

**GOOD PRACTICE GUIDANCE FOR THE  
EVIDENCING OF ASSESMENT, PLANING,  
INTERVENTION & SUPERVISION ON YOIS**

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## **INTRODUCTION**

This guidance has been produced for the case managers in Islington Youth Offending Service to define how good quality Assessment, Planning Intervention and Supervision (APIS) practice should be evidenced on YOIS.

The guidance is structured in the following sections:

- Completion of initial Asset
- Completion of Indicators of Vulnerability
- Completion of Indicators of Risk
- Completion of ROSH
- Completion of an initial intervention plan
- Completion of a Risk Management Plan
- Completion of a Vulnerability Management Plan
- Using the Key Process Stage Box
- Recording Contacts and Case Diary
- Evidencing Management Oversight
- Completion of Reviews

The Islington YOS Quality Assurance of APIS will review the extent to which staff have followed this guidance – if all aspects of the guidance have been incorporated into YOIS recording, case managers should expect positive feedback from the quality assurance process.

## **COMPLETION OF AN INITIAL ASSET**

### General

- The Asset must be completed on time to achieve a satisfactory rating – an initial Asset should be completed within 10 days of the Intervention commencing, a review Asset within 3 months
- Whilst it is acceptable to duplicate a Start Asset from a PSR Asset, every section must be reviewed and updated where needed for the Start Asset to be rated as satisfactory

### Context

- Ensure you have answered all appropriate questions in the context section of the Asset across all 3 tabs – ‘Offending’, ‘Care/Criminal’ and ‘Details/Process’
- Pay particular attention to completing all questions in the ‘Care/Criminal’ tab as this includes the information that will be used to generate an accurate static score used as part of establishing the YJB Scaled Approach Intervention level

### Offence Analysis

- Use the YJB checklist (see Appendix 1) to ensure you have completed a comprehensive offence analysis – check when it is complete that you have addressed all 4 broad areas: 1) Actions and Intentions; 2) Outcomes and Consequences; 3) Reasons and Motives; 4) Patterns of Offending Behaviour
- Check the balance between analysis and description – keep the description of the offence to an absolute minimum. As a rough guide no more than a quarter of the offence analysis should be a description of the young person’s actions – the other 75% should be analysis covering intentions, outcomes, consequences, reasons, motives and patterns
- If there are no emerging patterns of offending then state this as this is equally important information

### Integrating the Victim Assessment

- Ensure any completed victim assessment or victim impact assessment is referenced in the Asset – both in the ‘Impact and Effect on Victims’ section and also in any ROSH as appropriate
- If the victim assessment or victim impact assessment is not available at the time of the report Asset but subsequently becomes available for start or review Assets ensure this information is added at the appropriate point, in the mean time the author should use their knowledge and experience to provide information on the potential effects the offence may have had.

### Completing the Asset Profile

- All sources of information should be clearly identified – a statement summarising information arising from these sources should be made in the relevant section of Asset – e.g. information arising about the young person’s family from a children’s services check should be recorded in ‘Family and Personal Relationships’, information arising about school should be recorded in the ‘Education’ section etc. Record both positive and negative information. It is also worth recording if no information arises from these checks e.g. stating in ‘Family and Personal Relationships’ that ‘this family is not known to children’s services
- Ensure you use the information arising from ALL sources – the inspection found specifically that information from mental health services and physical health services was under used
- Provide evidence that you have actively engaged the young person and their parents in the assessment – (i) ensure they are recorded as sources of information; (ii) refer to the young person’s WDYT in the Asset evidence (see below); (iii) refer to information gained from parents in the Asset evidence
- Make clear statements regarding the young person’s learning style and communication in the Asset (**induction pack to be developed including learning styles assessment and diversity screening tool**). Where relevant consider the impact of these in the offence analysis, ‘ETE’, ‘Mental Health’, ‘Physical Health’, ‘Thinking and Behaviour’, ‘Perceptions of Self’, ‘Attitudes to Offending’ and ‘Motivation to Change’ sections of Asset
- Comments from the young person’s and parent’s self assessment should be included in the appropriate sections of Asset
- Where relevant directly quote the young person/parent – e.g. if a young person says they have a particular problem at school at the moment and you think this is a risk factor then cite this in the ‘Education’ section; if a parent says the young person has a good relationship with a sister and you think this is a protective factor cite this in the ‘Family and Personal Relationships’ sections
- It is also appropriate to take into consideration the comments from the young person and the parent when rating each section – ensure you state this in the ‘I have scored this section a XX because ....’ Statement (see below)
- Consider how information gained from the young person’s/parent’s self assessment may also impact on your overall analysis of why this young person offends and how it may inform your proposal and outline plan
- Ensure you have collected information regarding positive and protective aspects of the young person’s current situation and include these in the relevant section – these can be as important as identifying risk factors when devising an intervention plan
- The outcomes from any specialist assessment should be taken into consideration when evidencing and rating the Asset – if the information is not available at the point of completing the start Asset this should be added when it becomes available (with a clearly dated update) or added to the next review
- Complete each section thoroughly ensuring you answer all questions, add the appropriate evidence and rate the Asset area based on the evidence available
- The evidence should provide contextual information and expand on answers to the questions – all ‘Yes’ answers should be explained in the evidence and also, where appropriate, ‘No’ answers

- The evidence box should also be used to highlight information that you are waiting for or need to establish i.e. explain what you plan to do to get the information for current 'Don't know' answers – this should be added at the first available opportunity
- Crucially the evidence should also clearly explain why you have chosen the rating (0 to 4) - to ensure this link is clear – consider using the statement 'I have rated this section a XX because .....'. When determining the final rating for each section ensure you balance the presence of both risk and protective factors
- Rate the Asset on the association this section has on the likelihood of further offending – e.g. to what extent is the young person's substance misuse associated with the potential to reoffend. Do not inflate the rating due to welfare concerns that are not associated with the likelihood of further offending
- Beware of the risk of double scoring if this is not appropriate e.g. if you have rated the Substance Misuse section as high because it is strongly associated with the likelihood of further offending, you would not necessarily score the physical health section high just because the young person's drug taking is having a detrimental effect on their health – you would need to consider the extent to which the young person's physical health is associated with their likelihood of future offending

### **COMPLETION OF THE INDICATORS OF VULNERABILITY SECTION**

- All the vulnerability indicator questions must be answered
- The evidence should explain and support the answers to the questions. Any 'Yes' answers should be explained in the evidence. All other vulnerability issues should be summarized in this section – do not restrict yourself to issues linked to the questions
- Vulnerability issues arising from current or previous offending should be referenced as well as vulnerability issues arising from other behaviours or factors arising from the young person's assessment e.g. summarise vulnerability issues arising from substance misuse, mental health, peer associations etc – the inspection identified that vulnerability factors identified elsewhere were not reflected in the indicators section
- Any information arising from children's services checks or information from other agencies should be summarised e.g. child protection, child in need, LAC etc
- Any vulnerability issues arising from the young person's WDYT or from comments from parents should be summarised in this section
- Also ensure that you consider and record any significant events that you have recorded in case diary in the evidence – a frequent inspection finding is that vulnerability issues recorded in a case diary (e.g. young person assaulted or made homeless etc) are not reflected in the vulnerability evidence
- Ensure you have considered vulnerability in its widest sense – the inspection identified a much greater need for Vulnerability Management Plans than were produced – for example consider vulnerability linked to homelessness, insecure accommodation, substance use etc.
- The vulnerability rating should be low, medium, high or very high – do not use 'none' or leave the rating blank
- There should be a clear statement at the end of the evidence summarising the reason you have picked the rating given
- Ensure the vulnerability rating in the Indicators section is the same as in the Vulnerability Management Plan
- To assess vulnerability effectively staff need to have an up to date and effective understanding of Islington Safeguarding procedures

## **COMPLETION OF THE INDICATORS OF RISK SECTION**

- All the serious harm indicator questions must be answered
- Consider whether any of the 'Indicators of Risk' are triggered by the behaviours/attitudes of the young person - these behaviours/attitudes are likely to be linked to the current offence (e.g. convicted of Serious Specified Offence or Specified Offence at Crown Court) but may arise from other concerns e.g. young person previously assessed as presenting a 'risk to children', expressed extreme attitudes etc.
- The evidence should explain and support the answers to the questions. Any 'Yes' answers should be explained in the evidence. All other risk of harm issues should be summarised in this section – do not restrict yourself to issues linked to the questions
- Serious harm issues arising from current or previous offending should be referenced as well as issues arising from other behaviours or factors arising from the young person's assessment
- Any information arising from police checks or information from other agencies should be summarised e.g. from family checks, address checks, intelligence etc
- The serious harm rating should be low, medium, high or very high – do not use 'none' or leave blank
- There should be a clear statement at the end of the evidence summarising the reason you have picked the rating given
- Ensure the serious harm rating in the Indicators section is the same as the ROSH, the Risk Management Plan and any recorded Characteristics
- Also ensure that you consider and record any significant events that you have recorded in case diary in the evidence – a frequent finding is that serious harm issues recorded in a case diary (e.g. a young person arrested and charged for a new serious offence) are not reflected in the serious harm evidence
- To assess risk of harm effectively staff need to have an up to date and effective understanding of Islington's Risk Management and MAPPA procedures

## **ROSH COMPLETION**

- The ROSH must be completed on time for it to be rated as 'satisfactory' – An initial ROSH should be completed within 10 days of the Intervention commencing, a review ROSH Asset within 3 months – the Asset and ROSH dates will should coincide
- If any of the 'Indicators of Risk' are triggered, a ROSH must be completed
- To avoid complication it is important that there is only one current ROSH on a young person – for a small number of young people this may mean addressing two or more examples of harm related behaviour in the same ROSH. Whilst complex this is preferable to having more than one current ROSH

### Section 1 – Harm Related Behaviour

- When completing Section 1 of the ROSH – Evidence of Harm Related Behaviour – the practitioner should consider whether there is evidence of any current or previous 'harm related behaviour'. In considering previous harm-related behaviour there is no specific time frame for how far back to go. Assess the relevance of historical harm related behaviour to the young person's current circumstances
- If you believe there is no evidence of current or previous harm related behaviour – answer 'No' to this question, state the reasons clearly in the evidence box and MOVE TO SECTION 2 – do not complete any further parts of this section
- If you believe there is evidence of current or previous harm related behaviour – answer 'Yes' to this question and clearly define the harm related behaviour in the evidence box – this will typically be

one behaviour but in a small number of cases may be several behaviours (e.g. supplying Class A drugs and carrying a knife are two separate behaviours)

- Complete all other parts of Section 1 IN RELATION TO THE HARM RELATED BEHAVIOURS SPECIFIED – i.e. defining the features, aspects, victims, context and circumstances of the behaviour defined – this section should not be a general description of the young person’s offending
- Specific attention should be given to victim safety in this section. Any completed victim assessment or victim impact assessment should be referenced where appropriate. Specific attention should be given to defining who the victims were, what type of victim they were and the impact on the victim
- Every ROSH should make a clear statement relating to victim safety:

## Section 2- Current Risk Indicators

- This section widens the risk assessment from the specific focus on defined harm related behaviour in section 1 – when completing this section consider whether any of the indicators relate to either defined harm related behaviour or the wider behaviour/attitudes of the young person
- If you have identified previous or current harm related behaviour and have then flagged any of the current risk indicators – this strengthens the possibility that the behaviour might happen again – e.g. if the young person has committed a sexual offence and is denying the consequences of the behaviour and/or has the opportunity for committing or planning the harmful behaviour, this may increase the possibility of the young person committing another sexual offence – this should be taken into consideration when completing sections 3 and 4
- If you have not identified previous or current harm related behaviour (i.e. have answered ‘No’ to the first question in section 1), it is more difficult to define possible future harm related behaviour just by identifying current indicators e.g. a young person may have the opportunities for committing or planning harm related behaviour but if they have not previously engaged in this behaviour you have less evidence that it is likely to happen in the future – this should be taken into consideration when completing sections 3 and 4
- Any evidence cited in this section should relate directly to any indicator flagged – avoid drifting into more general consideration of the young person’s behaviour

### Section 3 – Future Harmful Behaviour

- Completion of this section is determined by the answer to the first question – ***‘Are there indications that the YP will engage in future behaviour that will cause serious harm to others?’***
- If the answer is ‘Yes’ complete all further parts of the section
- If the answer is ‘No’, state the reason in the evidence box and go to section 4. Do not answer any further questions in this section
- The answer to the first question is a judgement based on the weight of evidence arising from completion of Section 1 and 2 of the ROSH. Instances of previous/current harm related behaviour are the most accurate predictors of future behaviour – as a principle if the behaviour has happened before you should lean towards the possibility that it could happen again – particularly if the same context/circumstances are still possible. This would be further strengthened if there are also current indicators flagged – e.g. the young person has previously violently attacked an Asian young person and is displaying ongoing discriminatory attitudes towards the Asian community. If there is no previous/current harm related behaviour there would need to be clear evidence from the current indicators section that this behaviour will occur in the future
- If you have defined more than one example of future harmful behaviour – you should separate these out and answer questions for both. Again the answers to the questions should related specifically to the behaviour defined
- Specific attention should be given to victim safety in this section. Again draw on completed victim assessments if appropriate. Define who is at risk, name possible victims and state why and in what circumstances they could be at risk
- The identification of how soon the behaviour is likely to occur and how quickly and when action is needed is essential for determining the final rating and what needs to be included in any Risk Management Plan

### Section 4 - Conclusion

- When completing ‘Any other relevant information’ – practitioners should always state whether the young person is MAPPA eligible (Yes/No) and if ‘Yes’ should state which category, the reason and specify that the young person has been referred to the MAPPA screening meeting – see Appendix 2 for the MAPPA eligibility categories Practitioners should also summarise the reasons for the rating they have given to the ROSH.

View/Edit ASSET ROSH - Risk of Serious Harm Assessment - <QBF Browse: 7 of 7>

ASSET ROSH - Risk of Serious Harm Assessment

Name: Test Case 2 Risk Class: MAPPA:

2004 Date Completed: 01 JAN 2000 Next Review: 01 APR 2000 ASSET Date: 01 JAN 2000

Author: Countersigned:

Harm Risk Future Harm Conclusion

**Other Relevant Information** e.g. previous referral to MAPPP or risk management action taken within team

**Missing or Further Information** e.g. any missing information which might change the assessment. Specify action to obtain it.

XXX meets the MAPPA eligibility criteria - category 1 - his MAPPA level is shown below. A MAPPA referral has been made - we are currently awaiting the outcome.

**Current Classification for Risk of Serious Harm to Others**

**Risk Classification**  LOW RISK  MEDIUM RISK  HIGH RISK  VERY HIGH RISK

No Risk Classification Selected

**MAPPA Risk Management Levels** Referrals

Definitions for the different MAPPA risk levels are given below, together with guidance on how these relate to the Asset risk classifications. There is no automatic link between them so each case needs to be decided individually.

**MAPPA Risk Level**  LEVEL 1  LEVEL 2  LEVEL 3

No MAPPA Risk Level Selected

**Summarise the reasons for your decision**

Browse 7 of 7 Records

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- The MAPPA screening referral process will confirm whether the young person is eligible and if they are the case will be referred to a MAPPA meeting which the case manager will be expected to attend. If the young person is MAPPA eligible, the MAPPA meeting will agree the MAPPA level at which the case will be managed
- MAPPA Levels – A MAPPA Level should only be flagged if the MAPPA screening meeting has confirmed that the young person is MAPPA eligible and the MAPPA meeting has confirmed the MAPPA level. If the MAPPA screening meeting determines the young person is not eligible this should be recorded in the ‘any other relevant information’ section
- Any further information should specifically identify any additional young people to interview, any further information sources to check etc which might impact on final risk classification
- Risk classification – if you have answered ‘no’ to ‘indications that the young person will engage in future behaviour that will cause harm to others’ (the first question in section 3) - rate the young person as ‘low risk’
- Risk classification – if you have answered ‘yes’ to ‘indications that the young person will engage in future behaviour that will cause harm to others’ (first question in section 3) but the YP’s current circumstances would need to change before the behaviour could occur then rate – you would typically rate the young person as ‘medium risk’. However there may be reasons which justify reducing this risk to ‘low’ – for example the presence of protective factors or the absence of acute factors – these reasons should be clearly stated in the evidence box
- Risk classification – if you have answered ‘yes’ to ‘indications that the young person will engage in future behaviour that will cause harm to others’ (first question in section 3) - the potential seriousness, the imminence, the need for immediate action and the extent to which multi agency support and surveillance is needed will determine whether the rating is ‘high’ or ‘very high’
- Risk Classification – The evidence supporting the final rating should be clearly stated in the evidence box and copied back to the evidence box on the Asset ‘Indicators of Risk’ section

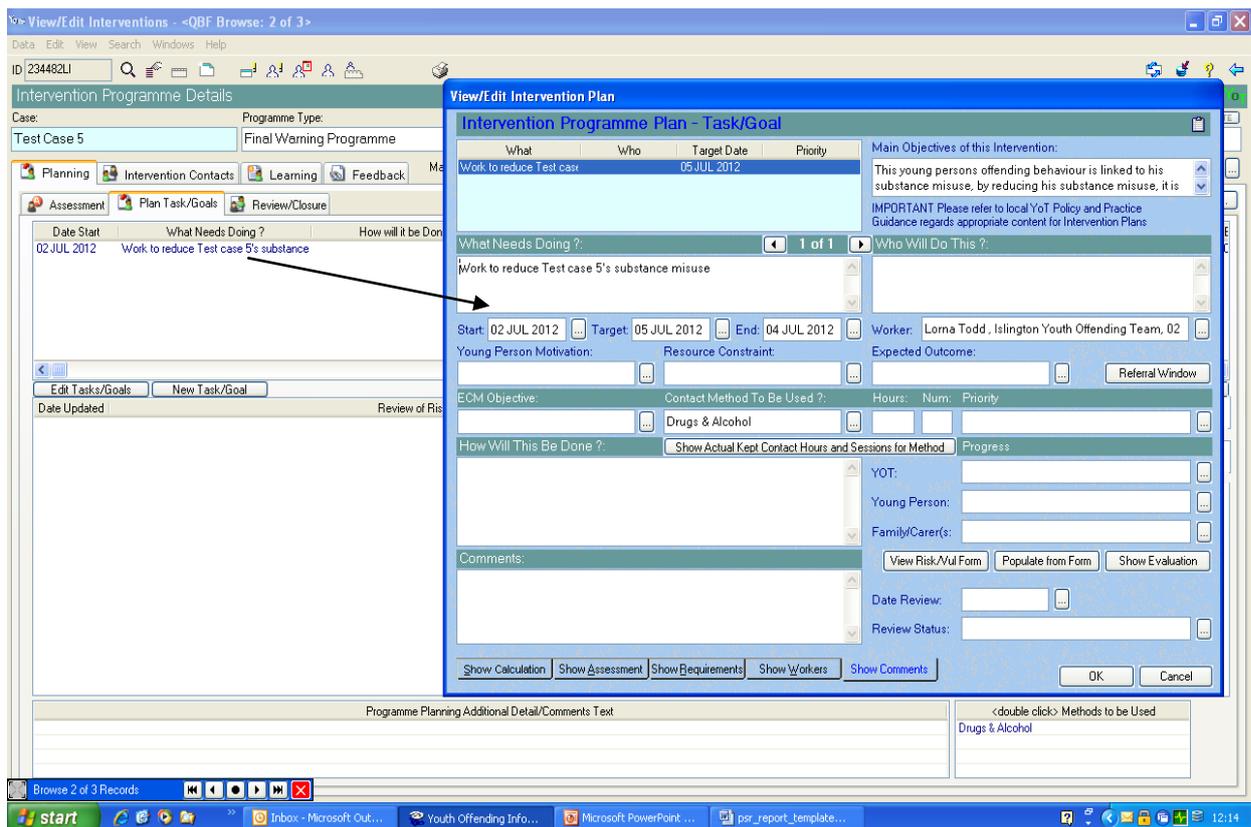
#### ROSH Countersigning

- When a ROSH has been completed, notify your line manager that it is ready for checking and countersigning via a YOIS message. The Management Team will aim to review, discuss and countersign a ROSH within 48 hours of receiving the YOIS message. As part of the countersigning process your line manager will discuss and agree possible amendments to the ROSH. The final countersignature means that the manager supports and confirms your risk assessment and the associated evidence and rating
- As part of this countersigning process your line manager will check the audit box to ensure that the dates are correct and the ROSH has been updated appropriately

#### **COMPLETING AN INTERVENTION PLAN**

- An Intervention Plan must be completed on time for it to be rated as ‘satisfactory’ – An initial Intervention Plan should be completed within 20 days of the Intervention commencing, a review Intervention Plan within 3 months
- The Intervention Plan written on YOIS (Plans, Tasks and Goals) should be an individualised, focused and adhere to SMART principles
- Always check that the individual actions in the intervention plan link back and have addressed the highest scoring areas in Asset – once you have drafted your plan take a few minutes to cross reference it with Asset
- Refer to any completed Risk Management Plan or Vulnerability Management Plan in the intervention plan – if an action addresses both offending and (for example) serious harm it should be in both plans

- Be clear if a specific action is to address a safeguarding or risk of harm issue – it is appropriate to include these in the intervention plan if they also address offending issues or if there is no Risk Management Plan/Vulnerability Management Plan
- Ensure all YRO requirements have been pulled through from the Proceedings Window and have been included in your plan
- Evidence that you have tailored the actions in your plan to the individual young person ensuring that you have particularly considered diversity issues or issues arising from your learning styles/communication assessment - this means avoiding general actions and showing that you have adapted the plan to fit the young person's circumstances e.g. demonstrate how a method fits the young person's communication, learning style or maturity, show how actions are timed to reflect a young person's circumstances, demonstrate how you have matched a worker to the young person. In addition ensure you have summarised diversity issues in the diversity box



- Always include at least one action (if possible more) that builds on the positive factors you have identified in the young person's assessment e.g. support to achieve EET progress, developing a positive activity, building on a positive relationship
- Ensure there is always a restorative action – where possible clearly evidence that this links to the victim experience/views – be as creative as possible and avoid generic restorative justice actions e.g. 'letter of apology' or 'reparation' – it should be evident how the RJ has been tailored to this young person and reflects the views of the victim
- Your plan should reflect the intervention level – this is a balance between ensuring there are sufficient actions to address risk and protective factors but that it does not significantly exceed the likely level of national standards contacts
- Demonstrate that you have considered sequencing of actions – each action should have its own start and end date to reflect this sequencing and also show how you have scheduled actions across the term of the intervention

- Link this to prioritising actions – demonstrate how actions to address the biggest offending, serious harm, safeguarding issues have been given the greatest priority in your plan
- There should always be a signed copy of the intervention plan on the young person’s file – this should be signed by the young person and their parent(s) where appropriate. A specific session should be held with the young person and their parent(s) to agree the plan for the intervention – this should be clearly record in YOIS contacts and the YOIS process stage
- Clearly record how other agencies have been involved in the planning process and how they will be involved in the plan – if there are any external agency plans (e.g. LAC plan, CAMHS action plan) refer to these in your intervention plan – pay particular attention to the involvement of children’s services as this was identified as a weakness in the inspection
- Have copies of other agency plans that are relevant to the young person on their file – again pay particular attention to the involvement of children’s services

### **COMPLETING A RISK MANAGEMENT PLAN**

- The Risk Management Plan must be completed on time for it to be rated as ‘satisfactory’ – An initial Risk Management Plan should be completed within 10 days of the Intervention commencing, a review Risk Management Plan within 3 months – the ROSH and Risk Management Plan dates should coincide
- The most important purpose of the Risk Management Plan is to clearly identify the actions that you have identified to manage the future risk identified in your ROSH – the inspection found that the response to manage the risk was often unclear
- Even though the template does not encourage this, write SMART actions including who will do them and when they will be done by
- Ensure you refer back to the Asset and ROSH and address all serious harm risk factors identified – the other common inspection finding was that the response was often inadequate
- Ensure your Risk Management Plan address victim safety or the safety of any other individual as a priority and that this is clearly highlighted
- Where appropriate ensure there is a reference to any MAPPA processes/management in the Risk Management Plan
- Plans to manage risk of harm in the custodial setting and in the community should be clearly stated
- Ensure there is a clear link between the Risk Management Plan and Intervention Plan – refer specifically to the existence of a Risk Management Plan in the intervention plan
- If risk of harm issues have been identified that have not triggered a Risk Management Plan (i.e. the young person was assessed as low risk of serious harm) ensure that these are addressed in the young person’s intervention plan
- Ensure that you record clearly who the plan has been sent/copied to and ensure that all relevant staff and agencies are made aware of the content of the Risk Management Plan
- ALWAYS send a YOIS message/email to your line manager as soon as you have completed a Risk Management Plan informing them that it is ready for checking and countersigning
- Managers should sign and date the Risk Management Plan so it is evident when the plan was checked and countersigned
- Managers should record in the key process stage that they have checked the Risk Management Plan and should record the actions to be addressed by the worker – the manager should complete a second check to ensure these actions have been followed up

### **COMPLETING A VULNERABILITY MANAGEMENT PLAN**

- The Vulnerability Management Plan must be completed on time for it to be rated as ‘satisfactory’ – An initial Vulnerability Management Plan should be completed within 10 days of the Intervention commencing, a review Vulnerability Management Plan within 3 months

- The most important purpose of the Vulnerability Management Plan is to clearly identify the actions that you have identified to manage vulnerability you have identified in the 'Indicators' section of Asset – the inspection found that the response to manage identified vulnerability was often unclear
- Although the template does not encourage this, write SMART actions including who will do them and when they will be done by
- Ensure you refer back to the Asset and address all vulnerability risk factors identified – the other criticism was that the response was inadequate
- Where appropriate ensure there is a reference to any Children's Services plans/actions/involvement in the Vulnerability Management Plan and any other agency plan to address vulnerability – be explicit about the link between the Vulnerability Management Plan and any other plan and how the YOT is contributing to other plans – ENSURE ALL SAFEGUARDING CONCERNS ARE REFERENCED AND ADDRESSED
- Plans to manage vulnerability in the custodial setting and in the community should be clearly stated
- Ensure there is a clear link between the Vulnerability Management Plan and Intervention Plan – refer specifically to the existence of a Vulnerability Management Plan in the intervention plan
- If vulnerability issues have been identified that have not triggered a Vulnerability Management Plan (i.e. the young person was assessed as low risk of vulnerability) ensure that these are addressed in the young person's intervention plan
- Ensure that you record clearly who the plan has been sent/copied to and ensure that all relevant staff and agencies are made aware of the content of the Vulnerability Management Plan
- ALWAYS send a YOIS message/email to your line manager as soon as you have completed a Vulnerability Management Plan informing them that it is ready for checking and countersigning

### **RECORDING IN THE KEY PROCESS STAGE**

The following key pieces of information should be recorded in the Key Processes Stage Date of First Contact

- Date Plan completed and signed
- Date RMP completed
- Date VMP completed
- Attendance at custodial planning meetings
- Victim contact
- Management oversight – countersigning plans, QA of cases etc.

### **Recording Risk and Vulnerability Management Plans in Key Process Stage:**

Key Process Stages	Planned	Actual	Notes/Comments Text
1st Contact/Appointment/			
Prevention - Start ONSET			
Risk Management Plan/F	14 SEP 2010	14 SEP 2010	TEST PLAN FOR TRAINING PURPOSES

1. Record that there has been a Risk Management Plan and/or Vulnerability Management Plan completed– you will notice the text will become blue

Key Process Stages	Planned	Actual	Notes/Comments Text
1. Contact/Appointment			
2. Placement - Start ONSSET			
3. Risk Management Plans	14 SEP 2010	14 SEP 2010	TEST PLAN FOR TRAINING PURPOSES

- To read the RMP or VMP in future, click on the line and you will see the paper clip symbol above turn red – click this symbol to read that specific RMP or VMP

## **CONTACT AND CASE DIARY RECORDING**

- If this is a young person at risk/remanded to/sentenced to custody ensure there is a clear contact entry recording all communication with the custodial establishment regarding safeguarding and serious harm issues
- Record attendance at custodial planning meetings and any agreements on how the YOS will contribute to any custodial plans
- Contacts and associated case diary entries should provide evidence of how the intervention plan is being delivered – be explicit regarding how a contact and a session refers back to an action in the intervention plan or Risk Management Plan/Vulnerability Management Plan. Also demonstrate how the session has been tailored to the individual young person – if it has not been possible to deliver the contacts as planned this should be clearly identified in the review and the reasons stated
- Contacts and associated case diary entries should also demonstrate that the priorities identified in the intervention plan are being addressed and that the intervention is being delivered in line with the sequencing in the plan
- Clearly record home visits using the appropriate code and demonstrate how you are using home visits to monitor and manage safeguarding and serious harm issues. The level of home visits should be in accordance with the level of harm posed or the safeguarding needs identified
- Demonstrate through your contacts any ongoing contact with the victim and how victim safety is being considered and addressed in ongoing contacts and case diary entries
- Contacts should show how you continue to engage the parent(s) in the delivery of the intervention where appropriate
- Actions to follow up non attendance or any other non compliance should be clearly recorded in the contacts within national standards timescales. Where there have been discussions with a line manager regarding enforcement and breach the outcome of these should be clearly recorded in the contacts supported where appropriate by a case diary entry
- When you are recording information, incidents and changes in circumstances in a case diary consider how this would impact on any change to your assessment and ensure that any significant events are reflected in any assessment review

## **EVIDENCING MANAGEMENT OVERSIGHT**

- When a case is quality assured by a member of the management team, the date should be recorded in the Key Process Stage together with the type of QA and any comments/actions
- The Management Team will aim to review, discuss and countersign a ROSH within 48 hours of receiving the YOIS message

- As part of the countersigning process managers will discuss and agree possible amendments to the ROSH. The final countersignature means that the manager supports and confirms your risk assessment and the associated evidence and rating. Managers should record any actions to be addressed by the worker
- As part of this countersigning process your line manager will check the audit box to ensure that the dates are correct and the ROSH has been updated appropriately
- Managers should sign and date the Risk Management Plan and/or Vulnerability Management Plan so it is evident when the plan was checked and countersigned
- Managers should record in the key process stage that they have checked the Risk/Vulnerability Management Plan and should record the actions to be addressed by the worker – the manager should complete a second check to ensure these actions have been followed up
- Discussions about enforcement and breach should be recorded by the manager in the Key Process Stage and, where needed, supported by a contact record

## **COMPLETING REVIEWS**

- Ensure all reviews are completed on time otherwise these can not be rated as ‘satisfactory’
- In addition to completing statutory 3 month reviews, ensure that reviews are triggered by a significant change in circumstances or a significant incident – if you are not sure whether a review should be triggered by an event discuss this with your line manager
- A review should include updates to: Asset, ROSH, Intervention Plan, Risk Management Plan and Vulnerability Management Plan
- When completing a review Asset ensure you return to the context section and review whether anything needs to be updated
- Ensure you update all sections of Asset paying particular attention to updating the vulnerability and indicators of risk sections – clearly date any update and state if there is no change. The inspection found that these sections were often not updated appropriately at review stage
- Pay particular attention to the ROSH when you review Asset. Always review and update all sections of the ROSH – clearly date any update and state if there is no change. The inspection found that ROSHs were often not updated appropriately at review stage
- Any significant change of circumstance or incident or event related to harm related behaviour (e.g. a move which increases contact with a potential victim, being charged with a further serious offence) should always trigger a review Asset and an update to the ROSH – you should demonstrate how you have reacted swiftly to a change impacting on harm related behaviour
- Ensure the Intervention Plan is reviewed every 3 months this should include closing off previous targets and pulling through new items from you “future targets” section of the intervention screen.
- You should demonstrate how a young person and, where appropriate, their parents have been involved in the review – record their views of progress made in the review section and ensure that there is a signed copy of the reviewed intervention plan on the young person’s file
- There should be clear evidence that revised Risk and Vulnerability Management Plans have been produced as part of the review process. Ensure any revised plan records the progress since the last plan and any updated actions for the coming 3 months
- Ensure you notify your line manager of any updated ROSH, Risk Management Plan or Vulnerability Management Plan so that it can be checked and countersigned