

**DOCUMENT HISTORY – Islington Targeted Youth Support - Youth Offending Service and Children’s Social Care Joint Working Protocol**

This document has been distributed to:

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(4)	27.05.11	<b>Elaine Morgan</b>	Operational Manager Safeguarding and Quality Assurance	Former Looked After Children in Detention (England) Regulations (Nov 2010)

This document requires the following approvals:

<b>DATE</b>	<b>VERSION</b>	<b>NAME</b>	<b>ROLE</b>
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# **JOINT PROTOCOL BETWEEN CHILDREN'S SOCIAL CARE and TARGETED YOUTH SUPPORT - YOUTH OFFENDING SERVICE**

## **1. Introduction and Purpose of Protocol**

1.1 The Crime and Disorder Act 1998 requires both Children's Social Care (CSC) and the Youth Offending Service (YOS) to work together to prevent offending. The YOS has a statutory responsibility to prevent and reduce offending. Equally the Children Act 2004 requires the YOS to work with CSC to promote the safety and well being of children and young people in their area. Recognising that the welfare of young people is a shared responsibility, all involved must aim for a consistent, continuous service within which resources are effectively managed. This protocol promotes best practice and provides a framework for its delivery.

1.2 Islington YOS is part of Targeted Youth Support (TYS) which is located in the Young People's Division of Children and Young People's Services. There are a number of services in addition to the YOS that make up YYS including Teenage Pregnancy, Family Intervention Project and outreach services. This protocol operates within the YYS structure hence the notion of YYS-YOS.

1.3 This purpose of this protocol is to identify the framework within which the YYS-YOS and CSC jointly manage their respective responsibilities for young people involved in the criminal justice system and those at risk of offending and to reduce ambiguity about where responsibility for young people lies. The protocol does not override the statutory duties and responsibilities of both services but clarifies the roles and responsibilities for shared cases. The LSCB and YYS Management Board expects all staff working within CSC and YYS-YOS to implement this protocol and ensure all relevant staff are aware of its content.

1.4 This protocol confirms:-

- the joint commitment of both services to meet key objectives and performance indicators
- that suitable arrangements are in place to facilitate access between services provided by the YOS and CSC
- the duty on CSC under Section 17 of the Crime and Disorder Act 1998 to prevent offending by children and young people
- the duty on the YYS-YOS and CSC to safeguard and promote the well-being of children and young people in accordance with the Children Act 2004.
- the governing principles for effective joint working in relation to preventing offending, meeting the needs of children in care, children in need, care leavers, remands into local authority accommodation and the education of young people in the criminal justice system

## **2. Shared Principles**

2.1 Young people come to the attention of CSC for a variety of reasons, but most referrals can be broadly defined as welfare or justice concerns. Welfare concerns cover a range of issues from safeguarding and child protection to general

support to young people and/or their families. Justice concerns are the result of offending/anti-social behaviour by young people.

2.2 Some children and young people have complex needs and difficulties, which may require a joint response from the TYS-YOS and the CSC. It is these cases where case responsibility, identification of the lead professional and management need to be clear as effective joint working enhances the quality of life chances for all children.

2.3 Central to the protocol is the need to ensure that all services are delivered according to anti-discriminatory practice and take into account the ethnicity, gender, sexuality and diverse needs of young people.

### **3. Working Together**

3.1 The commitment from CSC and TYS-YOS in joint partnership working will ensure that:-

- That representatives with the appropriate level of authority and access to resources are represented at Boards and forums where a joint working is required. This includes the YOS Management Board, Local Children's Safeguarding Board, Safer Islington Partnership, Silver Group and Bronze Group.
- Reports compiled by either service that have an impact or potential impact on either/both services are made available in advance to the relevant Head of Service
- Information sharing is in accordance with locally agreed protocols and legislation in working to secure the best interests of children and young people engaged in either/both service(s).
- A joint commitment is achieved in developing strategies, policies and protocols to support joint working arrangements between CSC and TYS-YOS
- The Head of TYS-YOS and the Head of Children in Need are the designated leads to manage the relationship between both services and to strategically resolve issues that may impact on the effectiveness and efficiency of joint working
- Agreed protocols are adhered to when referring to Children's Social Care

### **4. Safeguarding Arrangements**

4.1 The Service Director, Young People's Service, is a member of the Local Safeguarding Children Board and directly represents TYS-YOS. The Head of Service for Children in Need is represented on the YOS Management Board.

4.2 All TYS-YOS managers will ensure that all staff are aware of, have access to and follow the London Child Protection procedures and the local safeguarding procedures.

4.3 If a child protection concern is identified by **any frontline member of TYS-YOS or manager**, s/he must notify their line manager and report it immediately to CSC's Referral and Advice Team or the allocated social worker.

4.4 Child protection investigations will always be the responsibility of social workers in CSC.

4.5 A TYS-YOS representative, ideally the case holder, will attend strategy meetings, child protection conferences, professional planning meetings, core group meetings etc where appropriate. In the rare event attendance is impossible, the TYS-YOS allocated worker or his/her line manager will submit a written report.

4.6 There is a named child protection co-ordinator to link with the YOS and to provide advice, consultation and training to TYS-YOS staff.

4.7 All TYS-YOS practitioners and managers will be expected to attend the Local Safeguarding Children Board's training level 1 or 2 as appropriate.

4.8 In cases where TYS-YOS practitioners identify the vulnerability level of a young person as medium or high, prompting the completion of a Vulnerability Management Plan (VMP), a referral to the YOS risk panel will be made on YOIS following consultation with the relevant YOS manager. All professionals working with the young person will be invited to attend risk panel so that welfare and vulnerability needs can be addressed.

4.9 Where there is an issue of safeguarding in relation to serious youth violence (including gang activity), either TYS-YOS or CSC staff can call a professionals conference or request a TYS-YOS risk panel meeting. Partners are expected to attend/send a representative, even if the young person is not currently known to either service. NB These meetings will use the Risk Management Template (Appendix 1).

## **5. Children Looked After**

5.1 If a young person is Child Looked After (CLA) and considered at risk of offending, the allocated social worker should refer to the TYS Early Intervention and Prevention service through the TYS Access Co-ordinator. The YOS in their interaction with the young person must make clear to the young person that their allocated social worker is the lead professional and shares parental responsibility

5.2 Should a CLA be arrested and an Appropriate Adult is required to attend a police station, it is expected that, in the first instance, the young person's parent or carer will attend. If the child is in residential care, their key worker should attend. In the event that the residential staff are unable to attend and/or are the victims of the offence, the allocated social worker should attend. In the event that all options have been explored and there is nobody available to attend, the Islington Appropriate Adult Service will attend the police station.

5.3 If, after initial interview, the young person is bailed to return to the police station for charging, issuing a final warning or reprimand a parent, carer, residential social worker or Children's Social Care social worker will need to accompany him or her.

5.4 TYS-YOS staff cannot act in loco parentis when children or young people

appear in court. The young person should be accompanied by their parent, carer, residential worker or social worker. In cases of emergency or where the social worker /foster carer may be the victim of the crime, the team manager should with the young person

5.5 Carers, residential staff and social workers are responsible for arranging transport to and from court and for ensuring that legal aid matters have been arranged.

5.6 In the event that a CLA is sentenced to a Referral Order, the court will direct a representative from CSC to attend the Referral Order panel. The TYS-YOS will make every effort to convene the panel at a time and place convenient for the representative (although the wishes of the victim take priority). CSC must ensure that someone attends the panel with the young person (parent, key worker, carer, allocated social worker).

5.7 When a young person's case is being reviewed by the YOS, the YOS case manager will ensure that the allocated social worker is invited to all reviews and planning meetings, including those for young people in custody. CSC are responsible for informing the YOS of placement changes as soon as possible.

5.8 Team managers and Independent Reviewing Officers (IROs) should between them ensure that allocated TYS-YOS workers are consulted in relation to statutory reviews of children in care and planning meetings where appropriate. ASSET assessments, intervention plans and young people's care plans must inform each other. Care plans must be recorded on YOIS or UMIS

5.9 Where there is an allocated worker in TYS-YOS and an allocated social worker in CSC, it is essential that both workers meet and agree their areas of responsibility, define respective roles and determine how frequently and by what method future communications will be made. The shared responsibility must take into account the primary functions of each service, ie addressing criminogenic behaviour is a TYS-YOS function. A joint meeting will be held before either service closes the case.

5.10 For children placed out of borough, it is the responsibility of the social worker to establish whether there are any concerns about offending or risk of offending and ensure that liaison with the YOS. The YOS will provide support, advice and consultation about these young people to the allocated social worker. The allocated social worker must notify the YOS when they are aware that a Pre-Sentence Report is required for an Islington LAC who is placed out of borough.

5.12 Young People who are subject of care orders who become subject to custodial sentences will remain looked after and care planning and review needs to continue whilst the young person is in custody

5.13 Social Workers working with children who were Section 20 or remanded to LA care/secure and who receive a custodial sentence/are remanded in a YOI, Secure Children's Homes or a Secure Training Centre. Regardless of how long a child was CLA prior to the sentence the regulations set out in Former Looked After Children in Detention (England) Regulations (Nov 2010) apply. The guidance however

does not apply to those young people who become 'relevant' children on entering custody as they will receive leaving care services.

5.14 On **the same day** a young person is remanded or sentenced to custody, and the social worker has not attended Court, the responsible YOT should notify the local authority about the details of their sentence, or remand into custody, and about where they have been detained. The local authority must then appoint a representative to visit the child. The role must not be fulfilled by a YOT worker. This representative should be a qualified social worker employed by the authority. The allocated SW will inform the child's/young person's Independent Reviewing Officer (IRO).

5.15 Within **five working days** the local authority should provide information to the custodial establishment by contacting the offender supervisor based in the YOI, or equivalent post in the STC or SCH, to inform them of:

- the child's previous care status;
- persons with parental responsibility for the child;
- name and contact details of the local authority's appointed representative and the accountable team manager;
- any immediate information necessary to ensure the child's safety;
- relevant information about the child's family/carers and contact arrangements;
- relevant information about the child's needs that will enhance the establishment's ability to care for the child, especially in responding to the child's health and education needs;
- the date when the social worker will be visiting the child.

5.16 In return, they should seek information from the secure establishment about how the child/young person has settled in and agree arrangements for them to visit the child/young person.

5.17 **Within ten working days:** the establishment should facilitate the visit and allow the child to be seen in privacy, unless the child refuses. Representatives of the local authority should be afforded the same status as legal visitors rather than the more limited access to the child that applies to family visits.

5.18 The purpose of the initial visit is to complete an assessment of the child's needs whilst in custody and on release. The assessment should be based on the format for initial assessments provided by Framework for Assessment for Children in Need and their Families and include:

- Is there a risk of self harm?
- What is the child's emotional state?
- Does the child need money, clothes, books or other practical support?
- Are education staff aware of, and able to meet, the child's educational needs, including any special needs or abilities?
- Are the health unit and wing staff aware of, and able to meet, the child's health needs?
- Are staff aware of, and able to meet, the child's religious and cultural needs?
- Is the child worried about anything? If so, what? Does the child understand how they can access advocacy and other services to express any concerns and make their views known?
- Are the child's parents able to fulfil their parental responsibility to the child whilst in custody?

- Has there been a change in the parents' capacity to enable them to resume care of the child on his release in a way that will meet the child's needs? If not, might additional support be provided to enable the parents be able to resume care of the child?
- If it is not appropriate for the child to return home or to become looked after again, what alternative arrangements need to be made?
- The child's parents', other with PR wishes and feelings on these matters must be sought

5.19 The assessment should be completed **within 20 working days** of the child entering custody and should conclude with an analysis that sets out clearly the recommendations to the authority and include:

- Is the child's welfare being adequately safeguarded and promoted (taking account of the child's wishes and feelings)?
- Are further visits required?
- Who will keep in touch with the child whilst they are detained? Does there need to be help with contact arrangements?
- Will it be in the child's best interests to become looked after again by the local authority on release?
- Might the child and their family require other services provided by the local authority formerly responsible for looking after the child, or from another local authority?

5.20 Where the local authority has decided that it will not be providing any continuing support for a formerly looked after child assessed by their representative, the designated manager in the responsible authority must inform the following:

- the child's case manager in the YOT;
- the Governor or manager of the custodial establishment;
- the child/young person
- their parents and others with parental responsibility

If the case remains open the child/young person will be visited every 28 days and work with the child, family, on a CIN basis and provide intervention in line with CIN planning.

5.21 In instances where there is a change of YOS worker or allocated social worker, the relevant manager, or their delegated officer, will ensure that the respective service is notified as soon as possible.

## **6. Remands into Local Authority Accommodation**

6.1 YOS staff will attend court and provide information as requested by the court. If the young person is already a CLA and/or allocated to a social worker, s/he should attend court where possible to assist with information requirements. If this is not possible, the social worker will provide YOS staff at court with up to date information.

6.2 YOS staff will contact the Referral and Advice Service as soon as a Remand into Local Authority Accommodation seems likely or is made and fax the remand information (including conditions) and a copy of ASSET to the Duty Manager

(where available) and any other relevant information if the young person is already known to the YOS.

6.3 Upon confirmation of the Remand into Local Authority Accommodation the Referral and Advice Service will allocate the case within one of the six Child in Need (CIN) Teams for allocation to a social worker and simultaneously notify LACPT via email. If the young person is already allocated to a CIN/CLA Team the Referral and Advice Service will notify the allocated social worker, Deputy Team Managers and Team Manager.

6.4 The social work team will assess the placement type required; only in exceptional circumstances would placement at home be considered suitable. . Responsibility for final placement decision rests with Children's Social Care. Any change in placement during the remand period should be notified immediately to the YOS.

6.5 The social work team has the ultimate responsibility to collect the young person from the court and to transport them to their next placement. Where it is deemed appropriate and feasible the YOS worker at court or the YOS worker already working with the young person will accompany the young person and the social worker to the placement, particularly on occasions when the young person has not at the point of remand had an allocated worker

6.6 The social work team will finalise placement arrangements with Providers and will complete all CLA placement forms as required.

6.7 The social work team will implement CLA procedures, arranging planning meetings and reviews and completing CLA forms where required, in full consultation with the relevant YOS responsible officer. For those young people known to the Leaving Care Team, the allocated Leaving Care social worker will take the lead and ensure that pathway planning takes place.

6.8 The YOS will provide information about subsequent court appearances and other relevant information to the allocated social worker as soon as the information is available to assist in planning.

6.9 YOS staff will attend CLA reviews and reviews of pathway plans for CLA and care leavers in custody.

6.10 Where required, the YOS will provide a support programme for the young person during remand period. In the event that the young person is placed outside the borough for the duration of the remand, YOS will liaise with the YOS in the borough in which they are placed to ensure the young person receives the services identified.

## **7. Remands into local authority accommodation (secure)**

7.1 As a point of note Applications for secure accommodation made on welfare grounds will be the responsibility of CSC.

7.2 The decision to impose a secure order remand on a child or young person is made by the court. Once the order is made the Local Authority has no option other than to comply with these directions.

7.3 All arrangements for the placement of a young person in secure accommodation, following a court ordered remand, will be actioned by the YOS in liaison with the Youth Justice Board (YJB) (who are responsible for the identification of the placement).

7.4 On the day of the secure remand, the YOS will inform the Referral and Advice Service so that the case can be allocated and all documentation completed, including CLA forms (as per 6.2 – 6.6).

7.5 The YOS will fax a copy of the warrant of commitment to the team managers for CIN and CLA where the case is allocated and to the team manager for Referral and Advice Service where the young person is not known.

7.6 Funding for the secure placement will be jointly financed, as negotiated nationally, by the YJB and CSC.

7.7 CSC will be responsible for arranging and funding escorts for this and subsequent court hearings.

7.8 If the YJB is unable to locate a secure placement, the CSC will need to identify and fund a placement which is as secure as possible to hold the young person until a secure placement becomes available.

## **8. The Criminal Justice and Immigration Act 2008**

8.1 On 30.11.10 the Act introduced the Youth Rehabilitation Order (YRO). The YRO contains up to 18 requirements, three of which relate directly to joint work between YOS and CSC. The residence requirement, for 16 and 17 year olds, and local authority residence requirement can be made by the Court on the recommendation of the YOS. The YOS will complete an assessment and then liaise with CSC when either of these requirements is being proposed.

8.2 The Intensive Fostering requirement is an alternative to custody and the YOS will liaise with CSC as soon as the court indicates this option is being considered. CSC will be involved in the assessment and thereafter, as the young person becomes a child in care as a result of this outcome.

## **9. Parenting Work**

9.1 Parenting Orders were introduced by the Crime and Disorder Act 1998, (as amended by the Criminal Justice Act 2003). A Parenting Order can be made in a Family Proceedings Court, a Magistrates Court acting under civil jurisdiction or any criminal court, including the Youth Court. They can be made in the absence of the parent.

9.2 A parenting assessment will be considered by the YOS Parenting Worker, where a young person is aged 17 or under when any of the following apply:-

- Family and Personal Relationships” section of ASSET is rated as 3 or above
- A recent Common Assessment Framework indicates unmet parenting need
- A recent CAMHS Screening Interview (CSI) screening has been completed on the index young person
- To inform a court report, where a Parenting Order is being considered.

9.3 Where joint work is being undertaken by the YOS and CSC with a young person and the parent(s)/guardian is on Parenting Order, parenting contract or voluntary engagement with the YOS there should be a clear indication of roles and responsibilities between the workers from each agency to avoid duplication of work. The YOS parenting worker must be included in these discussions.

## **10. Conflict resolution and escalation where there is disagreement or case concerns**

10.1 Where a difference of opinion or difficulty occurs between either service regarding the joint management of the case it is expected that the relevant workers will seek to resolve it in the first instance. If they are unable to come to an agreement, the workers must refer the matter to their appropriate line manager.

10.2 If an agreement cannot be reached following a discussion between first line managers then the matter must be referred without delay through line management to respective Head of Service.

10.3 Where conflict/disagreement remains after the above process has been followed, the matter must be referred to the Service Director of Young People's Division and the Director of Child Protection.

10.4 Where there are concerns about service delivery of either the YOS or CSC the same resolution process must be followed.

## **11. Review and Monitoring**

11.1 This protocol will be formally reviewed annually by the YOS Management Board and Children's Service Management Team, or sooner unless guidance or legislation requires.

## **Appendices**

Appendix 1 – Joint Risk/Vulnerability Management Plan

Appendix 2 - Legal and Policy Framework

Appendix 3 - Interface guidance for Young People known to CSC and TYS-YOS

**APPENDIX 1**

**Joint Risk/Vulnerability Management Plan for TYS-YOS and Children’s Social Care**

**Name of young person:**

**D.O.B:**

**Date of Order:**

**Type of Order:**

**Is Child Looked After/Care Status**

**Offence:**

**Gravity Score:**

**Date of Panel:**

**Time of Panel:**

**Chair of Panel:**

**Title of Chair:**

**Case Responsible YOS Officer:**

**Name of Children Social  
Care Rep:**

<b>Reasons for Panel Referral:</b>

<b>Assessment/Referrals completed?</b>				
<b>ROSH – completed and countersigned?</b>				
<b>SQUIFA – completed and action plan in place?</b>				
<b>Vulnerability – ASSET section completed and scored?</b>				
<b>Serious Harm – ASSET section completed and scored?</b>				
<b>Referrals to specialists, CAMHS, Substance Misuse, Health, ETE programmes?</b>				
<b>Children’s Social Care Assessments completed?</b>				
<b>Overall Risk Level (Please Circle)</b>	Low Risk	Medium Risk	High Risk	Very High Risk
<b>MAPPA Level (if appropriate)</b>	Level 1	Level 2	Level 3	
<b>Referral to MAPPP</b>				

<b>Additional Comments</b>

<b>Decisions of the Chair</b>

Use the grid below to put a plan in place to manage the risks identified.

RISK/VULNERABILITY	ACTION/MEASURE TO ELIMINATE THE RISK	RESOURCES	TIMESCALE TO BE COMPLETED	RESPONSIBLE	REVIEW DATE
1.					
2.					
3.					
4.					
5.					
6.					

## Agreement

Please sign to say that you have read the risk assessment and the management plan:

(The management action plan is the only piece of material that needs to be shown of the assessment).

Case Responsible YOS Officer:		Signature:		Date:
YOS Manager:		Signature:		Date:
Children Social Care Representative:		Signature:		Date:
Other relevant persons (Please State designation)		Signature:		Date:

The lead professional should obtain the agreement of the young person and the parent/carer (if appropriate).

Young Person:		Signature:		Date:
Parents/Carers		Signature:		Date:

## Appendix 2 - Legal and Policy Framework

This Protocol is informed by:-

- Children Act 1989. Crown Copyright
- Crime and Disorder Act 1998 Crown Copyright
- Data Protection Act 1998. Crown Copyright
- Guidance for Youth Offending Teams on Information Sharing (Youth Justice Board 2000)
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- Children (Leaving Care) Act 2000. Crown Copyright
- Children Act 2004. Crown Copyright
- Common Assessment Framework. Department for Children, Schools and Families 2004.
- Every Child Matters. Department for Children, Schools and Families 2005
- Sharing Personal and Sensitive Personal Information on Children and Young People at Risk of Offending (Youth Justice Board (2005)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children Department for Children, Schools and Families (2006)
- 
- Court - Ordered Secure Remands and Remands to Prison Custody Guidance note to youth offending teams and Secure Establishments (*Youth Justice board 2008*)

- Information Sharing: Further guidance on legal issues Department for Children, Schools and Families. Crown Copyright 2009
- HMIP Core Case Inspection Criteria 2009
- Former Looked After Children in Detention (England) Regulations (Nov 2010)
- London Child Protection Procedures (Dec 2010)

### APPENDIX 3

#### INTERFACE GUIDANCE FOR CHILDREN KNOWN TO CSC AND TYS-YOS

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
1	Child or young person is <u>currently known to CSC</u> in any capacity and TYS-YOS provides a preventative service. No changed childcare legal status.	<p><b>Why has a referral for additional work been made? Can the child or young person and the families needs be met by one organisation?</b></p> <p><b>Clarity about lead professional role</b></p> <p><b>Clarity about evidence about risk and vulnerability circumstances</b></p>	<p><b>Undertake assessment and inform young person of risk management and safeguarding responsibilities, data sharing protocols and working together commitments.</b></p> <p><b>Inform allocated CSC practitioner date of allocation, planned objectives, type of intervention and anticipated length of work.</b></p> <p><b>Ensure joint planning at all stages of intervention.</b></p>	<p><b>ONSET and other related docs. Ensure accuracy of data recording on UMIS</b></p> <p><b>Update TYS-YOS information on the Integrated Children's System</b></p> <p><b>Record all contact between services on both databases</b></p>	<p><b>Allocated TYS-YOS Worker</b></p> <p><b>Relevant CSC practitioner</b></p> <p><b>BOTH</b></p>	<p><b>Every six weeks or at the closure of an intervention whichever is the least</b></p>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
2	Child or young person is <u>currently known to CSC</u> in any capacity. Child or young person appears in youth court and is remanded on bail without conditions requiring YOS involvement. No changed childcare legal status.	<b>If a responsible adult is required for Court, this is not undertaken by the YOS court officer. The requirement is a welfare role to ensure that the young person understands the court process. It should be undertaken by the person most known to the young person. Contact must be made with Islington Appropriate Adult service.</b>	<b>Inform allocated social worker of offence, date of offence and update all future court hearings and outcomes</b>  <b>If young person is under 16 and no carer is available ensure that a responsible adult accompanies the young person to court, this could be the allocated social worker</b>	<b>Complete all necessary YOS Court Documentation and files</b>  <b>Record contact with CSC on YOIS</b>  <b>Record Youth Court Proceedings on the Integrated Children's System</b>	<b>YOS worker if the case is allocated – if not allocated the Court Manager or delegated person must inform CSC</b>          <b>Relevant CSC Practitioner</b>	<b>On the same day or if not possible within 24 hours.</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
3	Child/young person <u>is</u> currently known to <u>CSC</u> in any capacity and receives a criminal conviction. No changed childcare legal status.	<b>Joint planning must start as soon as possible. Risk and vulnerability assessments, planning meetings and reviews must be undertaken jointly and must not be separately held in parallel systems</b>	<b>Inform allocated social worker of sentence outcome including date and length</b>  <b>Invite SW and other relevant professionals to Initial Planning Meeting and all future review meetings</b>	<b>Record contact on YOIS</b>  <b>Complete Initial Planning and review docs as per National Standards and forward to all involved professionals</b>  <b>Record Planning meetings on YOIS and Integrated Children's System</b>	<b>Allocated YOS Worker</b>  <b>Allocated YOS Worker and CSC practitioner</b>	<b>Planning meeting must be within 10 working days of the court order being made. Reviews are held every 3 months as a minimum.</b>
<p><b>Rows 4 to 13 concern children and young people who are not yet or may not be in the future convicted of an offence. They are Remanded to the Care of the Local Authority or Remanded in a secure setting either within a secure children's home or a secure training centre due to the seriousness of the offence together with the young age and/or vulnerability of a child, or are remanded in custody due to the seriousness of the offence. It must be remembered that although in a restricted or secure setting the child or young person is not yet convicted of the index offence and the details of the index offences, save for the facts about the charges, should not be discussed with the young person until he or she is convicted of the alleged offence.</b></p> <p><b>Previous convictions and problematic behaviour and vulnerability and risk assessments can be discussed with the young person if pertinent to their care planning and all assessments and information must always be shared with the secure establishment.</b></p>						

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
4	Remands to Local Authority where child or young person is <u>not</u> currently known to CSC	<b>Assessment of parenting capacity</b> <b>If rehabilitation with the family is not successful then early exit planning for provision when the remand period ends must be immediately undertaken.</b>	<b>YOS hold full case accountability regarding youth justice issues</b>  <b>SW is the LP for the care episode</b>  <b>YOS liaise with CSC Referral and Advice Team</b>  <b>YOS Arrange initial placement meeting and subsequent review meetings</b>  <b>IRO Chairs statutory Childcare Reviews</b>  <b>SW organises statutory Childcare Reviews</b>	<b>Core assessment form, LAC Placement Information Record</b>  <b>Care Plan, Young Person's view</b>	<b>Allocated YOS worker</b>  <b>Social Worker</b>  <b>Allocated YOS worker</b>  <b>Allocated YOS worker</b>  <b>LACPT</b>  <b>Social Worker</b>	<b>Young person must be seen within 5 working days of the remand</b>  <b>Young person must be seen by SW within 7 days of placement</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
5	Child or young person is Remanded to the Care of the Local Authority and <u>is currently known to CSC</u> but not accommodated, or is accommodated section 20 and there are plans in place for young person to return home	<b>AS ABOVE 4</b>	<p><b>AS ABOVE 4</b></p> <p><b>YOS Worker must immediately inform the allocated SW.</b></p> <p><b>The case must not be closed by CSC until a joint strategy planning meeting is held</b></p> <p><b>Arrange initial placement meeting</b></p> <p><b>Inform Independent Reviewing Team</b></p> <p><b>Chair and arrange review meeting</b></p>	<p><b>Core assessment form, Placement Information Form</b></p> <p><b>Care Plan, Young Persons view</b></p>	<p><b>Allocated YOS worker</b></p> <p><b>Allocated SW</b></p> <p><b>Allocated YOS worker</b> <b>Allocated YOS worker</b></p> <p><b>Independent Reviewing Team</b></p>	<b>AS ABOVE 4</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
6	Remands to Local Authority where the child or young person <u>is currently known to CSC</u> and accommodated Section 20 or Section 31 and no plans to return to family home	<b>CSC hold Case accountability</b>	<p><b>YOS court officer must, at the earliest opportunity, inform the allocated social worker or the duty manager.</b></p> <p><b>YOS Court Officer must advise at all times the length of the remand and any changes in youth justice legal status</b></p> <p><b>Allocated SW continues care planning and reviews as per current case arrangements</b></p>	<p><b>YOIS Database</b></p> <p><b>Integrated Children's System updated</b></p> <p><b>All relevant care planning documentation and reviews</b></p>	<p><b>Allocated YOS worker</b></p> <p><b>Allocated SW</b></p> <p><b>Allocated SW</b></p>	<b>AS ABOVE 4</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
7	Court Ordered Secure Remand where the child or young person is <u>not currently known to CSC</u>	<p><b>Seriousness of the offence and any risk management and vulnerability concerns in secure placement.</b></p> <p><b>Can a bail application be made – what is the likely length of secure remand?</b></p> <p><b>Arrangements for family visits</b></p> <p><b>Assessment of parenting capacity following release from secure setting</b></p>	<p><b>Inform Reviewing officers to arrange initial planning meeting and review</b></p> <p><b>YOS arrange placement with YJB placement team</b></p> <p><b>Where it is considered that there are difficulties within the home setting YOS officer will contact CSC to discuss whether threshold meets Referral and Advice, Children in Need or Child Protection.</b></p> <p><b>Arrange initial placement meeting and inform Independent Reviewing Team</b></p> <p><b>IRO Chair and arrange review meeting</b></p>	<p><b>Core assessment form, Placement Information Form</b></p> <p><b>Care Plan, Young Persons view</b></p> <p><b>YOT ASSET and Bail and Remand Forms – Risk of Serious harm forms where required</b></p>	<p><b>Allocated YOS worker</b></p> <p><b>Allocated YOS worker</b></p> <p><b>Allocated YOS worker</b></p> <p><b>LACPT</b></p>	<b>AS ABOVE 4</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
8	Court Ordered Secure Remand where the child or young person is <u>currently known to CSC</u> and accommodated Section 20	<b>Asses whether it is likely that the length of the remand period be longer than 13 weeks and has the young person reached or will reach their 16<sup>th</sup> birthday during this period. If so Leaving Care principles may apply</b>	<b>Inform SW and IRO to arrange review where applicable</b>  <b>YOS arrange placement with YJB placements team</b>  See section 5.11 or CSC/TYS-YOS Joint Working Protocol for further information	<b>Core assessment form, LAC Placement Information Form</b>  <b>Care Plan, Young Persons view</b>  <b>YOS ASSET and Bail and Remand Forms – Risk of Serious Harm forms where required</b>	<b>Joint throughout period. YOS pays for secure accommodation but joint exit planning must be in place.</b>	<b>AS ABOVE 4</b>
9	Court Ordered Secure Remand where the child or young person is <u>currently known to CSC</u> and accommodated Section 20	<b>AS ABOVE 8</b>	<b>Inform SW and IRO to arrange review where applicable</b> <b>Legal status remains as Section 20 – case remains open and all case reviews continue</b>	<b>AS ABOVE 8</b>	<b>AS ABOVE 8</b>	<b>AS ABOVE 4</b>

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
10	Remand to Custody where the child or young person is <u>not currently known to CSC</u>	<p><b>Assess length of remand</b></p> <p><b>Can a bail application be made?</b></p> <p><b>Arrangements for family visits</b></p> <p><b>Assessment of parenting capacity following release from secure setting</b></p>	YOS officer to visit young person as per National Standards	YOS Remand ASSET	Allocated YOS officer	Within 5 working days
11	Remand to Custody where the child or young person is <u>currently known to CSC</u> or accommodated Section 20	<b>AS ABOVE 10</b>	<p>Inform allocated Social Worker of offence, date of offence and update all future court hearings and outcomes</p> <p>APPLY CRITERIA AS IN ROW 8</p>	<p>YOS Remand ASSET</p> <p>Decide whether reviews to continue whilst in secure setting</p>	<p>Allocated YOS officer</p> <p>Relevant CSC manager</p>	Within 5 working days
12	Remand to Custody where the child or young person is <u>currently known to CSC</u> and accommodated Section 31 or receiving Leaving Care services	<p><b>Is the child under or over 16</b></p> <p><b>If over 16 or will be during the time of the remand period consider Leaving care principles</b></p>	<p>Inform allocated Social Worker of offence, date of offence and update all future court hearings and outcomes</p> <p>Continue to hold all statutory reviews/pathway plans</p>	YOS Remand ASSET	<p>Allocated YOS Officer</p> <p>Allocated CSC practitioner</p>	

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
13	Custodial Sentence where the child or young person is <u>not currently known to CSC</u>	<b>Length of sentence</b>  <b>Are there circumstances in which the young person will not be able to return home</b>	<b>YOS officer makes assessment of home circumstances and ETE team needs to inform resettlement plan.</b>  <b>YOS officer visits according to YJB National Standards</b>  <b>If there are home circumstances which may be of risk or impact on vulnerability these must be assessed and referral made to CSC at the earliest possible opportunity</b>	<b>Initial Training Plan and all Reviews</b>	<b>Allocated YOS Officer</b>	<b>Within 5 working days</b>
14	Custodial Sentence where the child or young person <u>is currently known or has in the past received a service from CSC</u> and has been identified as a child in need	<b>Early assessment of exit planning and legal status on release from custody. Follow agreed CAF Pathway for Young Offenders</b>	APPLY CRITERIA AS IN ROW 8  YOS officer follows action as in Row 13	<b>Initial Training Plan and all Reviews</b>	<b>Allocated YOS Officer</b>	

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
15	Custodial Sentence where the child or young person is accommodated Section 20	CSC need to appoint a representative to visit and assess children who were looked after under section 20 and who therefore cease to be looked after when they enter custody. This assessment will include whether the child will need to be accommodated again on release. <b>If the young person will have their 16<sup>th</sup> birthday during the custodial sentence Children (Leaving care) Act 2000 regulations apply. That is under regulation 4 Children Leaving care regulations 2001 there is an additional category of relevant children</b>	<b>Inform allocated Social Worker of sentence outcome including date and length and location of secure placement</b>  An assessment is undertaken by the allocated SW which has 3 possible outcomes:  1. Parents are able to meet the child's needs whilst in custody and resume care on release: a) With YOS input only b) With YOS input and section 17  2. Parents can meet child's needs whilst in custody but cannot resume care on release: a) child will need to become LAC on release or b) child doesn't need to become LAC on release but will require accommodation 3. parents can't meet the child's needs whilst in custody or on release: a) child to become LAC on release b) Section 17 whilst in custody  <b>Joint exit planning must be undertaken and any transfer to Leaving Care services during this time must be clearly explained to the child</b>	<b>Initial Training Plan and all Reviews</b>	<b>Allocated YOS Officer</b>  <b>Allocated SW</b>	

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
16	Custodial Sentence where the young person <u>is currently known to CSC</u> and is accommodated Section 20 and over 16	<p><b>AS ABOVE 16 but consider leaving care principles and whether he or she will be an adult on release.</b></p> <p><b>Who will be responsible for supervision of the licence – dependant on age and conviction</b></p>	<p>APPLY CRITERIA AS IN ROW 15</p> <p><b>YOS officer to consider length of sentence and make referral to Probation Service if required.</b></p> <p><b>YOS Officer to ensure that all documentation including legal care status and risk and vulnerability assessments and work undertaken are forwarded to the Probation Service</b></p> <p><b>If the young person has been accommodated for longer than 13 weeks prior to the custodial sentence, Leaving Care principles will apply and exit planning by both agencies must be in place.</b></p>	<p><b>Initial Training Plan and all Reviews</b></p> <p><b>Transfer case to Probation service if required</b></p>	<p><b>Allocated YOS Officer</b></p> <p><b>Allocated YOS Officer</b></p> <p><b>Allocated YOS Officer and CSC practitioner</b></p>	

	Legal Status	Considerations	Action	Database and/or Forms	Responsibility	Timescale and Review Periods
17	Custodial Sentence where the child <u>is currently known to CSC</u> and is accommodated Section 31 and under 16	<b>AS ABOVE 16 and 17</b>	<p><b>Inform allocated Social Worker of sentence outcome including date and length and location of secure placement</b></p> <p><b>Care Planning should continue</b></p> <p><b>Joint exit planning must be undertaken and any transfer to Leaving Care services during this time must be clearly explained to the child</b></p>	<b>Initial Training Plan and all Reviews</b>	<b>Allocated YOS Officer and CSC practitioner</b>	
18	Custodial Sentence where the young person <u>is currently known to CSC</u> and is accommodated Section 31 and over 16	<b>AS ABOVE 16 and 17</b>	<p><b>Inform allocated Social Worker of sentence outcome including date and length and location of secure placement</b></p> <p><b>Leaving Care status stands and case should not be closed.</b></p>	<b>Initial Training Plan and all Reviews</b>	<b>Allocated YOS Officer and CSC practitioner</b>	