AssetPlus stages, including at PSR stage.

The Pathways and Planning section should be countersigned by a manager who will expect to see evidence that plans have been communicated to and agreed with all those involved in their delivery.

Delivery of Interventions to minimise risk of harm/serious harm

Whilst it is important to identify the correct interventions in the assessment and planning, it is vital that the correct interventions are delivered to manage risk of harm (ie. the right things are done) and that there is evidence in the case files of a reflective response to changes in the case circumstances and interventions are adapted as required.

Review

An AssetPlus review stage is used whenever a general update to the assessment or plan is needed. Consideration should be given to completing an AssetPlus review stage in the following situations:

- When the young person has experienced a change in circumstances
- When there is a post-sentence review
- When some additional information has come to light
- When there is a planning progress update
- When a significant life event occurs
- When national standards require a review

An AssetPlus review stage should be completed when national standards require it, as below. It is not acceptable to duplicate (clone) a previous AssetPlus when undertaking an AssetPlus review.

National Standards 2013, 4.5-4.6 state:

“For all orders ensure that a formal review of progress, including a review of the assessment and plans, is held either:

- at a maximum of 6 monthly intervals, or
- where, in the judgement of the case manager, any identified changes in the young person’s life are so significant as to warrant a revision to the plan, or
- prior to any decision to vary levels of contact in line with the scaled approach model, and at the conclusion of the YOT supervision as part of the case closure process.”

Examples of significant life events that may prompt a review include:

- When a child or young person has been ‘out of contact’ with the case manager for a period of time eg. during a period of time eg. during a period of failed appointments leading to breach action
- When a child or young person may resume excessive alcohol use or returns to illicit drug use
- When a child or young person moves out of stable accommodation
- When a child or young person’s lifestyle becomes chaotic and they fail to engage with support services
- Evidence of further offending behaviour or intelligence in support of an increase in the likelihood of reoffending
- Intelligence from victim services regarding contact or possible intimidation to a previously identified victim.

Home Visits

Home visits – should be undertaken with all cases but can have a particular relevance with risk management. If the risk of harm/serious harm is linked to a young person’s home circumstances it is important to visit the home on a regular basis. The home visit policy and safe working practices must be followed to ensure staff safety.

6) MANAGEMENT OVERSIGHT

All AssetPlus’ will require managers to countersign the ‘Explanations and Conclusions’ and ‘Pathways and Planning’ sections of AssetPlus and this will be completed during weekly management oversight sessions (MOMS). In addition there

should be additional evidence of management oversight for all cases. This can take the form of recording in Childview entries of informal case discussions, actions from supervision sessions, multi-agency meetings, case transfers and management involvement in specific decisions about casework. Managers should also look for evidence of delivery of effective interventions that minimise risk of harm and promote safety and wellbeing, and as such should undertake regular observations of case managers direct work with children and young people for quality assurance purposes and should record this activity in Childview.

7) SCALED APPROACH

The Scaled Approach was launched throughout England and Wales in November 2009, ensuring interventions are tailored to the individual and based on an assessment of their risks and needs. The Scaled Approach uses professional judgement to determine the overall intervention level based on likelihood of re-offending and risk of serious harm by:

- tailoring the intensity of intervention to the assessment
- more effectively managing risk of serious harm to others.

AssetPlus will give an indicative scaled approach level at the beginning of the 'Pathways and Planning' section. Practitioners should then use their professional judgement to say whether they agree with the indicative scaled approach or not.

Determining intervention levels	
Low likelihood of re-offending and low risk of serious harm to the public	Standard intervention level
Medium likelihood of re-offending OR medium risk of serious harm to the public	Enhanced intervention level
High likelihood of re-offending OR high risk of harm to the public	Intensive intervention level

8) RISK TO CHILDREN

In order to effectively define those who may pose a risk to children, the term 'Schedule 1 Offender' has been replaced with:

'offender who has been identified as posing a risk, or potential risk, to children'

For more information please refer to the YJB guidance, and 'Offences to identify a person presenting a risk, or potential risk, to children' poster).

<http://yjbpublications.justice.gov.uk/en-gb/Resources/Downloads/Offences%20against%20Children%20-%20Guidance.pdf>

<http://yjbpublications.justice.gov.uk/en-gb/Scripts/prodView.asp?idproduct=316&eP=>

9) MAPPA ARRANGEMENTS

AssetPlus has not brought about any changes to Multi-Agency Public Protection Arrangements (MAPPA). However, practitioners need to be familiar with MAPPA definitions when working with risk of serious harm cases. For reference the Web address for MAPPA guidance is:

<http://www.justice.gov.uk/downloads/offenders/mappa/mappa-guidance-2012-part1.pdf>

The definitions and referral process are given below:

Referral Process

When assigning MAPPA categories and levels the assessor should discuss the case with an operational manager.

For every young person convicted of an offence the case manager must consider whether this offence is MAPPA eligible under either of the following MAPPA categories:

Category 1: Registered sex offenders (subject of various reporting requirements under Sexual Offences Act 2003)

Category 2: Violent and other sex offenders (convicted of offences under Schedule 15 of the CJA 2003 and received at least 12 months (any DTO or Custodial sentence of 12 months or more regardless of how long the young person spends in custody and how long they spend on licence) in custody and on licence.

Any offence or young person who fits these criteria automatically becomes MAPPA eligible. The eligibility only exists whilst either they have to sign the Sex Offender Register or the Custodial Sentence (including licence) remains in force. Once this ends so does the eligibility.

For all young people who are either Category 1 or 2 MAPPA eligible the case manager must complete a MAPPA notification form F electronically and email this to the MAPPA coordinator at nwnps.manchester.mappa@probation.qsi.gov.uk. This should be done within 3 days of sentence.

If the young person does not fit either of the above categories they must also consider whether the young person meets Category 3:

Category 3: Those offenders who have committed an offence in the past indicating the capacity to cause serious harm **AND** who are assessed as posing a risk of harm requiring management at level 2 or 3 (see below).

For all cases assessed as MAPPA Level 1-3 these will be referred to the first available Case Planning Forum (CPF). The Chair of the meeting will confirm the MAPPA level and for those at level 1 these will be managed internally, and monitored via the CPF process.

For all cases assessed as MAPPA Level 2 or 3, and requiring further multi-agency oversight and involvement the case manager must complete a MAPPA referral form (MAPPA Form A) and get their line manager to endorse this. This must be emailed to the MAPPA Co-ordinator at the MAPPA support unit at nwnps.manchester.mappa@probation.gsi.gov.uk. For young people serving custodial sentences the referral must be made at least 3-6 months before the earliest expected release date.

It is important that all sections of the referral form are fully completed including the victims details; and those agencies and individuals who need to be invited to any MAPP meeting held. Reference to the MAPPA Threshold form can assist with this process.

Advice about the appropriateness of the MAPPA referral and assistance in completing the form can be sought by ringing the MAPPA Support Unit duty worker on 0161 856 3636.

Once the referral has been received by the MAPPA support unit they will review the case and check that the correct Category has been assigned and what the appropriate MAPPA level is. They will confirm this with the case manager. Where a decision has been made to go ahead with either a MAPP level 2 or 3 meeting the MAPPA support unit will send out formal invites to all the relevant people who need to attend.

If the MAPPA support unit do not assess the case as requiring a MAPP level 2 or 3 meeting and the case manager, in conjunction with the Operational Manager feels that this decision is incorrect an appeal can be made. This will be taken up by the relevant OM.

Attendance at Meetings

The MAPPA lead Manager will attend all MAPPA meetings, together with the relevant Operational manager and case manager.

It is important that a CPF is held prior to any attendance at the MAPPA meeting to ensure that the case manager is fully prepared with all relevant information and the agreed risk management plan to be taken to the meeting.

The role of the MAPPA lead Manager and/or Operational Manager is to assist the MAPPA chair in understanding the needs of the young person and ensuring that these are addressed, and also advising on what resources are available from the service in contribution to the delivery of these.

Minutes from the meeting will be circulated once completed along with an action plan agreed by all participants. All documents relevant to the young person's MAPPA status need to be kept confidential and secure. They are only to be accessible to those working directly with the case and who attended the MAPP meeting. Notification forms, Referral Forms and MAPP minutes will be stored electronically in a password protected folder on the H: drive.

Any requests for minutes from other agencies or people not present at the meeting cannot be granted. Their requests need to go directly to the MAPPA chair.

Any agreement to disclose information to other parties or individuals must be agreed during the MAPP meeting and documented clearly within the minutes.

Supervision of Young People Subject to MAPPA registration

It is important that once a young person is made subject to MAPPA registration that the actions given to Manchester Youth Justice are clearly recorded within the young person's Intervention Plan and that these are carried out to the agreed timescale.

In addition any changes in the young person's circumstances or significant events may require consideration of requesting an emergency review MAPP meeting. All concerns should be discussed with the MAPPA chair as a matter of priority so that they can advise on this.

Consideration of victims – with MAPPA cases there is a statutory duty to inform the victims of the imminent release of a young person from custody. With all cases consideration should be given to the victim's circumstances.

10) CASE PLANNING FORUMS (CPFs)

All cases where the risk of serious harm and /or safety and wellbeing classification is **high and above**, must be listed for discussion at the **CPF** at the earliest opportunity, regardless of other multi agency meetings being held.

- CPF's take place on Tuesday mornings and Friday mornings. A slot must be booked with business support and it must be the next available slot. If practitioners are unable to book a case into the CPF diary this must be raised with a Deputy/Team Manager at the earliest opportunity.
- The CPF booklet and accompanying documents must be emailed directly to the chair by 12 noon on the day before the meeting is scheduled. Should the chair not receive these documents , your slot may be cancelled as the Chair needs time to read the case file.
- The AssetPlus stage and any accompanying documents must be up to date and have been countersigned by a manager prior to the meeting
- Minutes of the CPF's will be logged on Childview. It is the case managers responsibility to ensure that all agencies are invited to the CPF. Business support will take the minutes and send copies of the minutes and actions to those who have attended the CPF.
- It is the case managers responsibility to ensure that a CPF review is booked with business support if necessary and the chair will outline when the next meeting should be held.

11) GANGS AND SERIOUS YOUTH VIOLENCE (SYV)

Gangs are defined as :

A group of criminals who band together for mutual protection or profit.

A group who join together in opposition or attack or act together as a group.

Gangs have hierarchy ranging from gang leaders, core group members, affiliated members and those who would like to be members.

The previous Gang CPF's have now been replaced by Serious Youth Violence Case Planning Forums (SYV CPF's) which will take place each month . The criteria for your case being booked into the Serious Youth Violence CPF is as follows :

Serious Youth Violence criteria:

Any open Manchester YJ case who has been convicted and sentenced for murder, attempted murder, violence against the person, including section 39 / 47 assault, manslaughter, wounding, actual bodily harm (ABH), and grievous bodily harm (GBH). Note: a referral to SYV CPF is dependant upon the offence type, above, regardless of risk level in any of the three domains.

Note: for a young person convicted of a s.39 assault, whilst they meet the SYV criteria s.39 assault is not usually a serious offence (unless part of a more serious enterprise like affray etc). Practitioners should discuss such cases with a manager in the first instance. The manager will then decide on whether an SYV CPF is necessary and provide oversight as appropriate.

The SYV Lead Manager will Chair the SYV CPFs and information will be shared and evaluated on a multi agency basis. The SYV CPF will provide support / actions to aid the case manager to identify a co-ordinated approach/programme of intervention delivery for the child/young person.

12) QUALITY ASSURANCE

Regular, systematic quality assurance processes are necessary to ensure that cases are being assessed correctly and that risk issues are identified and recorded in a way that allows for the safe management of cases where there is a risk of harm/serious harm to others; or safety and wellbeing concerns. It also allows for continuous improvements to be made in practice through individual feedback and reflective supervision, along with service wide development.

The Quality Assurance process carried out by the Management team entails:

Quarterly thematic internal audits

QA of high and very high risk cases during supervision using Childview

Group Supervision (as required)

Practice Development Forums (PDFs)

Direct observation of practice/delivery of interventions

Gatekeeping of PSRs/Referral Order reports/AIM reports/breachpacks

Random dip-sampling of cases to undertake QA checks against the HMIP CAG

Weekly management oversight sessions

Monthly casefile audits

13) YOUTH JUSTICE BOARD (YJB) COMMUNITY SAFEGUARDING AND PUBLIC PROTECTION INCIDENTS (CSPPI)

For full details of the guidance and related documentation please refer to the YJB guidance 'Safeguarding and Public Protection incidents in the Community' guidance website address:

YJB Web address for serious incident reporting
<http://www.justice.gov.uk/youth-justice/monitoring-performance/serious-incidents/community-safeguarding-and-public-protection-incidents-cspci>

Note: Case managers must inform management verbally and in writing on the same day of becoming aware of a serious incident. This must also be recorded on Childview.

14) REFERENCES

- Effective Practice Reader: Managing Risk in the Community, YJB
- HMIP – Case Assessment Guidance
- National Standards for Youth Justice Services (2013)
- YJB *AssetPlus* guidance
- Criminal Justice Act 2003, “Dangerousness” and the New Sentences for Public Protection: Guidance for youth offending teams, YJB
- Multi-Agency Public Protection Arrangements (MAPPA) guidance (2012v4)
- Working Together to Safeguard Children
- Offences Against Children: Guidance for youth offending teams and prevention schemes, YJB

15) APPENDICES

Appendix 1

Appendix 2: Criminal Justice Act 2003 Schedule 15 offences

Specified violent and sexual offences (those marked with an asterisk are serious specified offences)

1. Manslaughter.*
2. Kidnapping.*
3. False imprisonment.*
4. An offence under section 4 of the Offences Against the Person Act 1861 (c.100) (soliciting murder).*
5. An offence under section 16 of that Act (making threats to kill).*
6. An offence under section 18 of that Act (wounding with intent to cause grievous bodily harm).*
7. An offence under section 20 of that Act (malicious wounding).
8. An offence under section 21 of that Act (attempting to choke, suffocate or strangle in order to commit or assist in committing an indictable offence).*
9. An offence under section 22 of that Act (using chloroform, etc, to commit or assist in the committing of any indictable offence).*

10. An offence under section 23 of that Act (maliciously administering poison, etc, so as to endanger life or inflict grievous bodily harm).*
11. An offence under section 27 of that Act (abandoning children).
12. An offence under section 28 of that Act (causing bodily injury by explosives).*
13. An offence under section 29 of that Act (using explosives, etc, with intent to do grievous bodily harm).*
14. An offence under section 30 of that Act (placing explosives with intent to do bodily injury).*
15. An offence under section 31 of that Act (setting spring guns, etc, with intent to do grievous bodily harm).
16. An offence under section 32 of that Act (endangering the safety of railway passengers).*
17. An offence under section 35 of that Act (injuring persons by furious driving).
18. An offence under section 37 of that Act (assaulting officer preserving wreck).
19. An offence under section 38 of that Act (assault with intent to resist arrest).
20. An offence under section 47 of that Act (assault occasioning actual bodily harm).
21. An offence under section 2 of the Explosive Substances Act 1883 (c.3) (causing explosion likely to endanger life or property).*
22. An offence under section 3 of that Act (attempt to cause explosion, or making or keeping explosive with intent to endanger life or property).*
23. An offence under section 1 of the Infant Life (Preservation) Act 1929 (c.34) (child destruction).*
24. An offence under section 1 of the Children and Young Persons Act 1933 (c.12) (cruelty to children).*
25. An offence under section 1 of the Infanticide Act 1938 (c.36) (infanticide).*
26. An offence under section 16 of the Firearms Act 1968 (c.27) (possession of firearm with intent to endanger life).*
27. An offence under section 16A of that Act (possession of firearm with intent to cause fear of violence).*
28. An offence under section 17(1) of that Act (use of firearm to resist arrest).*
29. An offence under section 17(2) of that Act (possession of firearm at time of committing or being arrested for offence specified in schedule 1 to that Act).*
30. An offence under section 18 of that Act (carrying a firearm with criminal intent).*
31. An offence under section 8 of the Theft Act 1968 (c.60) (robbery or assault with intent to rob).*
32. An offence under section 9 of that Act of burglary with intent to:
 - a. inflict grievous bodily harm on a person, or
 - b. do unlawful damage to a building or anything in it.*
33. An offence under section 10 of that Act (aggravated burglary).*
34. An offence under section 12A of that Act (aggravated vehicle-taking) involving an accident which caused the death of any person.*
35. An offence of arson under section 1 of the Criminal Damage Act 1971 (c.48).*
36. An offence under section 1(2) of that Act (destroying or damaging property) other than an offence of arson.*
37. An offence under section 1 of the Taking of Hostages Act 1982 (c.28) (hostage-taking).*
38. An offence under section 1 of the Aviation Security Act 1982 (c.36) (hijacking).*
39. An offence under section 2 of that Act (destroying, damaging or endangering the safety of aircraft).*

40. An offence under section 3 of that Act (other acts endangering or likely to endanger the safety of aircraft).*
41. An offence under section 4 of that Act (offences in relation to certain dangerous articles).
42. An offence under section 127 of the Mental Health Act 1983 (c.20) (ill-treatment of patients).
43. An offence under section 1 of the Prohibition of Female Circumcision Act 1985 (c.38) (prohibition of female circumcision).
44. An offence under section 1 of the Public Order Act 1986 (c.64) (riot).*
45. An offence under section 2 of that Act (violent disorder).
46. An offence under section 3 of that Act (affray).
47. An offence under section 134 of the Criminal Justice Act 1988 (c.33) (torture).*
48. An offence under section 1 of the Road Traffic Act 1988 (c.52) (causing death by dangerous driving).*
49. An offence under section 3a of that Act (causing death by careless driving when under the influence of drink or drugs).*
50. An offence under section 1 of the Aviation and Maritime Security Act 1990 (c.31) (endangering safety at aerodromes).*
51. An offence under section 9 of that Act (hijacking of ships).*
52. An offence under section 10 of that Act (seizing or exercising control of fixed platforms).*
53. An offence under section 11 of that Act (destroying fixed platforms or endangering their safety).*
54. An offence under section 12 of that Act (other acts endangering or likely to endanger safe navigation).*
55. An offence under section 13 of that Act (offences involving threats).*
56. An offence under Part II of the Channel Tunnel (Security) Order 1994 (S.I. 1994/570) (offences relating to Channel Tunnel trains and the tunnel system).*
57. An offence under section 4 of the Protection from Harassment Act 1997 (c.40) (putting people in fear of violence).
58. An offence under section 29 of the Crime and Disorder Act 1998 (c.37) (racially or religiously aggravated assaults).
59. An offence falling within section 31(1)(a) or (b) of that Act (racially or religiously aggravated offences under section 4 or 4a of the Public Order Act 1986 (c.64)).
60. An offence under section 51 or 52 of the International Criminal Court Act 2001 (c.17) (genocide, crimes against humanity, war crimes and related offences), other than one involving murder.*
61. An offence under section 1 of the Female Genital Mutilation Act 2003 (c.31) (female genital mutilation).*
62. An offence under section 2 of that Act (assisting a girl to mutilate her own genitalia).*
63. An offence under section 3 of that Act (assisting a non-UK person to mutilate overseas a girl's genitalia).*
64. An offence of:
 - a. aiding, abetting, counseling, procuring or inciting the commission of an offence specified in this part of this schedule
 - b. conspiring to commit an offence so specified, or
 - c. attempting to commit an offence so specified.*
65. An attempt to commit murder or a conspiracy to commit murder.

(specified sexual offences)

66. An offence under section 1 of the Sexual Offences Act 1956 (c.69) (rape).*
67. An offence under section 2 of that Act (procurement of a woman by threats).
68. An offence under section 3 of that Act (procurement of a woman by false pretences).
69. An offence under section 4 of that Act (administering drugs to obtain or facilitate intercourse).
70. An offence under section 5 of that Act (intercourse with a girl under 13).*
71. An offence under section 6 of that Act (intercourse with a girl under 16).
72. An offence under section 7 of that Act (intercourse with a defective).
73. An offence under section 9 of that Act (procurement of a defective).
74. An offence under section 10 of that Act (incest by a man).*
75. An offence under section 11 of that Act (incest by a woman).
76. An offence under section 14 of that Act (indecent assault on a woman).*
77. An offence under section 15 of that Act (indecent assault on a man).*
78. An offence under section 16 of that Act (assault with intent to commit buggery).*
79. An offence under section 17 of that Act (abduction of a woman by force or for the sake of her property).*
80. An offence under section 19 of that Act (abduction of an unmarried girl under 18 from parent or guardian).
81. An offence under section 20 of that Act (abduction of an unmarried girl under 16 from parent or guardian).
82. An offence under section 21 of that Act (abduction of a defective from parent or guardian).
83. An offence under section 22 of that Act (causing prostitution of women).
84. An offence under section 23 of that Act (procuration of a girl under 21).
85. An offence under section 24 of that Act (detention of a woman in a brothel).
86. An offence under section 25 of that Act (permitting a girl under 13 to use premises for intercourse).*
87. An offence under section 26 of that Act (permitting a girl under 16 to use premises for intercourse).
88. An offence under section 27 of that Act (permitting a defective to use premises for intercourse).
89. An offence under section 28 of that Act (causing or encouraging the prostitution of, intercourse with or indecent assault on a girl under 16).
90. An offence under section 29 of that Act (causing or encouraging the prostitution of a defective).
91. An offence under section 32 of that Act (soliciting by men).
92. An offence under section 33 of that Act (keeping a brothel).
93. An offence under section 128 of the Mental Health Act 1959 (c.72) (sexual intercourse with patients).
94. An offence under section 1 of the Indecency with Children Act 1960 (c.33) (indecent conduct towards a young child).*
95. An offence under section 4 of the Sexual Offences Act 1967 (c.60) (procuring others to commit homosexual acts).
96. An offence under section 5 of that Act (living on earnings of male prostitution).
97. An offence under section 9 of the Theft Act 1968 (c.60) (burglary with intent to commit rape).*

98. An offence under section 54 of the Criminal Law Act 1977 (c.45) (inciting girl under 16 to have incestuous sexual intercourse).
99. An offence under section 1 of the Protection of Children Act 1978 (c.37) (indecent photographs of children).*
100. An offence under section 170 of the Customs and Excise Management Act 1979 (c.2) (penalty for fraudulent evasion of duty, etc) in relation to goods prohibited to be imported under section 42 of the Customs Consolidation Act 1876 (c.36) (indecent or obscene articles).
101. An offence under section 160 of the Criminal Justice Act 1988 (c.33) (possession of an indecent photograph of a child).*
102. An offence under section 1 of the Sexual Offences Act 2003 (c.42) (rape).*
103. An offence under section 2 of that Act (assault by penetration).*
104. An offence under section 3 of that Act (sexual assault).*
105. An offence under section 4 of that Act (causing a person to engage in sexual activity without consent).*
106. An offence under section 5 of that Act (rape of a child under 13).*
107. An offence under section 6 of that Act (assault of a child under 13 by penetration).*
108. An offence under section 7 of that Act (sexual assault of a child under 13).*
109. An offence under section 8 of that Act (causing or inciting a child under 13 to engage in sexual activity).*
110. An offence under section 9 of that Act (sexual activity with a child).*
111. An offence under section 10 of that Act (causing or inciting a child to engage in sexual activity).*
112. An offence under section 11 of that Act (engaging in sexual activity in the presence of a child).*
113. An offence under section 12 of that Act (causing a child to watch a sexual act).*
114. An offence under section 13 of that Act (child sex offences committed by children or young persons).
115. An offence under section 14 of that Act (arranging or facilitating commission of a child sex offence).*
116. An offence under section 15 of that Act (meeting a child following sexual grooming, etc).*
117. An offence under section 16 of that Act (abuse of a position of trust: sexual activity with a child).
118. An offence under section 17 of that Act (abuse of a position of trust: causing or inciting a child to engage in sexual activity).
119. An offence under section 18 of that Act (abuse of a position of trust: sexual activity in the presence of a child).
120. An offence under section 19 of that Act (abuse of a position of trust: causing a child to watch a sexual act).
121. An offence under section 25 of that Act (sexual activity with a child family member).*
122. An offence under section 26 of that Act (inciting a child family member to engage in sexual activity).*
123. An offence under section 30 of that Act (sexual activity with a person with a mental disorder impeding choice).*
124. An offence under section 31 of that Act (causing or inciting a person with a mental disorder impeding choice to engage in sexual activity).*
125. An offence under section 32 of that Act (engaging in sexual activity in the

- presence of a person with a mental disorder impeding choice).*
126. An offence under section 33 of that Act (causing a person with a mental disorder impeding choice to watch a sexual act).*
127. An offence under section 34 of that Act (inducement, threat or deception to procure sexual activity with a person with a mental disorder).*
128. An offence under section 35 of that Act (causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception).*
129. An offence under section 36 of that Act (engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder).*
130. An offence under section 37 of that Act (causing a person with a mental disorder to watch a sexual act by inducement, threat or deception).*
131. An offence under section 38 of that Act (care workers: sexual activity with a person with a mental disorder).*
132. An offence under section 39 of that Act (care workers: causing or inciting sexual activity).*
133. An offence under section 40 of that Act (care workers: sexual activity in the presence of a person with a mental disorder).
134. An offence under section 41 of that Act (care workers: causing a person with a mental disorder to watch a sexual act).
135. An offence under section 47 of that Act (paying for the sexual services of a child).*
136. An offence under section 48 of that Act (causing or inciting child prostitution or pornography).*
137. An offence under section 49 of that Act (controlling a child prostitute or a child involved in pornography).*
138. An offence under section 50 of that Act (arranging or facilitating child prostitution or pornography).*
139. An offence under section 52 of that Act (causing or inciting prostitution for gain).
140. An offence under section 53 of that Act (controlling prostitution for gain).
141. An offence under section 57 of that Act (trafficking into the UK for sexual exploitation).*
142. An offence under section 58 of that Act (trafficking within the UK for sexual exploitation).*
143. An offence under section 59 of that Act (trafficking out of the UK for sexual exploitation).*
144. An offence under section 61 of that Act (administering a substance with intent).*
145. An offence under section 62 of that Act (committing an offence with intent to commit a sexual offence).*
146. An offence under section 63 of that Act (trespass with intent to commit a sexual offence).*
147. An offence under section 64 of that Act (sex with an adult relative: penetration).
148. An offence under section 65 of that Act (sex with an adult relative: consenting to penetration).
149. An offence under section 66 of that Act (exposure).
150. An offence under section 67 of that Act (voyeurism).
151. An offence under section 69 of that Act (intercourse with an animal).
152. An offence under section 70 of that Act (sexual penetration of a corpse).

153. An offence of:

- a. aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this part of this schedule
- b. conspiring to commit an offence so specified
- c. attempting to commit an offence so specified.

Appendix 2

10 Key questions to ask yourself when assessing and managing risk of harm

1. Have you been **alert to changes** in risk of serious harm? Risk is dynamic and will fluctuate according to individual circumstances.
2. Have you identified and **paid attention to behaviour or attitudes or changes in circumstances** that might indicate that risk has escalated?
3. Have you **considered the information from a range of** sources and the potential impact, when refreshing each review of risk of serious harm?
4. Have you made attempts to **validate information** that indicates a reduction or increase in risk, either from the young person themselves or from other sources?

5. Are you clear about the **purpose of the sentence** plan – how will objectives contribute to the effective management or reduction or reduction of risk?
6. Have you identified how you and the young person will **develop and support protective factors**?
7. Are you satisfied that the measures and controls in place will **protect current or future victims** and safeguard any children potentially at risk?
8. Have you actively monitored **the effectiveness of restrictive/rehabilitative controls** in managing risk?
9. Have you **recorded all decisions** that impact on the assessment or management of risk, including those made in conjunction with others such as higher managers or other agencies, and ensured that **information is shared and acted upon**?
10. Have you **avoided the temptation to overestimate risk** by balancing the motivation and engagement of the young person in reducing their risk, against their offending history?