

Youth Justice and Police Liaison

Effective Date: 1st October 2022

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Owner: Service Manager

Abbreviations:

CCE – Child Criminal Exploitation

CYP – Child or Young Person

IOM – Integrated Offender Management

MAPPA – Multi Agency Public Protection Arrangements

MOSOVO – Management of Sexual Offenders and Violent Offenders

NRM – National Referral Mechanism

OIC – Officer In the Case

OOCD – Out of Court Disposal

PNC - Police National Computer

PND – Police National Database

SEIO- Schools Education and Intervention Officer

YJS – Youth Justice Service

YRD - Youth Restorative Disposal

1. Practice Expectations

Under the Crime and Disorder Act 1998 the Local Authority has a statutory duty to provide Youth Justice services. The Act places a duty of all persons and bodies carrying out functions in relation to the youth justice system to have regard to the principal aim of the youth justice system - to prevent offending by children. It also places a duty to implement strategies to help with the reduction of crime and public disorder within the local community which includes co-operation and information sharing between the police and other agencies.

The function of the Youth Justice Service (YJS) is formulated within The Criminal Justice and Immigration Act 2008. The Youth Crime Strategy requires the Local Authority to provide interventions to reduce the number of children (under 18 years) committing crime and entering the Youth Justice System. The Nottinghamshire County Council [Pathway to Provision](#) document details the role and responsibility of Youth Justice case managers in terms of safeguarding children and delivering intervention to improve outcomes for those identified as at risk of offending/anti-social behaviour and in relation to emerging risks around Child Criminal Exploitation (CCE).

The following guidance sets out some practice expectations of YJ case managers in relation to the gathering and passing on of intelligence/information in assessing and managing the risk and safety

and well-being of children. It also provides some examples of how Nottinghamshire YJS and the police can work together.

2. At the start of an order or intervention:

When a case is allocated within YJ, business support will request that YJ Police staff complete a check of records and provide information relating to the child/children (PNC/YRD/Nominal intelligence) and information relevant to the home address (e.g., known risks, known adults living at the property etc). This will be done using *appendix 1***.

- If there is any restricted information, YJ Police staff will contact force intelligence to enquire into what this relates and asking for any information which is relevant to YJ working with that child.
- The completed Police Intelligence Request Form will be attached to the electronic case record and business support will inform the case manager that this has been done. The case manager will actively review this information to inform their 'Risk to Staff Form' and assessment of the child. This information is not to be shared with the children or their carer's unless it is agreed with the officer who provided the information.
- If the provided information raises any questions, or the case manager requires further details, enquiries should be pursued initially with the provider of that information (usually back through *ncc requests*).

**For O OCD (Out of Court Disposal's) YJ Police will complete these checks automatically as part of their referral process.

3. Restricted Information

Whilst the YJ Police will be able to access nominal intelligence they are unable to access restricted information. If there is anything restricted, YJ Police will make enquiries and communicate back relevant information that is able to be disclosed to YJ on the completed intelligence request form.

There may be occasions when more information is required as to why YJ want access to restricted information and the case manager will be asked to submit their own request for restricted information to force intelligence. Whilst this will be rare, this should be done by using *appendix 2*.

4. Requesting Information

Given that assessments are dynamic; subsequent to the request for information submitted at the start of any order/intervention; case managers should actively seek out relevant and up to date information on a regular basis to enable them to effectively manage a child's risk and safety and wellbeing.

It should be remembered that, whilst a request for police intelligence/information can be submitted at any time, for the police to be able to lawfully share, there must be a legitimate reason for YJ staff to receive it. For this reason, it is important that the rationale for requesting information from the police is clearly outlined, providing an audit trail for YJ and the police.

Key points when it may be relevant to submit a request for intelligence (this list is not exhaustive):

- When reviewing a child's risk and safety and wellbeing to check for any new/recent intelligence.
- Where there are increasing concerns for a child/child due to their lack of engagement or non-attendance at appointments; to check for any new relevant information.

- Police attend/provide a report for MAPPA meetings, sharing up to date relevant information. In advance of any MAPPA meetings, it is good practice for the YJ case manager to liaise with the police representative as any new information will impact upon YJ risk assessments.
- For further information regarding adults who either live at, or frequently visit a child's home address where there are recorded concerns regarding their relationship with the child/impact on their SaW/offending other concerns.
- For further information in relation to an address where children are congregating where there are recorded concerns related to risk/SaW.
- For further information regarding a child's associates where there are linked concerns. These concerns need to be recorded/reported to the Police as soon as they are identified.
- To check out a given change of address.
- To seek further information on a previous offence/arrest that are of interest. In these circumstances the case manager may be directed to the OIC.
- If the child has disclosed that they have been involved in an incident of concern and you require further information YJ Police will be able to provide details of the OIC.

In receiving information, staff should remember that; Police intelligence shared with the YJS is not to be disseminated to anyone without the consent of the officer who shared that intelligence.

4.1 Requesting information/intelligence from outside of Nottinghamshire Police (aka foreign force)

There are occasions where the child has links with another area and there is a need to request access to intelligence held on the PND from another police force. In these circumstances, the following provides an overview of who is the most appropriate person to request this information.

- If the child is assessed as High Risk at risk of CCE and there is information suggesting that data is held in a foreign force the Police CCE Co-Ordinator can request the information from the PND.
- If they are a child being managed under IOM and there is information suggesting that data is held in a foreign force the Police (Youth) IOM Officer can request information from the PND.
- If the child is subject to the OOC processes and there is information suggesting that data is held in a foreign force the Police YJS Officer can request information from the PND. Additionally, if there is information held in NICHE that relates to a foreign force, the YJS police can provide this if it comprises part of the OOC process.
- If the child is a looked after child and there is information suggesting that data is held in a foreign force which may be relevant to their risk management, the Police LAC Officer can request information from PND.

All other enquires need to be directed by the YJ worker to the relevant force that holds the information providing a full and clear rationale for the request.

**See Appendix for a list of police forces using NICHE.

5. Significant Points of Liaison

Many serious case reviews have identified that failure to communicate key pieces of information has contributed to tragedy. There are significant points/circumstances when liaison between YJ and the police is required, in accordance with local policy and practice, or to ensure that joint working practices in relation to the management and supervision of children is as effective as it can be (this list is not exhaustive).

- Arrest and finalised sheets are provided to the YJS daily.
- The police must inform YJ if an initial Youth Caution is given. Where a second or subsequent caution is being considered, a referral will be required for assessment and joint decision-making.
- Where the offence is one which features a knife or other weapon the Youth Justice Service must be consulted early in every case. Please refer to [Joint Protocol for OOCs](#).
- Public Protection Notices (PPNs) are communicated to YJ where there is.
 - an incident involving a child or child (CYP) open or recently open to YJS.
 - incidents occurring involving CYP and suspected Child Criminal exploitation (CCE).
 - incidents occurring involving CYP linked to ASB or criminal peers / associates.
 - incidents occurring relating to knife or weapon possession / offences.
 - a CYP involved in a serious violent incident.
 - concerns in relation to a knife or weapon enabled crime or where there are vulnerability/CCE concerns. Liaison with the police in relation to Public Protection Notices (PPNs); where further information is required in order to decide regarding YJ intervention may be necessary (in these circumstances the OIC can be contacted).
- Police Officers linked to the schools in the County notify their schools (DSL-Designated Safeguarding Leads) when there is a knife/weapon enabled incident (this process is known as EPAS-Early Police Alert System). The relevant Schools Education and Intervention Officer (SEIO will) will maintain responsibility for liaising with the school.
- Prior to accepting a My Futures referral from a school, it may be appropriate for YJ to speak to the SEIO to gather additional information and discuss who is the most appropriate person to deliver any required intervention.
- YJ staff may need to seek out advice updates on cases where harmful sexual behaviour has been reported to the police (**these queries should be directed to the OIC**).
- Liaison is required in agreeing the management and supervision of juvenile IOM nominals (**PCSO Nathan Herron is the responsible officer for juvenile IOM nominals**)*
 - When considering a child's suitability for 'My Future: Youth Support Programme' further enquiries may need to be made (this could be checking out their behaviour in the community or any previous engagement with the SEIOs).
 - When exploring licence conditions for children being released from custody it may be necessary to liaise with the police to gather their views (this could be with the Neighbourhood Policing Team, YJ IOM Police, MOSOVO etc)
 - Following up police progress in relation to ongoing investigations; YJ Police should be able to provide this level of information or signpost the case manager to the OIC.
 - Where YJ want to share information regarding a child that they are aware has been reported as a missing this should be sent to the MFH team to disseminate as intelligence and inform their response – missingpersons@Notts.police.uk.
 - When completing a National Referral Mechanism (NRM) for a child and there is a need to collect factual evidence in relation to this referral this is to be processed through the following police team – countylines@Notts.police.uk.
 - Where a warrant without bail has been issued by the court and YJ have additional information which will assist the police in executing the warrant or are of the opinion that enforcement activity should be expedited.
 - Managing a child who is subject to MAPPA where police representation is required for a meeting. In the absence of an allocated MOSOVO worker, requests for police representation at a MAPPA meeting in relation to registered 'Sex Offenders' should be sent to

luke.waller@nottinghamshire.pnn.police.uk. For other children requests should be sent to rebecca.hill@nottinghamshire.pnn.police.uk who has responsibility for IOM and YJ Police.

- Names of individual children are shared in advance of meetings that are held on a regular basis and have core representation from the YJS and the police to enable the sharing of information (e.g., Out of Court Disposal Panels, Harmful Sexual Behaviour Panels, Child Criminal Exploitation Panels (CCEP) (see appendix 3 regarding the role of the CCE coordinator), Local Multi Agency Problem Solving Meetings/Complex Needs Meetings etc).

* see key [police contact and roles](#).

6. Providing Information

6.1 General Intelligence

The police bring together information from a range of sources enabling them to produce intelligence at strategic, tactical and operational levels. YJ Staff may become aware of information which they feel is significant and could assist police colleagues in building up a picture of intelligence. This could be in relation to a child's behaviour, their risk and/safety and wellbeing, an adult or an address which causes concern (amongst other things). Sharing relevant information with the police could help safeguard and promote welfare or contribute to wider public protection.

YJ Police staff have a role in updating police systems and YJ Staff should consult with them regarding information/intelligence which they feel is significant and should be recorded on Niche RMS (the police Intelligence system). Where there are concerns which require an immediate response these should be reported to 999.

In submitting information to the police, where possible, it should comply with the 5 basic principles of 5wh (what, when, where, why, who). It should be clear, concise and without abbreviations. The information must be understandable without the need to refer to other information sources. YJ staff should outline the source of the information (e.g., has the information been obtained/witnessed first-hand or is it from a third-party source; and has it corroborated in any way). Information should be submitted to nccrequest@nottinghamshire.pnn.police.uk.

6.2 Reporting an Incident

Where an incident has occurred and a police response (e.g., reporting a crime/investigation) is required consideration should be given to calling either 101 or 999.

- **Non-immediate incidents - 101**

An incident where ASB/crime has been committed and no immediate police response is required can be reported using 101. For example, an incident of theft, assault or damage has occurred; however, no significant/immediate threat, risk or harm has been identified.

In the absence of YJ Police staff, 101 could also be used where police advice and support are required.

- **Immediate incidents - 999**

An incident of violence or behaviour requiring an immediate police response where children or others are considered to be at risk of immediate serious physical harm. In such situations staff should use 999.

6.3 Child Sexual Exploitation (CSE)

Where there is low level non-emergency intelligence which may relate to child sexual exploitation these should be shared using the operation Striver referral form. Once completed the information sheet should be sent via secure email to cnm@nottinghamshire.pnn.police.uk.

6.4 Child Criminal Exploitation (CCE)

Where there is intelligence which relates to concerns of CCE this should be shared in the same way as general intelligence.

Whilst there are CCE coordinators based within the Police, their role is not to act as a point of contact for agencies or to advise individual members of staff on specific cases. **See appendix 3 for more information on the CCE Coordinator role.**

6.5 County Lines

Where there is low level non-emergency intelligence, which is believed to relate to county lines, this should be shared to countylines@Nottinghamshire.pnn.police.uk

Please note that the above processes do not replace the requirement to refer cases under the inter-agency safeguarding children's procedures to children's social care or the police and any immediate risks should always be reported via 999 or 101 to the police control room.

7. ECINS

In Nottinghamshire ECINS has been rolled out for use across agencies who are regular attenders at Complex Needs Panels/Local Multi Agency Problem Solving (CNP/LMAPS) (e.g., the fire and rescue service, neighbourhood policing teams, anti-social behaviour teams, district councils etc). ECINS is being used by agencies to make referrals to CNPs/LMAPS, to keep a track of progress against actions/tasks that have been set and recording low level intelligence; all of which could be of use to YJ case managers in making assessments of and working with children. Information regarding the management of juvenile IOM nominals is also contained within ECINS and should be accessed by YJ case managers who are managing individuals who are identified as an IOM nominal. If YJ workers require training and access to this system they should contact Craig Cooper, District Prevention Officer, email: Craig.Cooper@notts-fire.gov.uk.

8. Warning Flags

Warning flags on Niche are an indicator to alert users that a record has important information that police staff need to be aware. Warning flags can be assigned to records for entries that relate to persons, addresses, property or vehicles. Warning flags could be to alert police staff to a 'Mental Health' issue; that the child/child has used/is suspected of carrying a 'Weapon' or is known to be 'Violent'. Additionally, a flag may highlight an address where 'Domestic Violence' has occurred.

All warning markers require mandatory supporting information. If there is any information which YJ staff feel would be relevant to the police and any future arrests/interactions with a child, it is good practice to pass this information onto YJ Police and discuss if a warning flag needs to be placed on that entry relating to the child. Examples could include but are not limited to.

- Upon arrest for the Police to contact the Youth Justice Service to discuss bail conditions and working with YJ.
- If the child has a learning disability (this may be relevant for children who have significant speech and language issues).
- If the child has made threats to harm themselves/take their own life.
- If someone has made threats to that child and a marker needs to be placed on their address to alert police to react quickly if there is a call from that address.
- If there is an NRM in relation to that child.

References:

[National Crime Agency: Intelligence](#)

[College of Policing: Information management](#)

[Youth Out of Court Disposals guidance for the police and YOTs](#)

SharePoint Link:

Key [police contact and roles](#). This folder contains the names and contacts for all key police contacts in addition to details of the roles and responsibilities of YJ Police staff.

Police Intelligence Request Form**(Replies are confidential)**Please email this to nccrequest@nottinghamshire.pnn.police.uk

FOR YOUTH JUSTICE SERVICE ONLY - The purpose of this document is for you to complete an assessment of the child, to safeguard their welfare and the welfare of any staff engaged within this assessment. The contents of this email should be treated as Official-Sensitive (Criminal Offence Data) and are not to be disclosed to another party operating outside the information sharing agreements with the YJS without consent of the originating officer.

Name of child	
Date of birth	
Address	
URGENT (please delete as required)	Yes/No
Type of allocation (Divert+ / MFYSP / O OCD / Type of Statutory Order)	
Offence for current Disposal / reason for referral if Divert+ or MFYSP	

Business Support check (tick all that apply)	
Initial Address/nominal intel check	
PNC and YRD check required	
Date last check completed (if any)	

YJ worker check	
Concern for welfare of subject (give details below)	
Other (give reasons below)	

Relevant Information (if not an initial check)	
What specific information is required – i.e. address check, check on associated person, CSE or CCE data, intel relating to specific criminality	
Date/Time Parameters to be checked. Please specify a set period such as 01/01/2021-01/02/2021. If this cannot be done, please provide a reason why all data is required –such	

as not known to SC, YJS and a summary of police data needed to assess risk	
Reason for Requesting intelligence - i.e. Current Safeguarding Referral, Information suggesting a concern that is documented in another format. Please include reference numbers (if applicable) and dates of this information and why it is necessary.	
What do you intend to do with the information and is it to be shared?	

Guidance Notes:

Requests must relate to a previously recorded concern which is specified within the request. This is required to satisfy data protection and disclosure as a lawful and legitimate purpose.

Requests must provide specific time/date parameters to be reviewed.

Requests must be specific around what information is required not simply be a request for all data ie: Domestic Violence, CCE, CSE.

If your query relates to a current concern, please submit a Safeguarding referral as per your agency guidelines or call 999 if an immediate response is required.

****Any request for information that does not provide the above will be rejected ****

Results: -

Approved Y/N

If no please specify reason (delete as appropriate) Y/N

Information Provided:

Officer Details:

If there is any 'restricted information' flagged has this been checked?

Yes / No / No restricted Information

Appendix 2

Force Intelligence Request Form **For Restricted Information**

(Replies are confidential)

Please email this request to fib@nottinghamshire.pnn.police.uk

Youth Justice Case Manager:

Date:

Name of child	
Date of birth	
Address	

Rationale for Force Intelligence Check:

What specific information are you seeking?

Why do you require this information?

What do you intend to do with the information?

(In particular, is it for a purpose that could lead to disclosure of this material to the subject through any legal process?)

Is there any urgency attached to the request and, if so, why and what timelines are you working to?

Once submitted this request will be reviewed to see what information can be provided and a response will be sent back to the Case Manager.

Appendix 3

Outline of CCE Co Ordinator Role

In order to request a Nottinghamshire Police CCE Coordinator attendance at CPC led CCE meetings both an invite and up to date risk assessment /toolkit must be sent via the MASH Police with at least 5 full working days notice before the meeting date to allow adequate time for review, processing, scheduling and police checks be completed.

Both components must be received within the detailed timeframe. Without receipt the request will not be processed and will be declined. Once received, the risk assessment will be reviewed to assess if CCE Coordinators attendance is required. If the subject is at Low/Emerging risk CCE coordinators will not attend and the invite will be forwarded to the Local Policing Team/ relevant OICs to consider their attendance.

Attendance at Moderate subjects meetings are assessed on a case by case basis.

CCE Coordinators aim to attend all High-Risk meetings depending on availability/capacity to do so. If the invite is forwarded to OICs/NPTs please be aware that CCE Coordinators do not have access to their availability and cannot accept invites on their behalf so, please do not make the presumption that sending an invite means they will be in attendance. You will need to liaise with those officers directly to arrange as CCE Coordinators do not have access to every officer's availability.

Direct phone number for NPTs can be found via the Nottinghamshire Police Website which is available to the public.

**Please note there is only one CCE COORDINATOR for the County and one for the city, so availability is limited- our diary's become booked up very quickly and is further limited with absences.

**Please do not presume that if a meeting is arranged, we are available to attend, please contact us for our availability if required

** If CCE Coordinator attendance is agreed we will prepare the relevant and necessary Police checks and attend the meeting.

Checks are prepared specifically in relation to the CCE RISK ONLY . SUMMARY OF INFORMATION THAT WILL BE PROVIDED/ SYSTEMS THAT WILL BE RESEARCHED AND THE ASSOCIATED TIME FRAMES. NICHE – OCCURRENCES RELEVANT TO CCE / SYV ONLY WITHIN LAST 12 MONTHS. HOWEVER, ANY SIGNIFICANT OCCURRENCES BEYOND THIS DATE WILL BE INCLUDED. PNC – SUMMARY OF OFFENDING HISTORY/CONVICTIONS/IMPENDING PROSECUTIONS .

SAFE – 6 MONTH SEARCH INCIDENTS OF RELEVANCE TO CCE ONLY NOT ALREADY IDENTIFIED VIA THE NICHE SEARCH. PND – POLICE NATIONAL DATABASE – A SEARCH IS CONDUCTED ON THIS SYSTEM

ONLY WHEN IT HAS BEEN IDENTIFIED INFORMATION MAY BE HELD BY POLICE FORCES OUTSIDE OF NOTTINGHAMSHIRE/NICHE REGION . COMPACT- SUMMARY ONLY OF ANY MISSING FROM HOME EPISODES.

If Police information is requested that is not in relation to the CCE concerns (i.e., any associates / addresses that are not relevant to these concerns) this request will be declined and you will be directed request these checks via the correct process.

Police CCE checks are delivered verbally and in a confidential slot only at meetings and will not be distributed or shared in a written format. Please ensure a confidential slot is available for information to be shared before any non- professionals are dialled into the meetings.

Please note we attend meetings in the capacity of CCE Coordinators only, we are not Officers in Charge(OICs) of cases ,part of the local Neighbourhood Policing Teams or involved in any investigations/ operations. If you require attendance of other specific officers/ departments, please send separate invites to them directly. We do not have access to other officers' availability and cannot accept invites on their behalf. You will receive a response to your request once it has been reviewed.

Please do not send correspondence directly to our individual emails as we are tasked via the MASH Police. This ensures requests don't get missed due absences/ abstractions.

Please also note we do not attend Strategy Discussions /Child in Need Meetings/ICPCs/RCPCs/MISSING MAMS - Our role is specific to CCE meetings only .

Attendance requests for meeting other than CCE meetings must be made separately via MASH Police.

Appendix 4

Police Forces on NICHE

The below 28 Forces are shown as using NICHE. Each force will still own the intelligence data held in NICHE and they need to agree what can be shared, how and with whom as it is requested; though Notts Police may be able to see that data on NICHE and provide a very generalised picture of information or direct YJS queries to the relevant force. Each force may use NICHE applications in different ways to Notts.

The hyperlink below takes you to the NICHE website and will provide an up-to-date list of forces currently using NICHE.

<https://nicherms.com/who-we-serve/>

Avon and Somerset

British Transport Police

Cheshire Constabulary

City of London Police

Cleveland Police

Derbyshire Police

Devon and Cornwall Police

Dorset Police

Dyfed-Powys Police

Guernsey Police

Gwent Police

Hampshire Police

Humberside Police

Leicestershire Police

Lincolnshire Police

Merseyside Police

North Wales Police

North Yorkshire Police

Northamptonshire Police

Nottinghamshire Police

Police Service of Northern Ireland

South Wales Police

Staffordshire Police

Surrey Police

Sussex Police

Thames Valley Police

West Yorkshire Police

Wiltshire Police

