

**Protocol for Out of Area Transfer To / From Leicester City Youth Offending Service**

The purpose of this protocol is to ensure that any cases being transferred out of or into Leicester City Youth Offending Service (LCYOS) from or to another Youth Offending Service are appropriately and safely transferred. The following process takes into account the needs of the young person whilst also ensuring that any risks and safeguarding / vulnerability needs are robustly managed.

This protocol should be read in conjunction with the ‘National Protocol for Case Responsibility’ (Youth Justice Board, 2011)

1. Telephone request from transferring YOS to LCYOS Duty Manager.
2. Where possible, this request should come at least 20 working days before the date of the proposed date of transfer.
3. LCYOS Duty Manager to send LCYOS Transfer Protocol / Transfer Request Form by secure email to transferring YOS on the same day.
4. LCYOS Duty Manager to alert the LCYOS Management Team and also YOS Court Admin Officer by email of a potential forthcoming transfer case on the same day.
5. LCYOS Court Admin Officer to create a record for the young person on the YOS database to enable us to record any contacts relating to the transfer.
6. Transferring YOS to then complete the LCYOS Transfer Request Form and send by secure email to the LCYOS court admin email address (yos.courtadmin@leicester.gcsx.gov.uk).
7. LCYOS Court Admin Officer will then forward the request to the LCYOS Duty Manager on the same day.
8. LCYOS Manager who is on Duty on the day the Request Form returns to LCYOS is responsible for overseeing the transfer.
9. This LCYOS Duty Manager will review the information on the form and verify that all of the information requested on the Transfer Request Form Checklist has been received and is of sufficient quality. The transfer will not be accepted until this has been verified.
10. If a case is open to MAPPA at the Transferring YOS, it is the Transferring YOS responsibility to ensure that their MAPPA team contact the Leicester MAPPA team.
11. LCYOS Duty Manager to contact Leicester MAPPA for advice and guidance on receiving the case (tel:0116 248 6606). If transfer agreed, then LCYOS Duty Manager to confirm this in writing to Leicester MAPPA within 5 working days.
12. LCYOS Duty Manager to reply in writing to transferring YOS within 2 working days to give a decision on whether the transfer is accepted. If not accepted, reasons for this decision will be given to the transferring YOS.
13. If the information received by LCYOS from the transferring YOS is incomplete or of insufficient quality and is subsequently rejected, then the LCYOS Duty Manager should inform the rest of the LCYOS Management Team of this decision by email on the same day that they inform the transferring YOS. Responsibility for overseeing the transfer will then be picked up by whichever Duty Manager is on Duty when the amended Transfer Request is received.
14. The case will remain the responsibility of the transferring YOS until LCYOS have accepted the case in writing.
15. Once the transfer has been accepted by LCYOS, the LCYOS Duty Manager will allocate the case to a LCYOS Officer.
16. LCYOS Duty Manager will save a copy of the Transfer Request Form under the ‘paperclip’ on the YOS database.
17. Ideally, where possible, the first appointment for the young person with LCYOS, should be a ‘3-way’ meeting involving the transferring YOS Officer, the LCYOS Officer and the young person.
18. LCYOS will ‘care take’ all cases for the first three months. The process of caretaking is outlined below:
	1. Transferring YOS Officer and LCYOS Officer will communicate on a monthly basis (minimum) to share information about the case. (This communication will need to be more frequent for high risk cases)
	2. LCYOS Officer will be responsible for all National Standard appointments
	3. LCYOS Officer will record any contacts on YOS database
	4. LCYOS Officer will communicate any missed appointments or failures to comply to the transferring YOS within one working day of them occurring.
	5. Transferring YOS Officer will then decide whether these warrant a warning. If so, they will communicate this to LCYOS Officer who will send warning letters when required and will send a copy of these letters to transferring YOS Officer
	6. Transferring YOS Officer will then be responsible for listing any breaches and preparing the breach reports
	7. Transferring YOS Officer will also be responsible for updating ASSET and the associated documents in line with National Standards
	8. If the young person reoffends, the transferring YOS will be responsible for any PSRs or addendum reports.
	9. If there are professional meetings regarding the young person, the transferring YOS and LCYOS should negotiate who is best placed to attend based on geographic location and the interests of the young person.
19. If, after three months the young person is still resident in the area and intends to remain in Leicester for the duration of the Court Order, then LCYOS will accept full transfer of the case. This should be confirmed in writing by the Line Manager of the allocated LCYOS Officer.
20. At the point of LCYOS accepting full transfer of the case, it is the transferring YOS’ responsibility to apply to their Court to amend the Order to reflect the new Local Justice Area where the young person will be residing (ie Leicester). Full transfer will not be accepted by LCYOS until we have received written confirmation that the Local Justice Area has been amended. (This is not the case for DTO’s for which there is no paper Court Order.)
21. The exceptions to the above process are Looked After Children, who will remain the responsibility of the Home YOS for the duration of the Court Order. LCYOS will therefore always manage such cases on a caretaking basis as per above process. And…
22. Young people on Bail Support Packages who may return home upon the completion of the trial / sentence. Such cases will be managed by LCYOS in the same way as the caretaking arraignments above. The only exception would be that LCYOS would be responsible for writing section 9 statements to evidence any breaches of bail. LCYOS would also coordinate an efficient arrest process alongside Leics Police.
23. LCYOS will also ensure that we provide the same information when requesting a transfer to another YOS.

# Internal Transfers Between YOS Staff

* 1. Where possible, this request should come at least 20 working days before the date of the proposed date of transfer.
	2. The team manager and case manager originally responsible for the case MUST ensure all documentation is up to date and in a good standard. The team manager should ensure a QA of the case prior to the start of the handover process beginning. If there are any areas of the case that are unsatisfactory then the case MUST NOT be transferred until all remedial action is taken.
	3. Team managers representing the case managers should organise a meeting upon agreement of the transfer to arrange a full handover of the case to the new case manager/staff member. This should occur at least 20 days prior to the handover of the case and a number of joint meetings arranged with the young person (minimum of 3 but flexibility depending on risk and safety and wellbeing factors)
	4. The transfer request form must be completed in line with the external transfer process above but emailed to all internal staff concerned.
	5. Where external staff are involved in the case it is the responsibility of the initial case manager to notify all of the transfer to new staff member prior to full transfer of the case.
	6. If a case requires an urgent transfer due to long term sickness the case should ordinarily be transferred to the pair of the case manager/staff member or managed within the team ensuring consistency of oversight by the team manager. If this is not available then the existing team manager should hold an urgent professionals meeting with all managers to ensure an effective transitional plan is in place whilst staff member is on long absence. The existing team manager must ensure a handover meeting is arranged and be present to notify the service user and family members in person. All processes must ensure the safe transition of the service user
	7. The YOS database must be kept up to date at all times and in the absence of staff member it falls to the existing team manager to review and maintain accurate records and documentation.

Reviewed April 2017 Karen Manville

# Transfer Request Form

|  |  |
| --- | --- |
| **Youth Offending Service** **Requesting transfer:** |  |
| **Name of transferring** **YOS Officer:** |  |
| **Name of transferring** **Team Manager:** |  |
| **Contact telephone** **number:** |  |
| **Secure email address:** |  |
| **Date of request** **for transfer:** |  |

|  |  |
| --- | --- |
| **Name of Young Person:** |  |
| **Date of Birth:** |  |
| **Ethnicity:** |  |
| **Religion:** |  |
| **Current Address:** |  |
| **Proposed Address:** |  |
| **Date of Proposed Move:** |  |
| **Reason for Move** **to this Address:** |  |
| **Is the Young Person a** **Looked After Child (Y/N):** |  |
| **Social Worker Name and****Contact Details:** |  |
| **If Looked After Child, name of Social Worker informed at Leicester DAS:** |  |
| **Current Order Type** **and Length:** |  |
| **Conditions / Requirements (please detail):** |  |
| **Date Order Commenced:** |  |
| **Made by:** |  |
| **Offences for which** **Order made:** |  |

# Transfer Request Checklist

**Assessments, Plans and Progress with Order**

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| --- | --- | --- | --- |
| **Required Information** | **Yes** | **No** | **N/A** |
| Current Asset plus (must have been reviewed within 1 month) |  |  |  |
| RoSH assessment (must have been reviewed within 1 month) |  |  |  |
| Risks (must have been reviewed within 1 month) |  |  |  |
| Safety and wellbeing levels and planning(must have been reviewed within 1 month) |  |  |  |
| Reviewed Interventions (must have been reviewed within 1 month)(To include details of intervention / reparation completed and still outstanding) |  |  |  |
| Referral Order contract |  |  |  |
| Custodial module / resettlement plan completed as appropriate |  |  |  |
| Enforcement information in relation to the current sentence (e.g. failures to attend, warning letters and compliance panel information ) |  |  |  |
| Information of any previous Breaches / pending Breaches |  |  |  |

**Court paperwork**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Information** | **Yes** | **No** | **N/A** |
| The most recent PSR and other relevant reports (including Referral Order Panel Reports) |  |  |  |
| Court Order *(where appropriate)*  |  |  |  |
| Previous convictions.  |  |  |  |
| Notification of outstanding matters - status, dates, crime references etc.  |  |  |  |
| CPS documents in relation to offence for which current order was made  |  |  |  |

**Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Information** | **Yes** | **No** | **N/A** |
| MAPPA information and recorded on asset plus as appropriate.  |  |  |  |
| Details of involvement of other professional organisations eg mental health, education and training, outstanding referrals, child protection/ care of younger siblings, CSE, SLCN etc.  |  |  |  |
| Current Care Plan, CiN, CP or other professionals plan ie EHCP (for looked-after children)  |  |  |  |
| DYO status  |  |  |  |
| Gang Information (including any non-associations, exclusions etc) |  |  |  |
| Prevention of Violent Extremism (PVE) Information  |  |  |  |
| Home YOT ID Number |  |  |  |

|  |  |
| --- | --- |
| **Please return this form by secure email to:** **yos.courtadmin@leicester.gcsx.gov.uk** |  |

Reviewed and updated April 207 by Karen Manville – service manager.