

**YOUTH OFFENDING TEAM/CHILDREN'S SOCIAL
CARE TARGETTED SERVICES ROLES AND
RESPONSIBILITIES**

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1. INTRODUCTION

1.1. This paper seeks to clarify roles and responsibilities between the Youth Offending Team (YOT) and the other elements of Children's Social Care Targeted Services (CSCTS). This relates to young people who we have a Corporate Parenting Responsibility toward in general, but specifically relates to Children in Need, Child Protection, young people subject to Remand into Local Authority Accommodation (RILLA), those subject to Remand to Youth Detention (RYD), and those serving custodial sentences.

1.2. As such this procedure should be read in conjuncture with,

- YOT Court protocol 2013 (currently under review)
- Rochdale MBC Safeguarding procedures
- YOT Risk Management Procedures 2010
- Care Planning, Placement and Case Review (England) Regulations 2010
- YJB Case Management Guidance 2010

2. DEFINITION OF TERMS (abbreviations)

2.1. The following abbreviations are used in this procedure;

- ASSET; Youth Justice Assessment Tool
- Bail ASSET; Abridged version of above used for bail hearings
- CANW; Child Action North West
- CA; Core Assessment
- CLAT; Children Looked After Team
- CPF; Case Planning Forum; YOT Risk management Planning Meeting
- CSCTS; Children's Social Care Targeted Services
- CSU; Children's Safeguarding Unit

- CYPST; Children and Young People’s Support Team
- FRT; First Response Team
- IA; Initial Assessment
- IRO; Independent Reviewing Officer
- LA; Local Authority
- LAC; Looked After Child
- LASPO; Legal Aid Punishment and Sentencing of Offenders Act
- RILLA; Remanded into Local Authority Accommodation
- SCH; Secure Children’s Home
- STC; Secure Training Centre
- YDA; Youth Detention Accommodation
- YOI; Young Offenders Institute
- YOT; Youth Offending Team

3. APPENDICIES

- 3.1. Multi Agency Referral Form (Placement Form)
- 3.2. Initial Assessment
- 3.3. Child in need Window screen wiper
- 3.4. RILLA/RYPD flow chart
- 3.5. Detention Planning Meeting template

4. CHILDREN IN THE COMMUNITY, WITH NO CURRENT INVOLVEMENT WITH CHILDREN’S SOCIAL CARE

- 4.1. Should the YOT become concerned that a child is at risk of experiencing Significant Harm, or where there are Child Protection concerns, and the child is not open to CSCTS, a case discussion should take place with the First Response Team (FRT) duty worker/and or Children’s Safeguarding Unit (CSU).

- 4.2. Where it is felt that intervention is necessary a Referral should be made by the YOT worker to the FRT, using the Multi Agency Referral Form (see Appendix 3.1.).
- 4.3. Where there the opinion of the YOT worker and FRT Duty Officer differs, this should be escalated to the workers line manager in each agency.
- 4.4. Where the YOT worker feels that a child in need (level 1,2,3), a referral should be made to the First Response Team using the multi-agency referral form.
- 4.5. Where YOT assessment identifies that there are accommodation issues in respect of a child, a Referral should be made to the FRT team at the earliest opportunity. The FRT or Children Looked After Team (CLAT) team will then undertake an assessment of need under S17 of the Children Act 1989.
- 4.6. In emergency circumstances (e.g. a family is stating that they are refusing to have a child home), the YOT worker must, refer for an assessment as above, and ask the adults with Parental Responsibility to identify an alternative place for them to reside. If after this it is clear that it is not possible for the child to return home, the YOT will refer the family to the FRT where the child is under the age of 16 yrs. Where the child is over 16 yrs they should referred to the homeless section, who in conjuncture with the CYPST will be responsible for completing a Southwark Assessment (Appendices 3.2.).
- 4.7. Where after exhausting all options it is felt by the YOT practitioner that the young person needs to be Accommodated under S20 of the Children Act, a case discussion should take place with the Duty Manager/Duty Worker at the FRT. Should it be felt by both agencies that the child needs to be accommodated, a Referral will need to be completed by the YOT practitioner.
- 4.8. Where the YOT has relevant information about the child and family, this should be shared with FRT immediately.
- 4.9. The only circumstance in which the YOT should be responsible for Accommodating a child is where the child is not known to CSCTS, made subject to a RILAA, or made subject to Conditional Bail with negative conditions not to return home, interfere with witnesses etc. Once all other options have been exhausted, the CANW Remand Foster bed may be used. Please see section 8 for this process.

5. CHILDREN LIVING WITH A FAMILY OR FRIEND KNOWN TO CHILDREN'S SOCIAL CARE TARGETED SERVICES

- 5.1. There will be occasions where the YOT becomes involved with a child, living in their family setting where there is already an allocated Social Worker, as a result of LAC status, Child Protection intervention or due to the fact that they are defined as being Children in Need at level 4 or 5. In such cases clarity around

roles and responsibilities between workers from different teams within CSCTS is imperative.

- 5.2. Wherever staff from different CSCTS Teams, are involved with the same family, consideration should always be given to the need to hold a planning meeting to ensure the effective provision of services.
- 5.3. Should the YOT Duty Manager, and the respective manager of the CSCTS Team agree that such a meeting is not necessary, reasons should be clearly documented on file.
- 5.4. Where, as the result of an ASSET assessment the young person is deemed to represent a high potential of causing serious harm in the future, high likelihood of re-offending, or as being highly vulnerable, they should be referred to a Case Planning Forum (CPF), by the YOT practitioner.

6. REFERRAL TO CHILDREN'S SOCIAL CARE TARGETED SERVICES

- 6.1. Where the YOT assess that intervention from another CSC team is necessary they can be referred using the Multi Agency Referral Form (appendices 3.1)
- 6.2. This referral will be processed by different CSCTS teams dependant on the child's status. If the child already has an allocated Social Worker the referral will go to that worker or team. Where the referral relates to child in need level 1,2 or 3, a CAF will be undertaken by the YOT or another service as appropriate. If it relates to a level 4 or 5 case, this will go to the FRT (duty).
- 6.3. If the referral leads to allocation within a CSCTS team, the YOT worker should ensure that the allocated worker is involved in joint planning throughout the remainder of any YOT intervention.

7. YOUNG PEOPLE WHO ARE BAILED WITH CONDITIONS AT COURT

- 7.1. In respect of all cases that appear before the Youth Court, where the prosecution objects to bail, it is the responsibility of the YOT to assess in respect of the suitability for Remand Management Intervention from the YOT using Bail ASSET.
- 7.2. Where the young person appears before the Court, and conditions are attached to bail, those conditions may prohibit a child from residing at their home address.
- 7.3. It is the responsibility of the YOT Court Officer to identify who is the responsible authority.

- 7.4. It is the responsibility of the YOT Court officer to encourage the family to identify accommodation within the familial network or with friends, where the child could reside at the request of the adult who has Parental Responsibility.
- 7.5. Where the child is known to Children Social Care this process should be undertaken in partnership with the allocated Social Worker, or YOT/CSC Social Worker from the authority where the child habitually resides.
- 7.6. Where it is established that the child is the responsibility of Rochdale LA, the response will vary dependant on whether the child is known to CSCTS or not. In addition the response is influenced by the age of the child.
- 7.8. *Where the Child is known to CSCTS*

Should it not be possible to place at the behest of those with Parental Responsibility, the YOT Court Officer will inform the allocated Social Worker, and then explore options through in house residential services (i.e. Rugby Road), or the CANW Remand Foster Care Service.

It will be the responsibility of the allocated Social Worker, to manage the LAC episode as outlined in section 8 of this procedure.

Where there is no provision either in house, or with CANW an Out of Borough Placement will need to be considered. In this case a Service Manager will need to be consulted.

- 7.10. *Where the child is not known to CSCTS*

Where the child is not open to CSCTS, the case will be managed by an allocated YOT Social Worker as outlined in section 8. The case will be transferred to the relevant CSCTS Team at the point of the first review (20 working days), dependant on age.

In these circumstances where there is no provision either in house or with CANW, an Out of Borough Placement will need to be considered. In this case a Service manager will need to be consulted.

8. YOUNG PEOPLE WHO BECOME LAC AS A RESULT OF A COURT HEARING

- 8.1. The Legal Aid, Sentencing and Punishment of Offenders Act, defines all children under the age of 18yrs, who have been refused bail by the Court as LAC. As such the LA has responsibility to manage the case not only in line with the Youth Justice Board Case Management Guidance 2010, but also in line with Care Planning, Placement and Case Review (England) Regulations 2010.
- 8.2. Children who are Remanded into Local Authority Accommodation are therefore defined as LAC.

8.3. Children who are Remanded to Youth Detention Accommodation are therefore defined as LAC.

8.4. Please see appendices 3.5. for a flow chart of process and responsibilities in respect of the Lac process.

8.4. *Child RILAA, where the case is open to CSCTS*

The YOT Court officer will establish what the objections to bail are from the CPS, assess the child using Bail ASSET, and propose a bail package to Court where appropriate.

In undertaking this the YOT Court Officer will establish who is the designated authority in respect of the child.

Where the child is the responsibility of Rochdale, the YOT Court Officer will inform the allocated Social Worker, of the Courts decision.

The allocated Social Worker will amend the status of the child on ICS as appropriate, to reflect the RILAA.

The allocated YOT Social Worker will convene a Placement Planning Meeting within three days, and formulate a Care Plan.

The Social Worker will inform the CSU so an Independent Reviewing Officer is allocated.

The allocated Social Worker will convene a Review within 20 working days, and complete a Review Report for the review.

8.5. *Child RILAA, who is not known to CSCTS*

The YOT Court officer will establish what the objections to bail are from the CPS, assess the child using Bail ASSET, and propose a bail package to Court where appropriate.

In undertaking this, the YOT Court Officer will establish who is the designated authority, in respect of the child.

The YOT Court Officer will inform the YOT Court/Duty manager of the Court decision.

The YOT Court/Duty manager will allocate the case to a YOT Social Worker as a LAC.

The allocated YOT Social Worker will amend the status of the child on ICS as appropriate, to reflect the RILAA.

The allocated Social Worker will convene a Placement Planning Meeting within three days, and formulate a Care Plan.

The allocated Social Worker will inform the CSU so an Independent Reviewing Officer is allocated.

The YOT allocated Social Worker will convene a Review within 20 working days, and complete a Review Report for the review.

The YOT allocated Social Worker will ensure the case is discussed at the CSCTS Transfer Meeting after ten working days.

At the point of the review the case will be transferred to the relevant CSCTS team. If the child is under the age of 15yrs the transition will be to the CLAT. If the child is 15 or over the transition is to the CYPST.

8.6. *Child Remanded to Youth Detention Accommodation (RYD)*

Where a child is RYD, two distinct processes need to be managed. The responsibility for managing the remand period in line with the National Standards to Youth Justice, will always lie within the Youth Offending Team. The responsibility for managing the LAC episode will vary dependant on circumstances.

Where a child is already known to CSCTS, is so Remanded, the LAC episode will be managed by their existing Social Worker, as outlined above in section 8.

Where the child is not known, the initial period of the LAC episode will be managed by a YOT allocated Social Worker as outlined above in section 8.

- 8.7. It should be noted that at present the expectation for young people RYD is that the LAC process should mirror that of all LAC. However a consultation is currently being undertaken by the Ministry of Justice that is seeking to ease the initial planning for children so remanded. It proposes that the Placement Planning Meeting that should take place within three working days be replaced by a Detention Planning Meeting that should take place within 10 working days. This would allow the effective alignment of the LAC and Remand Management process. The proposed Detention Planning Meeting paperwork can be viewed in appendices3.6.

9. LOOKED AFTER YOUNG PEOPLE WHO, ARE SENTENCED TO CUSTODY.

- 9.1. Where a Child or young person subject to a Full Care Order (S31), receives a custodial sentence, they will continue to have LAC status as before and are subject to Care Planning, Placement and Case Review (England) Regulations 2010 standards in respect of planning and reviewing. The YOT will be responsible for managing the custodial sentence in respect of National Standards for Youth Justice. As such it is the responsibility of both agencies to ensure effective communication and joint planning.

- 9.2. Where a Child or young person is Accommodated S20 prior to the imposition of the custodial sentence, the decision as to whether they maintain LAC status will be decided on a case by case basis. A number of factors will need to be considered, including view of the Parent, length of time LAC, and existing and future plans.
- 9.3. An Initial Planning Meeting will take place within the custodial facility within 10 working days. This meeting should be attended by the YOT, allocated Social Worker, and a representative from the previous placement where appropriate.
- 9.4. Where after due assessment both the YOT and allocated CSCTS Social Worker agree that there is sufficient information to conclude that the child/young person should not be accommodated at the end of his sentence, an alternative plan should be noted and with roles and responsibilities noted. Any decision to de-accommodate should be made in conjuncture with the designated IRO.
- 9.5. In more complex cases, particularly those with significant LAC history or Child Protection concerns, where agreed by line managers in CSCTS Teams involved, the young person should continue to be LAC.
- 9.6. Where the custodial planning process has identified the need for on-going LAC status, the allocated Social Worker should attend custodial planning meetings where appropriate.
- 9.7. In all cases where a Child/young person is LAC whilst serving a custodial sentence, in addition to the Youth Justice Planning process, the Care Planning, Placement and Case Review (England) Regulations 2010 will apply. As such reviews will have to take place within line with these standards, chaired by an IRO from the CSU.
- 9.8. Where a LAC child serving a custodial sentence, attains the age of 15yrs, the allocated Social Worker within the CLAT, will transfer the case to the CYPST.