

Nottinghamshire YJS Incident Notification



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Last Revised:	15 th March 2023
Review Due:	15 th March 2025
Version Control:	V5 2021
Protective Marking:	None
Owner:	Youth Justice Service Manager

1.0 Context and purpose

- 1.1 From 8 May 2018 the Youth Justice Board (YJB) no longer required local authorities to notify it of new community safeguarding and public protection incidents (CSPPIs). To mitigate against the risks associated with the cessation of CSPPIs, Nottinghamshire has implemented its own incident reporting and review guidance.
- 1.2 Reporting arrangements are designed to: promote learning within Nottinghamshire YJS and across partners; highlight cases likely to attract a high level of media attention; and enable a pro-active approach by senior management overseeing interagency risk management.
- 1.3 This document was updated in March 2023 to include the following changes:
- To include reference to the revised YJB notification system. Originally introduced on a voluntary basis on 25 June 2021 this was made mandatory at the start of April 2022.
 - ***BOTH Notts YJS and YJB notification procedures need to be considered when notifiable incidents occur.*** See section 6.0 of this document for more information.
 - Reflect subtle changes to how and when YJ Incident Review Reports will be completed, with a renewed emphasis on multi-agency collaboration.
 - Other minor changes and adaptations.

2.0 Public Protection Incidents

- 2.1 Locality Team Managers are to report to the YJS Service Manager and Early Help Group Manager within 24 hours if a young person residing in Nottinghamshire is ***arrested⁽¹⁾ or voluntarily interviewed*** for committing one of the following public protection offences:

Murder/Manslaughter or Attempt Murder
Section 18 or Section 20 Offences involving a knife or weapon
A MAPPA serious further offence (listed in Schedule 15 to the Criminal Justice Act 2003) when the young person is already subject to MAPPA
A Terrorism related offence ⁽²⁾
Other serious violent or sexual offences which are likely to attract media attention or which may require senior management oversight and co-operation in relation to resources and risk management. This could include serious weapon enabled offences, though is not limited to this. An early discussion should be had with the YJS Service Manager to agree whether an YJ Incident Notification is required.

- 2.2 Locality Team Managers are to report to the YJS Service Manager and Early Help Group Manager within 24 hours if a young person who is open to the YJS or has been within the last 20 working days is **charged** with:

Rape or Attempt Rape

- 2.3 A distinction is made in relation to rape / serious harmful sexual behaviour (HSB) and those offences listed in 2.1 above considering that the contextual information is usually very different, with the likelihood of risk escalation to be lower. Where there are risk concerns, with or without charge, the council operates separate safeguarding and HSB policies which will apply.
- 2.4 Initial details to include (form on SharePoint: [Incident Notification.doc](#)):
- 1) Name, DOB, address:
 - 2) Incident summary, including dates and details of any victim(s):
 - 3) Open NCC services / summary of historical involvement:
 - 4) Initial assessment of risks and whether managed:
 - 5) Details of any media attention or reporting:
 - 6) Status of external agencies' involvement:
 - 7) Any other important information (e.g. pending significant dates):
- 2.5 Progress will then be actively tracked by the YJS Service Manager (using the [Incidents Tracker spreadsheet](#)) with updates provided to the Group Manager as and when they arise.
- 2.6 If the young person is charged with the offence, the YJS Service Manager, in consultation with the EH Group Manager, will consider whether a [Youth Justice Incident Review \(YJIR\)](#) is required⁽⁵⁾. In most cases a review will be undertaken only if the young person was open to the YJS at the time of the alleged offence, or if the offence had been committed within 20 working days of the end of either an Order or YJS lead intervention.

- 2.7 The YJIR is a concise report completed by an independent Team Manager or the YJS Service Manager. Two templates exist for the completion of a YJIR where it is agreed this is necessary for service and partnership learning. The first of these is the standard template which promotes open learning in respect of the case in question, while the second is to be used where there are specific lines of enquiry to be examined. The appropriate template and format will be agreed at the outset with the YJS Service Manager.
- 2.8 Depending on the nature of the incident and the circumstances surrounding the child or young person it may be necessary for there to be a wider reaching learning review which is collaboratively completed with appropriate agencies from across the partnership. In these circumstances approaches may be more bespoke to meet the presenting learning needs. In these circumstances the YJS Service Manager and Group Manager will agree approach and format from the outset, liaising with partners as necessary.
- 2.9 Whichever template or format is adopted, the review will be both learning and future focussed, including:
- Young person's behaviour / circumstances / context
 - Learning in relation to: Case Management and Oversight; Policy, Process and Practice Guidance; Strategic and Partnership Issues
 - Good/Effective practice
 - Recommended Actions
 - YJS CSM / EH Group Manager Oversight
 - YJ Partnership Board – Additional comments, actions or recommendations
- 2.10 During the completion of the review, the reviewing manager(s) should cross-reference their findings with the relevant partners, workers and managers involved in the case to ensure that the report submitted is fair and accurate.
- 2.11 Where the review is completed by a YJS Manager (i.e. single agency) it will be completed within 20 working days of charge for submission to the EH Group Manager. Upon receipt, the EH Group Manager will make a decision as to whether the review needs sharing with other service areas or review processes. Wider ranging collaborative reviews will work to longer timescales, to be agreed at the outset by the EH Group Manager.
- 2.12 All completed YJIR's will be submitted for the attention of the YJS Partnership Board, along with details of any subsequent progress made against actions set. YP details will be anonymised within the YJIR.
- 2.13 Following the Youth Justice Partnership Board the EH Group Manager will complete the YJIR within 10 working days and save to [SharePoint](#). Strategic actions and those for the wider partnership will be taken up/allocated by the board, while operational actions will be tracked through the [YJIR Actions Tracker](#) and reviewed in the appropriate management forum (e.g. YJ Management Meeting, supervision, etc).

2.14 The Nottinghamshire Youth Justice Partnership Board will receive a quarterly report outlining **charges** brought against young people for serious public protection incidents.

3.0 Safeguarding incidents

3.1 Serious Safeguarding Incidents are to be notified to the YJS Service Manager and EH Group Manager within 24 hours of incident occurring. Incidents will be required where the below criteria are met:

Safeguarding incidents (Applies only to open YJS cases or those closed within 20 working days of an incident occurring)
Child or YP dies
Attempts suicide ⁽³⁾
Is the victim of rape (where an allegation has been made to the police)
Is the victim of serious sexual abuse or exploitation ⁽⁴⁾
Is the victim of serious Child Criminal Exploitation (CCE) e.g. County Lines
Is the victim or directly present during a stabbing or serious harm event using weapons

3.2 Initial process and information sharing will be in line with Public Protection reporting.

3.3 However, should there be need for further investigation regarding serious incidents, then existing additional channels already exist and there is a duty on local authorities to act according to the following guidance and legislation:

- [Working Together to Safeguard Children Department for Education, 2015](#)
- [Social Services and Well-being \(Wales\) Act 2014, Working Together to Safeguard People](#)
- [Multi-Agency Public Protection Arrangements \(MAPPA\) guidance \(2012\)](#)
- [Serious Further Offences \(SFO\)](#) (relevant to case in transition to NPS or CRC)
- [Local Children's Homes \(England\) Regulations \(2015\)](#)
- [The Regulation and Inspection of Social Care \(Wales\) Act 2016](#)

4.0 Cross border and transferred cases

4.1 An initial incident notification should be completed for all children and young people regardless of their status (i.e. whether Nottinghamshire is the home or host YJS). If there is further escalation or reviewing required then these matters will be considered on a case by case basis.

4.2 YJB Serious Incident Notifications (see below) maybe completed by either the home or host area, though as a precedent it is suggested that this is completed by the area with case management responsibility. This should be agreed between areas at the point when matters become known.

5.0 Custody cases

- 5.1 The council retains a degree of accountability for young people placed in a secure setting, though the extent and range of services involved will vary. Whilst separate reporting arrangements exist in relation to incidents which take place in custody (Youth Custody Service (YCS) holds accountability for overseeing these), it remains very much in the authority's interests to stay informed for reasons outlined earlier in this report.
- 5.1 Where there is a serious safeguarding or violent⁽⁶⁾ incident in custody, the initial reporting process and information sharing will be in line with Public Protection reporting (See 2.2).

6.0 YJB 'Serious Incidents Notification'

- 6.1 See online procedures at: [Serious incidents notification: standard operating procedures for YJSs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/671227/Serious_incidents_notification_-_standard_operating_procedures_for_YJSs.pdf)
- 6.2 Reportable incidents include a young person being **charged** for one of the following, regardless of whether the young person is open to YJS:
- attempted murder/murder/manslaughter
 - rape
 - grievous bodily harm or wounding with or without intent – section 18/20
 - a terrorism related offence

OR

- death of a child (only applies to young people open to Nottinghamshire YJS or those closed within 20 days).
- 6.3 A decision as to whether a YJB 'Serious Incidents Notification' is submitted should be made at time of submission of the local incident notification and within 24 hours of the trigger condition being met. See paragraph 4.2 in relation to cross border / transferred cases.

Updated by: John Evans

Title: Nottinghamshire YJS Service Manager

Date: 15.03.2023

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1. Arrest is used as the initial trigger rather than charge for public protection incidents, to allow for early notification and senior management oversight. Reasonable judgment to be used based on the balance of probability; completion of a YJ incident notification does not amount to a presumption of guilt.
 2. A terrorist related offence covers those who have been convicted of: any offence under terrorist legislation; an offence of conspiring, attempting, aiding, abetting, counselling, procuring or inciting an offence under terrorist legislation.
 3. An incident of 'attempted suicide' can be very difficult to identify, and risky self-harming behaviour where no intent to end life is apparent can be as dangerous as a concerted attempt at suicide. Defining these behaviours is not an exact science, but should be informed by assessments from health clinicians or local mental health professionals.
 4. For definitions of sexual abuse and sexual exploitation see Working together to safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children, appendix A Glossary DfE 2015, definitions updated in February 2017.

5. Decision to be taken based on whether there is seen to be valuable learning and insights gained from a review, considering past behaviours; prior service involvement; the views of other professionals; the risk level of the young person involved; and their thoughts and feelings.
6. Reference Public Protection paragraph 2.1 for serious violent incidents in custody which need reporting.