**Secure Welfare Coordination Unit**



 ****

**Contents**

**Page 2-3 Referral Process**

**Page 4 Additional Documents Required**

**Page 4 Spot Purchasing YCS Beds**

**Page 4 Feedback from Secure Children’s Homes**

**Page 5-6 Statement of responsibility**

**Page 7-9 FAQs**

**Page 10 Glossary/Contact Details**

**Page 12 Referral Process Flowchart**

**Page 12-65 Mock Referrals**

**Referral Process**

***The process outlined below has been created through working closely with the secure homes in England and Wales and, therefore, all the information requested is reflective of what is required for a secure home to make an informed decision on whether they’re able to accept a referral or not.***

All referrals should be sent to the Secure Welfare Coordination Unit’s (SWCU) secure email address (securewelfarecommissioning@hants.gcsx.gov.uk); therefore the referral form does not need to be made a protected document.

Once the unit has received the email, with the attached referral form, a member of the team will acknowledge the referral within 30 minutes; if you have not received an acknowledgment within 30 minutes please contact the unit. The day’s available welfare vacancies, and the volume of active referrals, will be outlined in the acknowledgement email.

A member of the unit will then check the referral to outline if any further information is required. If further information is required, the unit will contact you, via email, within two hours of the acknowledgment. The placement officer will outline what further information is required on the referral form and the additional documents (please see [Documents Required](#Documents)) which are needed to support the referral process. This may seem quite a time consuming exercise, but, through working closely with and feedback received from the secure homes, the unit are unable to make a referral active until all the relevant sections have been completed.

If the young person is under 13 years of age, Secretary of State (England)/Welsh Ministers (Wales) approval is required to place them in a secure welfare home. The SWCU are unable to send out the referral for a young person under the age of 13 without Secretary of State (England)/Welsh Ministers (Wales) approval, though a referral can still be submitted in preparation. The local authority will need to liaise directly with the Department for Education (England)/Welsh Government (Wales) regarding this. A section 25 secure order or deputy director’s 72 hour placement agreement is still required, even once Secretary of State/Welsh Ministers approval/consent is granted. Further information on applying for Secretary of State approval can be found on the Secure Accommodation Network (SAN) website (<http://www.securechildrenshomes.org.uk/>)

Once all of the necessary information is present on the referral form, it will become an active referral with the unit. The referral will be sent out, on a daily basis, to any secure homes with appropriate vacancies; secure homes can declare a bed for a female, male or for either gender, this means, though beds are declared the bed might not be available for the gender of your referral. Each placement officer case holds their own referrals and they will update the local authorities with bed availability for all of their referrals each morning, once all vacancy reports have been collated and, if appropriate, the homes the referral has been sent to.

If a secure home feels they are able to accept a referral they will contact the SWCU, who will in turn call the local authority to inform them a secure home is accepting the referral for their young person. Once the local authority has been informed by phone, the unit will send a confirmation email to the local authority. The email will include the name of who to speak to, the contact number and address of the home; it is then the responsibility of the local authority to contact the secure home to discuss costs, admission date/time and the signing of any paperwork. Secure homes will not admit a young person until they have received signed copies of all the relevant paperwork.

The SWCU are unable to prioritise individual referrals, therefore, all active referrals will be sent to secure homes, with appropriate vacancies, in no particular order.

Young people can only have their liberty restricted in a secure setting if either a section 25 secure order has been granted by the courts or if an assistant/deputy director has agreed to place the young person under a 72 hour placement. A young person can only be placed under a 72 hour placement for 72 hours within a 28 day period, if a young person has already been placed for 72 hours, under this agreement, within a 28 day period and secure accommodation is still required, then a secure order will need to be applied for, through the court, and it will need to be granted before the young person can be placed for any further time within the secure estate.

Please see page 12 for the referral process [flowchart](#Flowchart).

The SWCU recognises that the process of ensuring a referral is fully completed, with all relevant and factual information available, can be a time consuming task. Therefore, through the experience of working with the secure homes in England and Wales, the SWCU have produced three mocks referrals which can be used as a basis to help with this process. The mock referrals are fabricated and have been based on the unit’s knowledge of the referral process and the expectations required by the secure children’s homes to make an informed decision on placements. These can be found on [page 13 through to page 68](#MockReferrals).

**Additional Documents**

Additional information may be required on certain aspects of a referral, therefore, through discussions with the secure homes, a list of proposed supplementary documents has been drawn up (please see below).

Documents required:

* Chronology
* Mental Health Assessment i.e. CAMHS, etc.
* Local Authority Assessments
* Health Assessments
* Offending information
* Daily logs from their current residential or secure placement
* Care Plan
* Recent/previous minutes of meetings
* EHCP
* Asset Plus

**Spot Purchasing YCS beds**

In exceptional circumstances the YCS can be approached by the unit to discuss the spot purchasing of a bed. If relevant, please approach the SWCU to discuss this process further.

**Feedback from Secure Homes**

Though the secure homes are not obliged to provide feedback on each referral they are sent, this is regularly requested by the unit. This will be provided to the local authority when received or on request, dependent on whether this has been received from the secure home.

**Referral Acceptance**

As the SWCU is not a commissioning unit, the unit are unable to direct a secure home to accept a referral, the decision to accept a referral rests solely with the secure home (please see the below statement which is also outlined on the SAN website - <http://www.securechildrenshomes.org.uk/>).

Statement of responsibility:

*The Secure Welfare Coordination Unit (SWCU) is a small unit grant funded by the Department for Education (DfE) for the purposes of administering placements and collecting data on secure welfare. It is not a legal entity and therefore does not have a Director. The SWCU provides a transparent, dedicated single point of contact for local authorities in England and Wales, to arrange secure welfare placements and streamline the process of finding the most suitable placement matching the individual needs of each young person needing secure care. The SWCU is committed to ensuring the best outcomes for all children needing secure placements. Data from the Secure Children’s Homes is collected by the SWCU on a daily basis. Referrals are then sent to homes if a secure place is available. The home will then indicate whether they can accept the young person.*

*Neither the Secure Welfare Co-ordination unit, nor the Secretary of State has a direct role in the commissioning of secure places for individual young people on welfare grounds. It is for the local authority to come to a view as to the appropriate placement for an individual child, and for the person with management responsibility for the Secure Children’s Home with available places to decide whether to take the child. Under The Children’s Homes Regulations (England) Regulations 2015, (Regulation 14(2)(a)) – the registered person (i.e. the provider of the home) must ensure that children are admitted to the home only if their needs are within the range of needs of children for whom it is intended that the home is to provide care and accommodation, as set out in the homes statement of purpose. A secure home will therefore consider the existing cohort of young people in their care, their needs, the skills and ability of the staff to manage and meet their needs when considering any new application.*

*Individual local authorities should have their own placement policy based on the Department for Education’s Care Planning Placement and Case Review (England) Regulations 2010. There are currently 14 secure children’s homes (SCHs) in England – 13 run directly by the local authorities in which they operate; one run by a charity. The SCHs take referrals from local authorities across the country seeking a secure placement under section 25 of the Children Act 1989, and also provide accommodation for some children who have been found guilty of crimes and given a custodial sentence. The final decision on making a welfare placement remains with the placing local authority and the manager of the receiving secure children’s home.*

*While there is no absolute duty to provide secure accommodation in their area, there are general duties on local authorities to provide accommodation for looked-after children. In particular, section 22G of the Children Act 1989 imposes a duty on each local authority to take steps that ensure so far as reasonably practicable that they are able to provide accommodation in their area that meets the needs of children who are looked after by that local authority and fall within the section 22G(3) criteria. This is commonly known as the ‘sufficiency duty’. In taking steps to secure that outcome the local authority must have regard to the benefit of having a number and range of accommodation providers that is, in their opinion, sufficient and capable of meeting different needs. Statutory guidance has been issued on securing sufficient accommodation for looked after children.*

*A major benefit of the unit is that detailed information from all the Secure Children’s Homes in England and Wales, including each home’s specialisms, and the young people placed in them will be held in one place. This has the advantage of ensuring that all options for a young person can be considered enabling informed decisions about the most appropriate placement for them. This much-needed data will prove invaluable in terms of learning what is working and where changes may be needed. We will also be building national profiles for England and Wales on the young people referred including complexities and needs.*

*The Secure Welfare Co-ordination Unit will maintain up to date availability information across all Secure Children’s Homes providing secure welfare care. The centralized unit will also be able to gain a much clearer understanding of the volume, demand and need profile of young people needing secure welfare accommodation. The unit will collect data on all aspects of referrals for young people and the outcomes of those referrals, including where there have been challenges to making placements. This coordinated information will be shared with the sector for its strategic development and will ultimately support Ministers to make decisions on the future of the sector.*

**FAQs**

How do I find out if there are any secure beds available and/or where our referral has been sent?

The unit receives vacancy forms from all of the secure homes, in England and Wales, each weekday morning; the unit will be aware of bed availability by approximately 10am. All referrals will be sent to the secure homes with appropriate vacancies and the unit will email the local authorities, with open referrals, updating them where secure beds are available and where their referral has been sent.

If you do not receive an update, or if you are still unsure if/where your referral has been sent, contact the unit by phone and an update can be given to you verbally.

If I do not have an open referral, how do I find out if there are any available welfare vacancies?

Even without an active referral the unit can provide an update on which secure homes have available secure welfare beds, you do not need an active referral to request this information.

Therefore, if you are considering submitting a referral, do not hesitate to contact the unit.

How do I find out if and why our young person has been turned down by a secure home with a declared bed?

Feedback, from the secure homes, is requested when a referral is sent to a secure home. Though, due to capacity within the homes and the volume of referrals sent to them for any given bed, this is not always provided in the first instance. The unit endeavor to follow up each home to obtain feedback.

Once feedback is received, this will be forwarded to you for your records.

Can I contact a secure home directly to find out if they have vacancies?

The SWCU is now the single point of contact for all secure welfare placements in England and Wales. If you contact a home directly, regarding available vacancies, the homes will signpost you back to the SWCU.

If there are no available welfare vacancies in England or Wales, are there any other options?

There are also secure welfare homes in Scotland, as these homes do not fall under the SWCU’s remit, the unit is unable to contact them or send them referrals.

Therefore, you can contact these secure homes directly. If this is an option, please check <http://www.sanscotland.org/>, where you can find the contact details for all of the secure homes located in Scotland. However, the referral for the young person must still be submitted to the SWCU before this option is explored.

Can we place a young person in Scotland under a section 25 secure order?

Yes, as of April 2017, a section 25 secure order is now recognised by the courts in Scotland.

Can we make a referral for a young person if they’re missing?

Yes, you can make a referral for a young person whom is missing, but a retainer will need to be agreed by your management team before the referral can be sent out to any of the homes with available welfare vacancies; preferably, this should be agreed before the referral is submitted.

The price of a retainer will be the secure home’s daily fee. This will need to be discussed with the secure home once the young person has been accepted.

How do I gain Secretary of State (England)/Welsh Ministers (Wales) approval to place a young person under the age of 13?

You will need to contact the DfE/Welsh Government to discuss secure accommodation for a young person under the age of 13.

Further information, on how to make an application to DfE/Welsh Government, can be found on the SAN website (<http://www.securechildrenshomes.org.uk/>).

Should a referral be submitted on the day a young person is in court?

The unit recommends you do not submit a referral on the day of a court hearing, with the view of placing the young person in secure accommodation on the same day. Though the unit appreciates there may be occasions where there might not be another option.

The process of ensuring all the relevant information is present on the referral can be time consuming and the referral may not necessarily go live on the same day the referral was submitted. Also, there may not be any available welfare vacancies on the day in question.

What if I require a secure welfare bed outside of the unit’s working hours, for a referral that is not already active with the unit?

The SWCU’s working hours are Monday – Friday 8.30am – 5.00pm. Outside of the unit’s working hours, you will be able to find which homes have available vacancies by calling 01962 846432 and listening to the SWCU voicemail message. This is updated at the end of each day (Monday – Friday) and will outline all of secure homes with available welfare vacancies and their contact details.

Glossary

|  |  |
| --- | --- |
| Term | Meaning |
| Section 25 | Secure order granted by the court |
| SWCU | Secure Welfare Coordination Unit |
| YCS | Youth Custody Service (Formerly the YJB – Youth Justice Board) |
| DfE | Department for Education |
| 72 hour placement | When a deputy director agrees for a young person to be placed in secure accommodation for an initial period of 72 hours and, thereafter, go to court for a secure order.  |
| A retainer | The cost to hold a bed if a young person is missing/waiting an admission |
| Out Of Hours (OOH) | Outside of the unit’s working yours Monday - Friday 8.30 – 5.00 |

Contact Details

The Secure Co-ordination Unit

Hampshire County Council

4th Floor

EII Court – North

Winchester

SO23 8UG

Tel – 01962 846432

Secure Email Address – securewelfarecommissioning@hants.gcsx.gov.uk

Team Manager – Helen Gunniss

Senior Administrative Officer – Chris Bayly

Senior Administrative Officer – Sarah De Gray Birch

Placement Officer – Sue Brimson

Placement Officer – Sharon Paterson

**Referral Process Flowchart**



**Mock Referrals**



Referral for a Secure Children’s Homes (SCH) Placement

Please use this form for placements in a SCH

In England under section 25 of the Children Act 1989, or

in Wales under section 119 of the Social Services and Well-being (Wales) Act 2014.

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM.

A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SAN Referral Form Vr 2.0

|  |  |
| --- | --- |
| 1. REFERRAL
 | [Show Guidance](#G_SECTION1) |
| Date of Referral :  | 31/08/2018 |
| Referring Officer : | Meryl Streep |
| Tel No. : | 01234 5678912 |
| Mob No :  | 07979797979 |
| Email : | Meryl.streep@cornwall.gov.uk |
| Secure Email :  | Click here to enter text. |
| Referring Local Authority : | Cornwall |

|  |  |
| --- | --- |
| Court :  | Truro Court |
| Primary Reason for Order : | History of absconding or likely to abscond from other accommodation |
| Start Date : | 31/08/2018 |
| Expected End Date : | Click here to enter a date. |
| Extension : | Choose an item. |
| Currently in Police Cell : | Yes |

|  |  |
| --- | --- |
| 1. YOUNG PERSON (CORE INFORMATION)
 | [Show Guidance](#G_SECTION2) |
| Forename :Julia | Surname :Roberts |
| Social Care System ID :023476 | Gender :Female: | DoB :21/05/2002 | Age :15 | Height:5ft 2 | Weight :8 stone |
| Ethnicity :White and Asian | Religion :No religion | First LanguageEnglish |
| On Child Protection Register :NoDate :Click here to enter a date. | Legal status :Interim Care Order | 72 hour placement requested :Yes |
| **For under 13’s (*If applicable)***Secretary of State / Welsh Ministers Approval : |
| Applied for : | N/A |
| Granted : | N/A |

|  |  |
| --- | --- |
| 1. KEY CONTACTS
 | [Show Guidance](#G_SECTION3) |
| **Role** | **Name** | **Tel No.** | **Mob No.** | **Email** |
| **Social Worker:** | Meryl Streep | 012345678912 | 07979797979 | Meryl.streep@cornwall.gov.uk |

|  |  |
| --- | --- |
| 1. PLACEMENT HISTORY
 | [Show Guidance](#G_SECTION4) |
| Current Placement: | CLA - Residential | Length in Placement: | Since 06/02/18 |
| Previous Placement: | Not CLA | Length in Placement: | At home since birth |

|  |
| --- |
| **Previous Secure Accommodation Placements (most recent first)** |
| **Secure Home** | **Start Date** | **End Date** | **Destination** |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| **Any other previous Secure Accommodation Placements (not listed above) :**  |
| N/A |

|  |
| --- |
| Why can’t the young person be accommodated in an open environment? What alternatives to secure have been considered and why have these been rejected?The current proceedings were initiated at the beginning of February 2018:1. Due to complete lack of engagement from parents and the children with the Local Authority and other professionals
2. Continued absconding from home to meet up with unknown older males; she is often found by the police to be with older males in cars, taxis and hotels.
3. Julia is at high risk of CSE, Julia on an occasion at the end of December 2017 had been missing for 6 days; her whereabouts during this time was unknown.
4. Has been found under the influence of cannabis and alcohol which has been supplied by the men she is frequenting with

Julia was made subject to an Interim Care Order on 6th February 2018, Julia had been missing since 31st August 2018 and a Recovery Order was granted on 5th September. Julia has now been found by the police. She was found in a hotel with 2 older males and returned to placement by the police in the early hours of the morning on 14th September 2018; she had in her possession £100 cash and two mobile phones, she would not disclose who she had been with or where she got the money and phones from.  |
| What are the risk factors presented in support of a secure accommodation placement? Which behaviours give cause for concern? (Violence, aggression etc)Julia is at high risk CSE. Julia has been missing on 31 separate occasions in the last 18 months. Initially this would be overnight but we have seen this progress to longer periods and at the end of December 2017 she was missing for 6 days and refused to disclose her whereabouts. On one occasion during the missing episode Julia has been found with unknown older males in a hotel room. She has also been found to be under the influence of drugs and alcohol. Julia does not present with physically aggressive behaviour, however, she can be verbally aggressive when she is under the influence of drugs and/or alcohol. |
| Summary of present Care Plan.Current care plan is to return Julia to mother’s care. Whilst in secure the plan is to twin track for her move on placement, to either be rehabilitated to semi independence or return to her mother’s care, however, this will depend on Julia and her family’s engagement with the LA. |
| Summary of Exit Strategy from the Secure Placement.Work to be completed with Julia’s family with regard to Julia being rehabbed back home, however if there is not full engagement with the LA then the plan will be to look at semi independence. |
| **Key Requirements of Requested Placement** |
| **1.**Bereavement counselling – in the last 18 months she has witnessed the death of her father following a motorbike accident. She has also just recently lost an Aunt and Uncle and her grandfather is terminally ill |
| **2.**Work around her CSE and for her to understand the risks she is putting herself at |
| **3.**Work to be undertaken around her use of cannabis and alcohol |

|  |  |
| --- | --- |
| 1. FAMILY AND SOCIAL RELATIONSHIPS**.**
 | [Show Guidance](#G_SECTION5) |

|  |
| --- |
| Family Information (Mother, Father, Foster Carers, Guardian, Significant Others?Julia and her family have been known to Children’s Services on three previous occasions 2008, 2011 and 2015 due to domestic violence within the home and drug misuse by her father; however, no further action was taken.In May 2016, Julia presented at hospital informing she had been assaulted and that some girls had attacked her. She suffered some bruising to her arms and legs where she had been kicked, however, she did not want to take it any further and no further action was taken by Children’s Services.In May 2017, Julia’s father was killed due to an accident on a motorbike. Julia was a passenger on the back of the motor-bike at the time. Julia did not appear to sustain any major injuries but was taken to hospital to be treated for shock and minor bruising; she was kept in for couple of days. Staff at the hospital raised concerns with Children’s Services as they reported Julia was being visited by unknown males who were disruptive and abusive to staff. They also found in Julia’s possession the sum of £1500. Julia stated that her father had given this to her to keep as he was going to buy her mother an eternity ring when the accident occurred. Julia also, on one occasion absconded from the ward and when she returned an hour later the staff shared that she smelt of cannabis.In early December 2017, Julia was reported as being missing for 6 hours. Her mother located her at a local McDonald’s. Julia explained that she has been to Truro with another girl (known to LA for being at risk of CSE) and that they had gone shopping then gone for some food. Concerns were raised that she was in a relationship with an older male aged 21 and that there were text messages from him asking when he was next going to see her, so that they could go to bed together and also he had cannabis. Julia expressed that she was unhappy at home as she felt that she was being held as a prisoner. Mother also reported that she was struggling to keep her safe due to her absconding. It was agreed that the case be opened with Childrens Service’s so that work could be done with Julia and the family.On 6th January 2018, Julia was placed on a Child Protection Plan. A package of support was put in place; this support consisted of Barnardo’s providing support to Julia and her mother to be educated around the risks of CSE and the grooming process. However, there was a total lack of engagement from Julia and her mother. It was a concern that no professionals had consistently been able to see Julia or establish that she was safe and well. There was minimal engagement with any home visits. Mum had not attended any meetings or planned sessions and when this was raised with her she advised she did not know about any appointments, so a decision was made to start texting and calling prior to appointments and send letters. This did not improve the family engagement as mum informed she was not receiving any texts or lettersAt the end of January 2018 mum requested that Julia be brought into care as she could no longer keep her safe. Mum reported that she was disappearing for several days at a time and would come back in a dishevelled state, often smelling of alcohol and cannabis. Julia would not divulge where she had been but she always seemed to be wearing new clothes and had cash in her pockets.A decision was made to go to court to gain an Interim Care Order which was granted on 6th February and Julia was accommodated.Julia has only been in one placement, Evergreen, Burton-On-Trent. This is a 3 bed residential placement. Julia has persistently absconded from this accommodation and has only spent for a few days at a time in the placement.Residential staff have noticed that she will receive a text message and will then leave the building and is often collected by older men in cars or a taxi has been waiting outside. Residential staff have tried to stop her leaving the building but this has not been successful. Julia’s absconding is such that she spends up to a week away from placement and only returns to have a shower and some food before going missing again. Residential staff are concerned about the state of her when she appears, as she has lost weight and is neglecting herself, her hair is dank and she looks very drawn in her face. However, she appears to have a lot of money on her person.A legal meeting has been held and a decision has been made that she meets the criteria for a welfare secure bed. Julia had been missing for nearly 2 weeks and a Recovery Order had been granted. Julia was found by police on 14th September and returned to her placement but it is highly likely she will abscond again.Julia is usually a bubbly sociable young person; she is also a keen runner and enjoys sports. She enjoys fashion and make up. Julia would normally never leave her placement without her make up. Julia is a very bright young person and could do well in her GCSE’s if her engagement in education increased.When Julia is in the right frame of mind she will also engage with professionals. |
| **Approved Contacts for Young Person :** |
| **Name** | **Relationship** | **PR** | **Preferred Contact No.** | **Contact Method** | **Address** |
| **Phone** | **Letter** | **Visit** |
| Richard Gere | FatherDeceased | Choose an item. | Deceased | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |
| Jodie Foster | Mother | Yes | 07454545454 | Yes - Supervised | Yes - Supervised | Yes - Supervised | 10 Eddison LighthouseTruro |
| Brad Pitt | Brother | No | 07696969699 | Yes - Supervised | Yes - Supervised | Yes - Supervised | Currently in America |
| George Clooney | Uncle | No | 07343343433 | Yes - Supervised | Yes - Supervised | Yes - Supervised | 10 Downing StreetLondon |
| Grace Kelly | Aunt | No | 07232323232 | Yes - Supervised | Yes - Supervised | Yes - Supervised | As above |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. YOUTH JUSTICE ISSUES
 | [Show Guidance](#G_SECTION6) |
| Outstanding Offences (Including dates, places of pending court appearances if known) |
| Date: | **Offence(s)** | **Pending Issues** |
| None | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Summary of Previous Offences |
| Date: | **Offence(s)** | **Outcome** |
| None | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. BEHAVIOURS
 | [Show Guidance](#G_SECTION7) |
| DESCRIPTION OF BEHAVIOUR *(if applicable)* | DETAILS OF BEHAVIOUR (*How and where it took place)* | RISK ASSESSMENT | WHEN( DATE) |
| Violent Behaviours: | Can be verbally aggressive when she is under the influence of alcohol. Not known to be physically aggressive to staff, peers or family. Julia has never been arrested. | Medium Risk | 31/08/2018 |
| Oppositional Behaviours (eg theft): | Does not like being told she cannot do something and will sulk and try and persuade people that she would be alright doing it  | Medium Risk | 31/08/2018 |
| Self Harm & Suicide Attempts: | There is no evidence of self harm | No Risk | 31/08/2018 |
| Substance misuse  | Has been known to be under the influence of Cannabis and Alcohol whilst she is missing from care | High Risk | 31/08/2018 |
| Inappropriate Sexualised Behaviour: | None.  | No Risk | 31/08/2018 |
| Absconding: | Constantly absconding and the periods of time are getting longer (can be up to a week at a time). When she is found or returns to residential she is usually in a dishevelled state | High Risk | 31/08/2018 |
| Vulnerabilities : | High risk of CSE Julia is being exploited by several adult males. Julia is currently a victim of CSE. This behaviour consists of being found with older males in cars, taxi’s and hotel’s.She disclosed that she was sexually assaulted in August 2018, but refused to disclose any further information. | High Risk | 31/08/2018 |
| **Any Behaviour Assessments Completed :** |
| **Date of Assessment** | **By Who :** |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. HEALTH
 | [Show Guidance](#G_SECTION8) |
| Medical Information | Details |
| Current Illness/Injury : | Needs to be tested for any STI’s but she is currently declining this  |
| Current Addiction(s) : | Smokes, cannabis and alcohol |
| Current Smoking Habit : | Cigarettes and cannabis |
| Current Substance Misuse : | Cannabis |
| Current Alcohol Misuse : | Yes – Vodka, Cider and Lager |
| Medical Conditions : | Needs to be tested for any STI’s as she has informed a member of staff she has some discharge |
| Physical Conditions : | None |
| Treatment in last 12 months : | None |
| Current Medication : | None |
| Special Dietary Requirements : | Lactose intolerant |
| Physical conditions suspected but not diagnosed ie Phobias | None |
| Encopretic : | No not as far as I am aware |
| Enuretic : | No not as far as I am aware |
| Glasses wearer : | Julia should wear glasses for Television and computer however refuses to wear them. |
| Hearing impaired : | No |
| Learning Difficulties : | No |
| Epilepsy : | No |
| Diabetes : | No |
| Dental Requirements : | Needs to have a check up with the dentist |

|  |  |
| --- | --- |
| 1. MENTAL HEALTH
 | [Show Guidance](#G_SECTION9) |
| Assessment status | Requested |
| When (*Date)* | 29/08/2018 |
| Where ( for example Police Cell, Mental Health Hospital, A&E etc) : | N/A |
| List known Attempted Suicidal Behaviour or incidents of Self harming (*Including Dates).* | N/A |
| Outcome and follow up treatment | Assessment requested 29/08/18, waiting for CAMHS to arrange an appointment. |
| Previous / Current mental health services involvement :  | InpatientCAMHS(eg Tier 4) | CommunityCAMHS | EatingDisorderservice |
| Offered | Engaged |
| No | Yes | N/A | No |
| Other Mental Health Input : | N/A |
| **Mental health condition(s) diagnosed** |
| **Condition** | **Professional (role not individual)** | **When** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| **Mental health condition suspected but not diagnosed :** |
| **Condition** | **Professional (role not individual)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. EDUCATION
 | [Show Guidance](#G_SECTION10) |
| On School Roll at: | Evergreen School |
| Excluded | No |  |
| Exclusion History | None |  |
| Current Ed.Placement: | Evergreen School |  |
| Contact Name: | Eric Sykes |  |
| Tel.No: | 0192 34456780 |  |
| SEN Statement / EHCP(Please state any other relevant details) | No |  |
| Click here to enter text. |  |

|  |  |
| --- | --- |
| 1. RELIGIOUS / CULTURAL NEEDS
 | [Show Guidance](#G_SECTION11) |
| *Are there any special cultural, religious or ethnic considerations to take into account?*No, follows the Christian calendar |

|  |  |
| --- | --- |
| 1. FURTHER INFORMATION REQUIRED
 | [Show Guidance](#G_SECTION12) |
| **Document** | **Status** |
| Current Local Authority Care Plan(CLA, CP or CiN Plan) | To follow |
| Most Recent SEN Plan(Statement of Special Needs or EHCP) | Doesn't exist |
| Most recent Court Report | To follow |
| Most recent Review | To follow |
| Most recent Planning Meeting | To follow |
| Most recent summary of relevant events | To follow |
| Other relevant information e.g. psych report. Please specify: | None |

|  |  |
| --- | --- |
| 1. ANY OTHER INFORMATION THAT YOU FEEL MAY BE RELEVENT TO THIS REFERRAL
 | [Show Guidance](#G_SECTION13) |
| Click here to enter text. |  |



GUIDANCE NOTES FOR COMPLETION OF REFERRAL FOR SECURE ACCOMMODATION

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM. A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SECTION 1; REFERRERS DETAILS:

* Please complete all information regarding the referred Young Person and reason for referral.
* Date of referral – date that the referral is fully completed and sent to the Secure Welfare Coordination Unit.
* Court that the secure order will be granted from, primary reason for the order must be completed.
* Start Date – please indicate if the placement is required immediately.
* Please indicate if the Young Person is currently in a police cell

([Go back to Section 1 of the Form](#S_SECTION1))

SECTION 2; YOUNG PERSON:

* Please complete all personal information regarding the Young Person
* Height and weight must be completed to give the homes an idea of the stature of the Young Person; this can be an approximate build if exact height and weight is not known.

Please indicate if the referred Young Person is on a child protection register.

CRITERIA INFORMATION

* Criteria Information, I’d suggest you change the first bullet to, ‘The criteria for placements in secure children’s home are set out in section 25 of the Children Act 1989 (where the child is to be placed in England) and section 119 of the Social Services and Well-being (Wales) Act 2014 (where the child is to be placed in Wales). English LAs should also refer to the Children (Secure Accommodation) Regulations 1991 and Volume 4 of the Children Act 1989 Guidance (Chapter 8). Welsh LAs should refer to the Children (Secure Accommodation) (Wales) Regulations 2015 and the Part 6 Code of Practice (Chapter 7).
* Secure Accommodation Orders are made on application to the Family Proceedings Court.
* The 72 hour rule applies in an EMERGENCY, as set out in the Regulations. Social worker should discuss this option with a relevant manger and seek a DIRECTOR’S ORDER (from Director or Deputy Director or Head of service). This can extend to a maximum of 72 hours however may not be subsequently lengthened without a COURT ORDER.
* Local authorities in England must have written permission from the Secretary of State before placing a child under 13 in a secure children’s home. Local authorities in Wales must have written permission from the Welsh Ministers. Young people aged 16 or over must be subject to a Care Order and a Secure Accommodation Order to remain in secure accommodation.

GUIDANCE

* Please indicate if you will be using the 72 hour rule or seeking a Secure Accommodation Order before admission.
* Please indicate if an application for Secretary of State/Welsh Ministers Approval has been submitted and if so has this been granted.

([Go back to Section 2 of the Form](#S_SECTION2))

SECTION 3; KEY CONTACTS:

* Please fill in all boxes with the allocated Social Worker’s details.

([Go back to Section 3 of the Form](#S_SECTION3))

SECTION 4; PLACEMENT HISTORY:

* Please be detailed when providing information regarding previous placements, give dates, incidents, reasons for breakdown etc.
* Give details of alternatives to secure that have been considered. Try to identify reasons for failure or rejection.
* Outline reasons why Young Person is struggling in an open setting, give examples and detail.
* Be specific when describing behaviours.
* Summarise expectations and intentions of a secure placement within the young person’s care plan.
* Give details of proposed exit route from secure accommodation to include type of placement where possible.
* With reference to Young Person’s care plan, outline key requirements of a secure placement, please fill in 3 requirements and indicate if any particular work is required to be undertaken with the Young Person during their time in a secure setting.

([Go back to Section 4 of the Form](#S_SECTION4))

SECTION 5; FAMILY AND SOCIAL RELATIONSHIPS:

* Give details of family and significant others, to include history and upbringing details
* Give details of authorised contact, using relevant code on contact section.

([Go back to Section 5 of the Form](#S_SECTION5))

SECTION 6; YOUTH JUSTICE ISSUES:

* Please fill in all boxes, give as much information as possible in all sections.

([Go back to Section 6 of the Form](#S_SECTION6))

SECTION 7; BEHAVIOURS:

* Please be detailed when providing information regarding each individual behaviour, to include description of the behaviours and possible triggers.
* Give level of risk on each individual behaviour using the risk guide on referral document, indicate the level of risk in the box provided: HIGH = reported to have occurred regularly/daily MEDIUM = likely to occur and has been reported LOW = no reported behaviour and no likelihood of occurrence. Please include dates.

([Go back to Section 7 of the Form](#S_SECTION7))

SECTION 8; HEALTH:

* Please fill in all boxes, give as much information as possible, if not relevant please indicate N/A.
* Any current medication name and dosage must be noted correctly and whether a repeat prescription is required.
* Please supply a recent health record and if relevant any additional health assessments.

([Go back to Section 8 of the Form](#S_SECTION8))

SECTION 9; MENTAL HEALTH:

* Complete section fully
* Assessment completed/started – this should be “yes” if any type of mental health assessment has ever been completed/started, even if not by CAMHS i.e. at A&E, part of care proceedings, in a police cell
* Please indicate which health professional completed this assessment i.e. psychiatrist, psychologist or emergency paediatrician.
* Please complete all drop down boxes, if the Young Person has ever been admitted into a Mental Health provision i.e. Tier 4 bed/hospital the answer to Inpatient CAMHS should be “yes”.
* If the Young Person has been referred to CAMHS, the answer to Community CAMHS should be “yes”, please indicate if the Young Person engaged.
* Please complete all boxes on diagnosed and suspected Mental Health conditions, who these were diagnosed/suspected by and when.

([Go back to Section 9 of the Form](#S_SECTION9))

SECTION 10; EDUCATION:

* Please supply a copy of Young Person’s statement, if in the process state date of completion.
* Please complete all records correctly including current contact name of personal tutor.
* Please state period/s of time non attending.

([Go back to Section 10 of the Form](#S_SECTION10))

SECTION 11; RELIGIOUS/CULTURAL NEEDS:

* Please state if there is any special celebrations that the young person would like to maintain.
* Please state the dietary consideration the Young Person requires to maintain their chosen faith.

([Go back to Section 11 of the Form](#S_SECTION11))

SECTION 12; FURTHER INFORMATION:

* Please note that a copy of required documents MUST be emailed to the National secure Welfare Coordination Unit at referral stage.

([Go back to Section 12 of the Form](#S_SECTION12))

SECTION 13; ANY OTHER INFORMATION THAT MAY BE RELEVANT TO THIS REFERRAL

* Significant others.
* Other legal orders that the young person may be on.
* Further supporting documents required; chronology, care plan, psychological/Mental Health reports and initial/review health assessment.

([Go back to Section 13 of the Form](#S_SECTION13))

FAILURE TO COMPLETE THE REFERRAL FORM CORRENTLY WILL RESULT IN YOUR REFERRAL BEING UNABLE TO BE SENT TO ANY HOMES UNTIL ALL INFORMATION HAS BEEN PROVIDED.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION THEN PLEASE CONTACT THE NATIONAL SECURE WELFARE COORDIANTION UNIT RESPONSIBLE FOR REFERRALS.



Referral for a Secure Children’s Homes (SCH) Placement

Please use this form for placements in a SCH

In England under section 25 of the Children Act 1989, or

In Wales under section 119 of the Social Services and Well-being (Wales) Act 2014.

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM.

A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SAN Referral Form Vr 2.0

|  |  |
| --- | --- |
| 1. REFERRAL
 | [Show Guidance](#G_SECTION1) |
| Date of Referral :  | 07/09/2018 |
| Referring Officer : | M Smith |
| Tel No. : | 01252 3333333 |
| Mob No :  | 07970 3333333 |
| Email : | Anyemail@anywhere.gov.uk |
| Secure Email :  | anyemail@anywhere.gcsx.gov.uk |
| Referring Local Authority : | Hampshire |

|  |  |
| --- | --- |
| Court :  | Family Proceedings Court, Winchester |
| Primary Reason for Order : | Danger to self |
| Start Date : | 07/09/2018 |
| Expected End Date : | 10/12/2018 |
| Extension : | Yes |
| Currently in Police Cell : | No |

|  |  |
| --- | --- |
| 1. YOUNG PERSON (CORE INFORMATION)
 | [Show Guidance](#G_SECTION2) |
| Forename :Minnie | Surname :Mouse |
| Social Care System ID :356254 | Gender :Female: | DoB :14/11/2002 | Age :15 | Height:4 foot 9 inches | Weight :8.5 stone |
| Ethnicity :White - British | Religion :Christian | First LanguageEnglish |
| On Child Protection Register :NoDate :Click here to enter a date. | Legal status :S20 - single period of care | 72 hour placement requested :Yes |
| **For under 13’s (*If applicable)***Secretary of State / Welsh Ministers Approval : |
| Applied for : | N/A |
| Granted : | N/A |

|  |  |
| --- | --- |
| 1. KEY CONTACTS
 | [Show Guidance](#G_SECTION3) |
| **Role** | **Name** | **Tel No.** | **Mob No.** | **Email** |
| **Social Worker:** | M Smith |  01252 3333333333  |  07970 33333333 |  Anyemail@anywhere.gov.uk  |

|  |  |
| --- | --- |
| 1. PLACEMENT HISTORY
 | [Show Guidance](#G_SECTION4) |
| Current Placement: | CLA - Residential | Length in Placement: | Since 10th February 2018 |
| Previous Placement: | CLA - Residential | Length in Placement: | From 2nd July 2016 |

|  |
| --- |
| **Previous Secure Accommodation Placements (most recent first)** |
| **Secure Home** | **Start Date** | **End Date** | **Destination** |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| **Any other previous Secure Accommodation Placements (not listed above) :**  |
| Click here to enter text. |
| Minnie has never been to secure.  |

|  |
| --- |
| Why can’t the young person be accommodated in an open environment? What alternatives to secure have been considered and why have these been rejected?Minnie is currently residing in a children’s residential unit, there is a plan in place that she will move onto supported accommodation, just after her 16th Birthday. Minnie would like to return to the Winchester area which is where her family are, however, for the past 7 months she has been placed in a residential unit out of county for her own safety.Minnie agreed to move out of the area to get away from the people she was spending time with and to see if she could stay off drugs and alcohol, unfortunately this has not been very successful despite the levels of support that have been put in place for her. There was a robust reduction plan in place that Minnie had agreed, to where the support of the staff would be slowly reduced to support Minnie on her journey to independent living. This has not happened due to her missing episodes, alcohol and substance misuse. Minnie has undertaken some work with Catch 22 around substance misuse, engagement has been minimal and she does not always attend appointments, again due to her missing episodes. Minnie has been refusing to engage in any education package that has been put in place for her. She has completed some work with a tutor that has been provided by the Virtual School, however, due to the levels of Minnie’s absconding she is not always there to engage in her education. The Youth Offending Team (YOT) has been involved in completing keep safe and CSE work with her. There has also been work around her offending behaviours and Minnie has engaged with this work as part of her YOT order. Minnie has been reluctant to engage with any mental health services as she has said that she doesn’t feel that she will get anything out of working with them.There are no family members that are able to care for Minnie, as they do not feel they can keep her safe; this has been explored on numerous occasions. Minnie also has stated she did not want to live with any of them. We have approached in excess of 70 care providers, including specialist therapeutic placements, but none of the residential units will take Minnie due to her mental health issues and absconding episodes.  |
| What are the risk factors presented in support of a secure accommodation placement? Which behaviours give cause for concern? (Violence, aggression etc)Minnie has had multiple hospital admissions over the past 2 years, she has been found in an intoxicated state, either by use of alcohol or substances, or under section due to overdoses and concerns for her mental health. She has been found unresponsive on 2 separate occasions in the park where we believe she was drinking with her friends; the most recent incident of this was within the past week.Minnie has a history of absconding for up to a week at a time, she also has a history of absconding with other young people in placement that are much younger than her. Despite the level of staffing that has been put in place to support her she will lose staff if they attempt to follow her, running in front of cars if she feels that she can lose them. There are concerns that she is involved in criminal exploitation and is being used as a drugs mule for them. Concerns also raised about her possibly grooming other young people to become involved in drug running with her. Staff have found drug taking paraphernalia in her bedroom on numerous occasions, they have removed items such as grinders, home made bongs and lots of snap bags are found in her washing basket. When challenged about this Minnie just shrugs her shoulders.Minnie has advised her case worker at Catch 22 that she takes spice, cocaine, Valium, ecstasy, speed, Xanax, crack, MDMA she said that it all depends on what she gets offered but has used most things other than heroin. We would consider Minnie as high risk CSE, Minnie is aware that she has been exploited in the past and is aware of the dangers of this happening again. Minnie has admitted that she will sleep with older men sometimes as old as 28 to 30 years old. She said that they give her drugs and money for sexual favours, Minnie does not see this as her being exploited as she is getting paid in items or money. |
| Summary of present Care Plan.Minnie is to stay in the care of the local authority until the age of 18. There is a plan in place to move her back to an area more local to her family to start a programme of independence work, for when she moves into a semi independent placement. A search continues to try to locate something suitable for her in the local area. It is hoped that she can manage to rebuild some of the relationships with family members.Minnie works well with staff, she engages with professionals most of the time, she gets frustrated that she is 15 and feels that she is constantly monitored as she does not feel that this is needed despite the concerns for her welfare.  |
| Summary of Exit Strategy from the Secure Placement.Semi independent unit will be identified with high levels of staffing and other support services such as Catch 22 to continue to support her once she has been discharged.Therapeutic work will need to continue with Minnie to enable her to work through her feelings of abandonment from her family. |
| **Key Requirements of Requested Placement** |
| **1.**Psychological and Cognitive assessment will need to be carried out to ascertain if there are any other areas of difficulty that she will need assistance with. Therapeutic support, i.e. recommendation for CBT. A more comprehensive assessment will need to be carried out in placement to ensure that there are no other mental health conditions that have been missed, possibly around PTSD linked to early childhood trauma. |
| **2.**Work around substance misuse as a high priority as this is one of our main areas of concern |
| **3.**Minnie will need to complete a comprehensive piece of work around sexual exploitation, grooming etc. and work done around trafficking of people and drugs.  |

|  |  |
| --- | --- |
| 1. FAMILY AND SOCIAL RELATIONSHIPS**.**
 | [Show Guidance](#G_SECTION5) |

|  |
| --- |
| Family Information (Mother, Father, Foster Carers, Guardian, Significant Others?Minnie was not known to the department until 2010 as there were never any concerns raised about her behaviours either at home or school.Minnie came into the care of the local authority after her parents divorce in 2010; both parents are now remarried and have other children. Minnie was finding it very difficult to see where she fits into the family after the birth of her half siblings and her behaviours began to escalate. Both Mrs Mouse and Mr Mouse have a strained relationship with each other and this often causes issues when trying to deal with Minnie’s behaviours as they both blame each other for Minnie’s behaviours. Both parents have a history of being perpetrators of domestic abuse against each other, there has not been any evidence put forward that Minnie was subjected to physical abuse however mother has advised that she has been witness to the domestic abuse that went on. Whilst we do believe that a considerable amount of her behaviours are linked to early childhood trauma within the parental home we cant rule out that there is further information to come to light.Minnie spent some time living with her maternal grandmother however this was unsustainable due to her now living in a warden controlled property which was not suitable for Minnie. Grandmother maintains regular contact with Minnie, however, she was not able to manage her behaviours and keep her safe. Minnie was removed from her care and placed in a residential placement after an altercation where she pushed her grandmother and she fell. Minnie has been very remorseful about this and understands why she was not able to stay with her grandmother. Minnie has made several disclosures of her grandmother using physical chastisement against her, such as her hitting her with her walking stick when she wouldn’t do as she was told, or being made to stand outside in the cold without suitable clothing if she misbehaved, however, she has not been willing to make any statement around these incidents.Since being in residential care Minnie became friends with a boy called Micky who has been known to the local authority and police for some time, he is a prolific drug user and has a history of grooming underage girls. Minnie became acquainted with him after she befriended some of the local homeless community when she was absconding.Micky has encouraged her to go missing from placement and the police have located her at his property on numerous occasions. The local authority have taken this to court and served him with harbouring notices and a non molestation order. Minnie was noted, on several occasions, to have returned from missing incidents with bruising she was unable to, or unwilling, to explain to staff.Minnie was placed out of county regarding concerns for her welfare due to the number of times she was absconding and her escalating substance misuse. It was hoped that by moving her out of area that we would manage to keep her safe from Micky, however, since being moved out of area she has become acquainted with other like minded people and the cycle of substance misuse and absconding has continued.There has now been an escalation in antisocial behaviours, she has received an ABC from the police that now means that she is not allowed to enter the town centre without staff accompanying her, due to her levels of behaviours and assaults on security staff.Minnie has continued to abscond to be with her friends rather than staying in her placement. She is still going missing for days at a time; though she does answer her phone she will refuse to let staff know where she is or who she is with.Minnie is a very friendly girl who loves animals; she is able to work with professionals to complete small pieces of work. She loves to go to the beach and collect items that she later uses for craft activities. She has said that she would like to go to college to study art next year if possible.Placement HistoryPlaced with Maternal Grandmother from July 2010 to August 2011Foster placement in Basingstoke from August 2011 to March 2013Foster Placement Newbury from March 2013 to April 2015Residential Placement July 2016 to February 2018 |
| **Approved Contacts for Young Person :** |
| **Name** | **Relationship** | **PR** | **Preferred Contact No.** | **Contact Method** | **Address** |
| **Phone** | **Letter** | **Visit** |
| Mrs Mouse | Grandma | No | 11112212121 | Yes | Yes | Yes | Click here to enter text. |
| Mr Mouse | Father | Yes | 11112221212 | Yes | Yes | Yes | Click here to enter text. |
| Miss Mouse | Sister | No | 111121221111 | Yes | Yes | Yes | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. YOUTH JUSTICE ISSUES
 | [Show Guidance](#G_SECTION6) |
| Outstanding Offences (Including dates, places of pending court appearances if known) |
| Date: | **Offence(s)** | **Pending Issues** |
| 01/07/2018 | Theft | Summons no court date |
| 02/06/2018 | Theft Shop  | Under investigation |
| 03/05/2018 | Affray | Summons await court date |
| 13/05/2018 | Criminal damage | At court 29/08/2018 |
| 15/04/2018 | Theft shoplifting | Summons no court date |
| Summary of Previous Offences |
| Date: | **Offence(s)** | **Outcome** |
| 04/05/2016 | Disorderly conduct | Withdrawn secure  |
| 29/02/2016 | theft | Absolute discharge |
| 02/01/2016 | Disorderly conduct | Absolute discharge |
| 24/07/2017 | Criminal Damage | Absolute discharge  |
| 23/07/2018 | Criminal Damage | Absolute discharge  |

|  |  |
| --- | --- |
| 1. BEHAVIOURS
 | [Show Guidance](#G_SECTION7) |
| DESCRIPTION OF BEHAVIOUR *(if applicable)* | DETAILS OF BEHAVIOUR (*How and where it took place)* | RISK ASSESSMENT | WHEN( DATE) |
| Violent Behaviours: | For the most part Minnie will be verbally abusive and damage to property if she is not getting her own way. There was an incident of assault against her grandmother when Minnie pushed her; however, there have not been any other incidents of this sort since.  | Low Risk | 20/08/2018 |
| Oppositional Behaviours (eg theft): | Minnie has many oppositional behaviour traits, she finds it hard to take direction from professionals, she does have coping strategies and however needs to be reminded to use these.Minnie often loses her temper she does appear to have issues regulating her behaviours Theft – Minnie has been arrested for shoplifting and antisocial behaviours and damaging property  | High Risk | 20/08/2018 |
| Self-Harm & Suicide Attempts: | Minnie does in our opinion self harm, however, she does this with the use of alcohol and other substances. She will run in front of oncoming cars to lose staff if they are following her. She has threatened to jump off a bridge that resulted in her being sectioned for an assessment. Minnie often states she does not care if she dies.There was an occasion when Minnie was taken to the hospital as she took an overdose of paracetamol. Minnie stated she did this after having an argument with a friend, though realised afterwards that she shouldn’t have done so. | High Risk | 20/08/2018 |
| Substance misuse  | Minnie uses substances such as cannabis on a regular basis. She has advised that she has also been given other substances such as Spice, MDMA, Xanax and cocaine.  | High Risk | 20/08/2018 |
| Inappropriate Sexualised Behaviour: | None known | Low Risk | 20/08/2018 |
| Absconding: | Regular absconder, more than 50 missing episodes in the past 6 months for up to a week at a time | High Risk | 20/08/2018 |
| Vulnerabilities : | Minnie going missing There is risk of CSE Minnie may misuse substances/alcohol.Minnie gaining access to drugs or Alcohol and returning to the house with illegal substances. Minnie spending time with high risk individuals. Minnie being upset and not managing her behaviors.  | High Risk | 20/08/2018 |
| **Any Behaviour Assessments Completed :** |
| **Date of Assessment** | **By Who :** |
| 07/09/2018 | There are no assessments regarding behaviour.  |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. HEALTH
 | [Show Guidance](#G_SECTION8) |
| Medical Information | Details |
| Current Illness/Injury : | Asthma  |
| Current Addiction(s) : | None |
| Current Smoking Habit : | Smoker  |
| Current Substance Misuse : | Minnie is a regular cannabis user however states that she has been given substances such as MDMA, Xanax, Valium and Cocaine. |
| Current Alcohol Misuse : | Yes drinks a high volume of wine per day. Normally white wine. States will drink most things.  |
| Medical Conditions : | Asthma, PTSD, ASD |
| Physical Conditions : | None |
| Treatment in last 12 months : | Treatment for an overdose 7/5/18 |
| Current Medication : | None |
| Special Dietary Requirements : | None |
| Physical conditions suspected but not diagnosed ie Phobias | None |
| Encopretic : | No |
| Enuretic : | No |
| Glasses wearer : | No |
| Hearing impaired : | No |
| Learning Difficulties : | Possible global developmental delay |
| Epilepsy : | No |
| Diabetes : | No |
| Dental Requirements : | No |

|  |  |
| --- | --- |
| 1. MENTAL HEALTH
 | [Show Guidance](#G_SECTION9) |
| Assessment status | Completed |
| When (*Date)* | 20/08/2018 |
| Where ( for example Police Cell, Mental Health Hospital, A&E etc) : | Hospital - clinical child psychologist |
| List known Attempted Suicidal Behaviour or incidents of Self harming (*Including Dates).* | 07/05/18 - Minnie was been taken to hospital in a distressed state after she advised care staff that she took an overdose of paracetamol. Her bloods were tested and did show that there were high levels in her blood. Minnie said that she did want to kill herself after she had an argument with a friend however after she took the tablets she realised that she shouldn’t of taken them. She was treated then released back into the care of the residential staff with a follow up CAMHS appointment.Minnie has been taken to hospital on 4 occasions being highly intoxicated to the point of passing out. Minnie stated that she was just drinking on these occasions and did not do it with the intent to cause herself harm.15/08/18 - Minnie was taken to the hospital for an assessment, she had threatened to jump off a bridge, after the police detained her under the mental health act, she refused to engage in the assessment process so was sectioned whilst the assessment took place. It concluded that her issues were trauma based and that there was no need for further in house treatment as the issue is not mental health related.  |
| Outcome and follow up treatment | Not known at present.  |
| Previous / Current mental health services involvement :  | InpatientCAMHS(eg Tier 4) | CommunityCAMHS | EatingDisorderservice |
| Offered | Engaged |
| Yes | Yes | Yes | No |
| Other Mental Health Input : | None at present  |
| **Mental health condition(s) diagnosed** |
| **Condition** | **Professional (role not individual)** | **When** |
| PTSD | Clinical child psychologist | 20/08/2018 |
| ASD | Clinical child Psychologist | 20/08/2018 |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| **Mental health condition suspected but not diagnosed :** |
| **Condition** | **Professional (role not individual)** |
| Issues related to trauma, loss and neglect  | Social Worker |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. EDUCATION
 | [Show Guidance](#G_SECTION10) |
| On School Roll at: | Basingstoke School Plus |
| Excluded | Yes |  |
| Exclusion History | Has not attended any school since she was enrolled |  |
| Current Ed.Placement: | Is undertaking some work with a tutor in her placement as is refusing to attend her educational provision |  |
| Contact Name: | Basingstoke School Plus |  |
| Tel.No: | 111122256545 |  |
| SEN Statement / EHCP(Please state any other relevant details) | Yes |  |
| Click here to enter text. |  |

|  |  |
| --- | --- |
| 1. RELIGIOUS / CULTURAL NEEDS
 | [Show Guidance](#G_SECTION11) |
| *Are there any special cultural, religious or ethnic considerations to take into account?*Follows a Christian calendar |

|  |  |
| --- | --- |
| 1. FURTHER INFORMATION REQUIRED
 | [Show Guidance](#G_SECTION12) |
| **Document** | **Status** |
| Current Local Authority Care Plan(CLA, CP or CiN Plan) | To follow |
| Most Recent SEN Plan(Statement of Special Needs or EHCP) | Doesn't exist |
| Most recent Court Report | To follow |
| Most recent Review | To follow |
| Most recent Planning Meeting | To follow |
| Most recent summary of relevant events | To follow |
| Other relevant information e.g. psych report. Please specify: | N/A |

|  |  |
| --- | --- |
| 1. ANY OTHER INFORMATION THAT YOU FEEL MAY BE RELEVENT TO THIS REFERRAL
 | [Show Guidance](#G_SECTION13) |
| No not at present  |  |



GUIDANCE NOTES FOR COMPLETION OF REFERRAL FOR SECURE ACCOMMODATION

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM. A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SECTION 1; REFERRERS DETAILS:

* Please complete all information regarding the referred Young Person and reason for referral.
* Date of referral – date that the referral is fully completed and sent to the Secure Welfare Coordination Unit.
* Court that the secure order will be granted from, primary reason for the order must be completed.
* Start Date – please indicate if the placement is required immediately.
* Please indicate if the Young Person is currently in a police cell

([Go back to Section 1 of the Form](#S_SECTION1))

SECTION 2; YOUNG PERSON:

* Please complete all personal information regarding the Young Person
* Height and weight must be completed to give the homes an idea of the stature of the Young Person; this can be an approximate build if exact height and weight is not known.

Please indicate if the referred Young Person is on a child protection register.

CRITERIA INFORMATION

* Criteria Information, I’d suggest you change the first bullet to, ‘The criteria for placements in secure children’s home are set out in section 25 of the Children Act 1989 (where the child is to be placed in England) and section 119 of the Social Services and Well-being (Wales) Act 2014 (where the child is to be placed in Wales). English LAs should also refer to the Children (Secure Accommodation) Regulations 1991 and Volume 4 of the Children Act 1989 Guidance (Chapter 8). Welsh LAs should refer to the Children (Secure Accommodation) (Wales) Regulations 2015 and the Part 6 Code of Practice (Chapter 7).
* Secure Accommodation Orders are made on application to the Family Proceedings Court.
* The 72 hour rule applies in an EMERGENCY, as set out in the Regulations. Social worker should discuss this option with a relevant manger and seek a DIRECTOR’S ORDER (from Director or Deputy Director or Head of service). This can extend to a maximum of 72 hours however may not be subsequently lengthened without a COURT ORDER.
* Local authorities in England must have written permission from the Secretary of State before placing a child under 13 in a secure children’s home. Local authorities in Wales must have written permission from the Welsh Ministers. Young people aged 16 or over must be subject to a Care Order and a Secure Accommodation Order to remain in secure accommodation.

GUIDANCE

* Please indicate if you will be using the 72 hour rule or seeking a Secure Accommodation Order before admission.
* Please indicate if an application for Secretary of State/Welsh Ministers Approval has been submitted and if so this has been granted.

([Go back to Section 2 of the Form](#S_SECTION2))

SECTION 3; KEY CONTACTS:

* Please fill in all boxes with the allocated Social Worker’s details.

([Go back to Section 3 of the Form](#S_SECTION3))

SECTION 4; PLACEMENT HISTORY:

* Please be detailed when providing information regarding previous placements, give dates, incidents, reasons for breakdown etc.
* Give details of alternatives to secure that have been considered. Try to identify reasons for failure or rejection.
* Outline reasons why Young Person is struggling in an open setting, give examples and detail.
* Be specific when describing behaviours.
* Summarise expectations and intentions of a secure placement within the young person’s care plan.
* Give details of proposed exit route from secure accommodation to include type of placement where possible.
* With reference to Young Person’s care plan, outline key requirements of a secure placement, please fill in 3 requirements and indicate if any particular work is required to be undertaken with the Young Person during their time in a secure setting.

([Go back to Section 4 of the Form](#S_SECTION4))

SECTION 5; FAMILY AND SOCIAL RELATIONSHIPS:

* Give details of family and significant others, to include history and upbringing details
* Give details of authorised contact, using relevant code on contact section.

([Go back to Section 5 of the Form](#S_SECTION5))

SECTION 6; YOUTH JUSTICE ISSUES:

* Please fill in all boxes, give as much information as possible in all sections.

([Go back to Section 6 of the Form](#S_SECTION6))

SECTION 7; BEHAVIOURS:

* Please be detailed when providing information regarding each individual behaviour, to include description of the behaviours and possible triggers.
* Give level of risk on each individual behaviour using the risk guide on referral document, indicate the level of risk in the box provided: HIGH = reported to have occurred regularly/daily MEDIUM = likely to occur and has been reported LOW = no reported behaviour and no likelihood of occurrence. Please include dates.

([Go back to Section 7 of the Form](#S_SECTION7))

SECTION 8; HEALTH:

* Please fill in all boxes, give as much information as possible, if not relevant please indicate N/A.
* Any current medication name and dosage must be noted correctly and whether a repeat prescription is required.
* Please supply a recent health record and if relevant any additional health assessments.

([Go back to Section 8 of the Form](#S_SECTION8))

SECTION 9; MENTAL HEALTH:

* Complete section fully
* Assessment completed/started – this should be “yes” if any type of mental health assessment has ever been completed/started, even if not by CAMHS i.e. at A&E, part of care proceedings, in a police cell
* Please indicate which health professional completed this assessment i.e. psychiatrist, psychologist or emergency paediatrician.
* Please complete all drop down boxes, if the Young Person has ever been admitted into a Mental Health provision i.e. Tier 4 bed/hospital the answer to Inpatient CAMHS should be “yes”.
* If the Young Person has been referred to CAMHS, the answer to Community CAMHS should be “yes”, please indicate if the Young Person engaged.
* Please complete all boxes on diagnosed and suspected Mental Health conditions, who these were diagnosed/suspected by and when.

([Go back to Section 9 of the Form](#S_SECTION9))

SECTION 10; EDUCATION:

* Please supply a copy of Young Person’s statement, if in the process state date of completion.
* Please complete all records correctly including current contact name of personal tutor.
* Please state period/s of time non attending.

([Go back to Section 10 of the Form](#S_SECTION10))

SECTION 11; RELIGIOUS/CULTURAL NEEDS:

* Please state if there is any special celebrations that the young person would like to maintain.
* Please state the dietary consideration the Young Person requires to maintain their chosen faith.

([Go back to Section 11 of the Form](#S_SECTION11))

SECTION 12; FURTHER INFORMATION:

* Please note that a copy of required documents MUST be emailed to the National secure Welfare Coordination Unit at referral stage.

([Go back to Section 12 of the Form](#S_SECTION12))

SECTION 13; ANY OTHER INFORMATION THAT MAY BE RELEVANT TO THIS REFERRAL

* Significant others.
* Other legal orders that the young person may be on.
* Further supporting documents required; chronology, care plan, psychological/Mental Health reports and initial/review health assessment.

([Go back to Section 13 of the Form](#S_SECTION13))

FAILURE TO COMPLETE THE REFERRAL FORM CORRENTLY WILL RESULT IN YOUR REFERRAL BEING UNABLE TO BE SENT TO ANY HOMES UNTIL ALL INFORMATION HAS BEEN PROVIDED.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION THEN PLEASE CONTACT THE NATIONAL SECURE WELFARE COORDIANTION UNIT RESPONSIBLE FOR REFERRALS.



Referral for a Secure Children’s Homes (SCH) Placement

Please use this form for placements in a SCH

In England under section 25 of the Children Act 1989, or

in Wales under section 119 of the Social Services and Well-being (Wales) Act 2014.

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM.

A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SAN Referral Form Vr 2.0

|  |  |
| --- | --- |
| 1. REFERRAL
 | [Show Guidance](#G_SECTION1) |
| Date of Referral :  | 04/09/2018 |
| Referring Officer : | Lily Savage |
| Tel No. : | 02200773619 |
| Mob No :  | 07777777777 |
| Email : | Lily.savage@lidl.gov.uk |
| Secure Email :  | Click here to enter text. |
| Referring Local Authority : | Hampshire |

|  |  |
| --- | --- |
| Court :  | Southampton  |
| Primary Reason for Order : | Danger to others |
| Start Date : | 04/09/2018 |
| Expected End Date : | Click here to enter a date. |
| Extension : | Choose an item. |
| Currently in Police Cell : | No |

|  |  |
| --- | --- |
| 1. YOUNG PERSON (CORE INFORMATION)
 | [Show Guidance](#G_SECTION2) |
| Forename :Michael  | Surname :Jackson |
| Social Care System ID :222310 | Gender :Male: | DoB :26/07/2003 | Age :15 | Height:5ft 9 | Weight :10 stone |
| Ethnicity :White - British | Religion :Christian | First LanguageEnglish |
| On Child Protection Register :NoDate :Click here to enter a date. | Legal status :Full Care Order | 72 hour placement requested :Yes |
| **For under 13’s (*If applicable)***Secretary of State / Welsh Ministers Approval : |
| Applied for : | N/A |
| Granted : | N/A |

|  |  |
| --- | --- |
| 1. KEY CONTACTS
 | [Show Guidance](#G_SECTION3) |
| **Role** | **Name** | **Tel No.** | **Mob No.** | **Email** |
| **Social Worker:** | Lily Savage | 02200773619 | 077777777777 | Lily.savage@lidl.gov.uk |

|  |  |
| --- | --- |
| 1. PLACEMENT HISTORY
 | [Show Guidance](#G_SECTION4) |
| Current Placement: | CLA - Residential | Length in Placement: | Started 28/08/18 – 8 days |
| Previous Placement: | CLA - Residential | Length in Placement: | 14/06/18 – 28/08/18 – 2 months 14 days |

|  |
| --- |
| **Previous Secure Accommodation Placements (most recent first)** |
| **Secure Home** | **Start Date** | **End Date** | **Destination** |
| Vinney Green | 31/12/2017 | 14/06/2018 | Residential Home |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| Choose an item. | Click here to enter a date. | Click here to enter a date. | Choose an item. |
| **Any other previous Secure Accommodation Placements (not listed above) :**  |
| Click here to enter text. |

|  |
| --- |
| Why can’t the young person be accommodated in an open environment? What alternatives to secure have been considered and why have these been rejected?Michael has had two periods of local authority care (first when he was removed from his birth mother and was subsequently adopted) and again since July 2016. Since this time he has had various foster and residential placements, all of which have broken down due to his aggressive behaviours, offending and his absconding. He has also had a period on remand to Vinney Green for assault on a young person, possession and supplying of Class A drugs.His current placement has broken down due to him being arrested for assault on a member of staff who had to be admitted to hospital due to receiving a broken nose and criminal damage to the property.A search of residential homes has been completed but they consider Michael too high a risk and have declined his referral. |
| What are the risk factors presented in support of a secure accommodation placement? Which behaviours give cause for concern? (Violence, aggression etc)Physical aggression towards staff and peers and also in the community. Constant absconderMichael tends to hang around with people who are older than him and who are criminally exploiting him. It is not known if he is gang affiliated however several of the people he associates with are known to police intelligence to be part of the Organised Criminal Gang (OCG) who are currently working in the area and have come down from London, but seem to have links all over the country.Constant absconding to London and whereabouts unknown or who he is associating with. Has been found when missing in Exeter in Devon potentially running county lines.Carries a knife which he informs is for his protectionUse of Cannabis |
| Summary of present Care Plan.The present Care Plan is for him to remain in Local Authority Care until he is 18. A transition plan will be initiated when he is 16 to assist towards transition to independent living. |
| Summary of Exit Strategy from the Secure Placement.The LA will seek a therapeutic residential placement for when he is released from Secure. It is hoped that this can be identified a couple of months before his release so that a transition plan can be put into place to aid a smooth transition. |
| **Key Requirements of Requested Placement** |
| **1.**To address the risks of gang association. Michael is known to be involved with members of an organised criminal gang. Self-protective factors will need to be encouraged and developed. This will also need to address risks associated with drug dealing. Michael sees this as a glamourous lifestyle. Michael would also benefit with support around his own cannabis use.  |
| **2.**Assessments to be completed around his mental health which can be undertaken by CAMHS or privately  |
| **3.**Engagement with reparative work in relation to his offending behaviour. Understanding that there are consequences to the choices he makes and the behaviours he displays.  |

|  |  |
| --- | --- |
| 1. FAMILY AND SOCIAL RELATIONSHIPS**.**
 | [Show Guidance](#G_SECTION5) |

|  |
| --- |
| Family Information (Mother, Father, Foster Carers, Guardian, Significant Others?Michael has been known to the local authority since just after his birth, this was due to his mother’s difficulties with mental health and also her use of cannabis.Michael’s mother has had numerous partners which has caused confusion to Michael as these changed on a weekly basis, so he has never known a constant father figure in his life. Michael has never really known his birth father as he was sent to prison for murder whilst Michael was a baby and is currently serving a life sentence. Michael, when he was younger, was taken to the prison for visits but this has not happened since he was 2 years old, which was when he became a looked after child.Michael was removed from his mother’s care at the age of 2 years due to her mental health deteriorating and her leaving him unattended with one of her partners who was a known sex offender.Michael was initially placed in foster care. Care proceedings took place and a decision was made to look an adoption plan for him. Potential adopters were identified on 13th January 2006 and he was placed with them. An adoption order was granted in January 2007.Michael’s referral was then closed to the local authority.In 2015 a referral was received from school regarding Michael’s behaviour; he was not attending school, had been aggressive to some of his peers and had been excluded on a short term basis.Contact was made with his parents who were informed that they had been struggling with his behaviours for about a year. He has gone from being a straight A student to not attending school and hanging around with older young people. He had started to be aggressive at home as well as during school.Support was brought in to work with the family; however, in July 2016 the parents requested that he be accommodated after an assault on his father which resulted in his father being admitted to hospital with a broken leg.Michael was placed in foster care on 15th July 2016 where initially Michael seemed to be settled, however, in September 2016 the carers asked for him to be removed as he was constantly missing and returning home under the influence of cannabis. They could not keep him safe and he had also started to show aggression to their younger child, which consisted of pushing and hitting. He also seemed to have a lot of money and new clothes.On 26th September 2016 Michael was placed in a local authority residential home, however, Michael never settled and was constantly missing. When he was at the home he was being aggressive toward staff and peers. Notice was given, at the placement, due to an assault on the manager of the home which resulted in him having badly bruised ribs and having to take time off work.An emergency respite placement was found with foster carers whilst another placement was sourced. An outward bound placement was found in Wales on 5th October 2016 for 6 weeks which was extended for a further couple of weeks as another residential placement had been found, but would not be available until beginning of December. Whilst in the outward bound placement, Michael seemed to enjoy taking part in outside activities and there was no absconding and only minor verbal aggressionOn 1st December 2016 Michael was moved to another residential home just outside of Southampton, initially he settled as he was away from his old friends, however, in January 2017 he started to go missing on a daily basis and eventually the home gave 28 days notice on 23rd February 2017.On 23rd March 2017 he was moved to another residential within the Southampton area as an out of county placement could not be found. Michael again initially settled well, however, again started to go missing and eventually never returned to the home in the middle of August 2017.Police carried out searches for him but there were no sightings. A recovery order was issued.Michael was arrested in Somerset on 28th December after a drugs raid on a home by police. Michael was found to be in possession of a large amount of money, a large amount of class A & B drugs and a bladed weapon. Michael was arrested and detained in a police cell until he could go to court. At Court he was sentenced to a 1 year DTO at Vinney Green.When initially placed in Vinney he was rebellious, constantly challenged the staff and would not take part in education, however, he began to settle and reached Silver Level of achievements; he had started to attend education and was doing very well.Michael was released from Vinney on14th June 2018 and accommodated in Wales with the Wilderness Project (activity environment), this was for a period of 3 months. Michael again seemed to settle well and took part in all the activities however he started to abscond from the placement although always returned after a couple of days and seemed to be under the influence of cannabis but on 31st August 2018 he absconded whilst in the local town with staff, he was seen getting into a car with two older men and is still currently missing. It is thought that on the occasions he absconded prior to this date he met up with older men and is being criminally exploited.Michael enjoys taking part in physical activities he is especially good at canoeing, he is a very good footballer and he likes rebuilding motor bikes or doing anything mechanical. He has a terrific sense of humour and has engaged well with myself.Since he has been released from Vinney his aggression has not been as prevalent, he is still verbally aggressive if it he is asked to do something he does not want to do, however, his physical aggression has diminished. |
| **Approved Contacts for Young Person :** |
| **Name** | **Relationship** | **PR** | **Preferred Contact No.** | **Contact Method** | **Address** |
| **Phone** | **Letter** | **Visit** |
| Minnie Mouse |  Adopted Mum | Yes | 07779993331 | Yes - Supervised | Yes - Supervised | Yes - Supervised | Southampton |
| Donald Duck | Adopted Dad | Yes | As above | Yes - Supervised | Yes - Supervised | Yes - Supervised | As above |
| Luke Skewalker | Adopted Brother | No | 07979797979 | Yes - Supervised | No | Yes - Supervised | As above |
| Maid Marion | Adopted Sister | No | 07227722777 | Yes | No | Yes | As above |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. YOUTH JUSTICE ISSUES
 | [Show Guidance](#G_SECTION6) |
| Outstanding Offences (Including dates, places of pending court appearances if known) |
| Date: | **Offence(s)** | **Pending Issues** |
| 03/09/2018 | Assault and possession | Under investigation |
| 28/08/2018 | Possession with intent to supply | Under Investigation |
| 26/07/2018 | Aggravated burglary | Awaiting court date |
| 20/06/2018 | Possession of Cannabis | Court date 14/09/18 |
| Click here to enter a date. | More offences in Section 13 | Click here to enter text. |
| Summary of Previous Offences |
| Date: | **Offence(s)** | **Outcome** |
| 31/12/2017 | Possession of Class A & B drugs and breach of YRO & possession of a dangerous weapon | DTO 1 year |
| 31/12/2017 | Assault of a police officer | As above |
| 14/10/2017 | Assault | YRO extended |
| 03/10/2017 | Possession of a bladed article | 6 month YRO |
| 20/04/2017 | Aggravated vehicle taking and other motoring offences | YRO |

|  |  |
| --- | --- |
| 1. BEHAVIOURS
 | [Show Guidance](#G_SECTION7) |
| DESCRIPTION OF BEHAVIOUR *(if applicable)* | DETAILS OF BEHAVIOUR (*How and where it took place)* | RISK ASSESSMENT | WHEN( DATE) |
| Violent Behaviours: | Physical aggression towards staff and members of the public by hitting, kicking and the use of weapons; he also causes damage to the property. He can be verbally abusive, but this was more so before he was placed in Vinney Green | High Risk | 04/09/2018 |
| Oppositional Behaviours (eg theft): | Michael can be verbally confrontational and has a tendency to swear. He will make threats to hit out at others.Michael has had physical altercations, such as punching and kicking with children at school, but this was when he was around 11/12 years of age. Michael can be argumentative and will strive to make his voice heard. He will attempt to “make deals” or negotiate a different alternative to any rules or boundaries seeking to be implemented. Michael will push and challenge most boundaries in place and dislikes those he feels are authoritative and as such will always seek to argue his case.  | High Risk | 04/09/2018 |
| Self Harm & Suicide Attempts: | None known | No Risk | 04/09/2018 |
| Substance misuse  | Michael is known to smoke cannabis on a daily basis and we believe he is being supplied this by the OCG in payment for running errands/ taking part in running county lines. It is unknown whether he has used any other substances. | High Risk | 04/09/2018 |
| Inappropriate Sexualised Behaviour: | None known | No Risk | 04/09/2018 |
| Absconding: | Michael is a constant absconder  | High Risk | 04/09/2018 |
| Vulnerabilities : | When Michael absconds it is not known who all the people he associates with are and is at risk of criminal exploitation | High Risk | 04/09/2018 |
| **Any Behaviour Assessments Completed :** |
| **Date of Assessment** | **By Who :** |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. HEALTH
 | [Show Guidance](#G_SECTION8) |
| Medical Information | Details |
| Current Illness/Injury : | None known |
| Current Addiction(s) : | Cannabis |
| Current Smoking Habit : | Cannabis and cigarettes |
| Current Substance Misuse : | Cannabis – unknown for other substances |
| Current Alcohol Misuse : | Possible use of alcohol but has never been seen to be under the influence |
| Medical Conditions : | Hayfever |
| Physical Conditions : | Attachment Difficulties, ADHD |
| Treatment in last 12 months : | None |
| Current Medication : | Inhaler and medication for his ADHD which he is not currently taking |
| Special Dietary Requirements : | None |
| Physical conditions suspected but not diagnosed ie Phobias | None |
| Encopretic : | No |
| Enuretic : | No |
| Glasses wearer : | No |
| Hearing impaired : | No |
| Learning Difficulties : | No |
| Epilepsy : | No |
| Diabetes : | No |
| Dental Requirements : | No |

|  |  |
| --- | --- |
| 1. MENTAL HEALTH
 | [Show Guidance](#G_SECTION9) |
| Assessment status | Completed |
| When (*Date)* | 18/01/2018 |
| Where ( for example Police Cell, Mental Health Hospital, A&E etc) : | Vinney Green by their mental health team psychologist |
| List known Attempted Suicidal Behaviour or incidents of Self harming (*Including Dates).* | None |
| Outcome and follow up treatment | None |
| Previous / Current mental health services involvement :  | InpatientCAMHS(eg Tier 4) | CommunityCAMHS | EatingDisorderservice |
| Offered | Engaged |
| No | Yes | No | No |
| Other Mental Health Input : | Has had previous mental health assessments and was diagnosed with the conditions below |
| **Mental health condition(s) diagnosed** |
| **Condition** | **Professional (role not individual)** | **When** |
| Attachment Difficulties | Psychiatrist | 01/07/2015 |
| ADHD | Psychiatrist | 19/08/2016 |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| **Mental health condition suspected but not diagnosed :** |
| **Condition** | **Professional (role not individual)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

|  |  |
| --- | --- |
| 1. EDUCATION
 | [Show Guidance](#G_SECTION10) |
| On School Roll at: | Currently not on a school roll. The local authority have been trying to identify a school since his release from Vinney, but he currently should be undertaking tutoring by a home tutor within his residential placement; due to him being constantly missing this has not happened |
| Excluded | Yes |  |
| Exclusion History | Short term exclusions |  |
| Current Ed.Placement: | Currently should be having home tutoring within his residential home |  |
| Contact Name: | Mrs Doubtfire |  |
| Tel.No: | 07888666999 |  |
| SEN Statement / EHCP(Please state any other relevant details) | No |  |
| Click here to enter text. |  |

|  |  |
| --- | --- |
| 1. RELIGIOUS / CULTURAL NEEDS
 | [Show Guidance](#G_SECTION11) |
| *Are there any special cultural, religious or ethnic considerations to take into account?*Celebrates his birthday and Christmas |

|  |  |
| --- | --- |
| 1. FURTHER INFORMATION REQUIRED
 | [Show Guidance](#G_SECTION12) |
| **Document** | **Status** |
| Current Local Authority Care Plan(CLA, CP or CiN Plan) | To follow |
| Most Recent SEN Plan(Statement of Special Needs or EHCP) | To follow |
| Most recent Court Report | To follow |
| Most recent Review | To follow |
| Most recent Planning Meeting | To follow |
| Most recent summary of relevant events | To follow |
| Other relevant information e.g. psych report. Please specify: | To follow |

|  |  |
| --- | --- |
| 1. ANY OTHER INFORMATION THAT YOU FEEL MAY BE RELEVENT TO THIS REFERRAL
 | [Show Guidance](#G_SECTION13) |
| Further Offending

|  |  |  |  |
| --- | --- | --- | --- |
| 03/01/2017 00:00 | Possess a controlled drug of Class A - Heroin |   |   |
| 03/01/2017 00:00 | Possess a controlled drug of Class A - Crack Cocaine |   |   |
| 03/01/2017 00:00 | Breach of Conditional Discharge - Other (4) |   | Youth Rehabilitation Order |
| 30/09/2016 00:00 | Obstruct / resist a constable in execution of duty |   | Conditional Discharge |
| 26/08/2016 00:00 | Use threatening / abusive / insulting words / behaviour to cause harassment / alarm / distress |   | Conditional Discharge |
| 25/08/2016 00:00 | Conspire to destroy / damage property of a value unknown |   | Conditional Discharge |
| 06/11/2015 00:00 | Non Offence 0 |   | Order Revoked |
| 21/10/2015 00:00 | Destroy / damage property of a value unknown |   | Youth Rehabilitation Order |
| 16/09/2015 00:00 | Commission of further offence whilst subject to a Conditional Discharge |   | Youth Rehabilitation Order |
| 16/09/2015 00:00 | Destroy / damage property of a value unknown |   | Youth Rehabilitation Order |
| 01/09/2015 00:00 | Theft of pedal cycle |   | Youth Rehabilitation Order |
| 01/09/2015 00:00 | Common assault |   | Youth Rehabilitation Order |
| 01/09/2015 00:00 | Destroy / damage property of a value unknown |   | Youth Rehabilitation Order |
| 06/08/2015 00:00 | Use threatening / abusive / insulting words / behaviour to cause harassment / alarm / distress |   | Conditional Discharge |
| 08/05/2015 00:00 | Destroy / damage property of a value unknown |   | Absolute Discharge |
| 01/04/2015 00:00 | Destroy / damage property of a value unknown |   | Youth Restorative Disposal |
| 17/03/2015 00:00 | Possess cannabis - a class C |   | Youth Cannabis Warning |
| 02/02/2015 18:15 | Theft from a shop | 02/02/2015 | Youth Caution |
| 19/06/2014 00:00 | Non Offence 0 |   | Order Revoked |
| 21/05/2014 00:00 | Destroy / damage property of a value unknown |   | Referral Order |
| 17/05/2014 00:00 | Destroy / damage property of a value unknown |   | Referral Order |
| 28/02/2014 00:00 | Assault by beating | 28/02/2014 | Found Not Guilty |
| 31/01/2014 00:00 | Non Offence 0 |   | Order Revoked |
| 17/01/2014 11:30 | Destroy / damage property of a value unknown | 17/01/2014 | Referral Order |
| 19/11/2013 00:00 | Violent disorder |   | Referral Order |
| 18/11/2013 00:00 | Use threatening / abusive words / behaviour or disorderly behaviour likely to cause harassment, alarm or distress | 18/11/2013 | Immediate Charge/Police Prosecution |
| 08/09/2013 00:00 | Use threatening / abusive words / behaviour or disorderly behaviour likely to cause harassment, alarm or distress | 08/09/2013 | Referral Order |
| 07/08/2013 18:40 | Theft from a shop | 07/08/2013 | Absolute Discharge |
| 18/05/2013 20:15 | Possess knife blade / sharp pointed article in a public place - Criminal Justice Act 1988 | 18/05/2013 | Youth Caution |
| 14/05/2013 15:20 | Common assault | 02/06/2013 | Youth Restorative Disposal |

 |  |



GUIDANCE NOTES FOR COMPLETION OF REFERRAL FOR SECURE ACCOMMODATION

PLEASE FILL IN ALL BOXES ON THE REFERRAL FORM. A CARE PLAN MUST BE SENT TO THE SECURE CHILDREN’S HOME WITHIN 72 HOURS OF THE YOUNG PERSON BEING PLACED.

SECTION 1; REFERRERS DETAILS:

* Please complete all information regarding the referred Young Person and reason for referral.
* Date of referral – date that the referral is fully completed and sent to the Secure Welfare Coordination Unit.
* Court that the secure order will be granted from, primary reason for the order must be completed.
* Start Date – please indicate if the placement is required immediately.
* Please indicate if the Young Person is currently in a police cell

([Go back to Section 1 of the Form](#S_SECTION1))

SECTION 2; YOUNG PERSON:

* Please complete all personal information regarding the Young Person
* Height and weight must be completed to give the homes an idea of the stature of the Young Person; this can be an approximate build if exact height and weight is not known.

Please indicate if the referred Young Person is on a child protection register.

CRITERIA INFORMATION

* Criteria Information, I’d suggest you change the first bullet to, ‘The criteria for placements in secure children’s home are set out in section 25 of the Children Act 1989 (where the child is to be placed in England) and section 119 of the Social Services and Well-being (Wales) Act 2014 (where the child is to be placed in Wales). English LAs should also refer to the Children (Secure Accommodation) Regulations 1991 and Volume 4 of the Children Act 1989 Guidance (Chapter 8). Welsh LAs should refer to the Children (Secure Accommodation) (Wales) Regulations 2015 and the Part 6 Code of Practice (Chapter 7).
* Secure Accommodation Orders are made on application to the Family Proceedings Court.
* The 72 hour rule applies in an EMERGENCY, as set out in the Regulations. Social worker should discuss this option with a relevant manger and seek a DIRECTOR’S ORDER (from Director or Deputy Director or Head of service). This can extend to a maximum of 72 hours however may not be subsequently lengthened without a COURT ORDER.
* Local authorities in England must have written permission from the Secretary of State before placing a child under 13 in a secure children’s home. Local authorities in Wales must have written permission from the Welsh Ministers. Young people aged 16 or over must be subject to a Care Order and a Secure Accommodation Order to remain in secure accommodation.

GUIDANCE

* Please indicate if you will be using the 72 hour rule or seeking a Secure Accommodation Order before admission.
* Please indicate if an application for Secretary of State/Welsh Ministers Approval has been submitted and if so has this been granted.

([Go back to Section 2 of the Form](#S_SECTION2))

SECTION 3; KEY CONTACTS:

* Please fill in all boxes with the allocated Social Worker’s details.

([Go back to Section 3 of the Form](#S_SECTION3))

SECTION 4; PLACEMENT HISTORY:

* Please be detailed when providing information regarding previous placements, give dates, incidents, reasons for breakdown etc.
* Give details of alternatives to secure that have been considered. Try to identify reasons for failure or rejection.
* Outline reasons why Young Person is struggling in an open setting, give examples and detail.
* Be specific when describing behaviours.
* Summarise expectations and intentions of a secure placement within the young person’s care plan.
* Give details of proposed exit route from secure accommodation to include type of placement where possible.
* With reference to Young Person’s care plan, outline key requirements of a secure placement, please fill in 3 requirements and indicate if any particular work is required to be undertaken with the Young Person during their time in a secure setting.

([Go back to Section 4 of the Form](#S_SECTION4))

SECTION 5; FAMILY AND SOCIAL RELATIONSHIPS:

* Give details of family and significant others, to include history and upbringing details
* Give details of authorised contact, using relevant code on contact section.

([Go back to Section 5 of the Form](#S_SECTION5))

SECTION 6; YOUTH JUSTICE ISSUES:

* Please fill in all boxes, give as much information as possible in all sections.

([Go back to Section 6 of the Form](#S_SECTION6))

SECTION 7; BEHAVIOURS:

* Please be detailed when providing information regarding each individual behaviour, to include description of the behaviours and possible triggers.
* Give level of risk on each individual behaviour using the risk guide on referral document, indicate the level of risk in the box provided: HIGH = reported to have occurred regularly/daily MEDIUM = likely to occur and has been reported LOW = no reported behaviour and no likelihood of occurrence. Please include dates.

([Go back to Section 7 of the Form](#S_SECTION7))

SECTION 8; HEALTH:

* Please fill in all boxes, give as much information as possible, if not relevant please indicate N/A.
* Any current medication name and dosage must be noted correctly and whether a repeat prescription is required.
* Please supply a recent health record and if relevant any additional health assessments.

([Go back to Section 8 of the Form](#S_SECTION8))

SECTION 9; MENTAL HEALTH:

* Complete section fully
* Assessment completed/started – this should be “yes” if any type of mental health assessment has ever been completed/started, even if not by CAMHS i.e. at A&E, part of care proceedings, in a police cell
* Please indicate which health professional completed this assessment i.e. psychiatrist, psychologist or emergency paediatrician.
* Please complete all drop down boxes, if the Young Person has ever been admitted into a Mental Health provision i.e. Tier 4 bed/hospital the answer to Inpatient CAMHS should be “yes”.
* If the Young Person has been referred to CAMHS, the answer to Community CAMHS should be “yes”, please indicate if the Young Person engaged.
* Please complete all boxes on diagnosed and suspected Mental Health conditions, who these were diagnosed/suspected by and when.

([Go back to Section 9 of the Form](#S_SECTION9))

SECTION 10; EDUCATION:

* Please supply a copy of Young Person’s statement, if in the process state date of completion.
* Please complete all records correctly including current contact name of personal tutor.
* Please state period/s of time non attending.

([Go back to Section 10 of the Form](#S_SECTION10))

SECTION 11; RELIGIOUS/CULTURAL NEEDS:

* Please state if there is any special celebrations that the young person would like to maintain.
* Please state the dietary consideration the Young Person requires to maintain their chosen faith.

([Go back to Section 11 of the Form](#S_SECTION11))

SECTION 12; FURTHER INFORMATION:

* Please note that a copy of required documents MUST be emailed to the National secure Welfare Coordination Unit at referral stage.

([Go back to Section 12 of the Form](#S_SECTION12))

SECTION 13; ANY OTHER INFORMATION THAT MAY BE RELEVANT TO THIS REFERRAL

* Significant others.
* Other legal orders that the young person may be on.
* Further supporting documents required; chronology, care plan, psychological/Mental Health reports and initial/review health assessment.

([Go back to Section 13 of the Form](#S_SECTION13))

FAILURE TO COMPLETE THE REFERRAL FORM CORRENTLY WILL RESULT IN YOUR REFERRAL BEING UNABLE TO BE SENT TO ANY HOMES UNTIL ALL INFORMATION HAS BEEN PROVIDED.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION THEN PLEASE CONTACT THE NATIONAL SECURE WELFARE COORDIANTION UNIT RESPONSIBLE FOR REFERRALS.