

## HILLINGDON YOUTH JUSTICE SERVICE

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### Purpose

## **Hillingdon Youth Justice Service (HYJS) Court Process Document**

The purpose of this document is to set out the expectations, role and responsibilities of the HYJS during the Court process. This document will inform and clarify how YJS officers will work effectively in Court alongside and in conjunction with partner agencies and Court personnel. HYJS recognises that attendance at Court can be a disproportionate, scary, daunting, confusing and challenging process. HYJS will aim to, at all times, work with families, members of the public, partners and Court personnel to increase understanding and build confidence in our ability to provide a Service to those engaged in the Court process.

**All YJS staff are expected to complete the Court room skills module of the YJ resource hub (see additional resources for details).**

### **Preparing a child/family for Court:**

Where possible and as appropriate, YJS staff should contact the children and their parents or carers, where appropriate, on the working day before their hearing to remind them to attend court. YJS staff should also remind them to tell the relevant agencies, such as children's services and their school or college that they will be making a court appearance.

YJS staff should also give them a copy of the [You have to go to court](#) leaflet. The case manager should ensure that the child and parent or carer understand their rights to legal representation, legal aid and a duty solicitor. If they wish to engage their own defence lawyer, they should know that they must make arrangements for this.

YJS officers should advise the child as follows to:

- be on time;
- dress smartly;
- not be under the influence of alcohol or drugs;
- attend with their parents or carers/ Social Worker wherever possible;
- speak clearly to the judge or magistrates;
- ask for explanations of anything they do not understand.

**Pre-Court**

## **Hillingdon Youth Justice Service (HYJS) Court Process Document**

Two Court Officers are required at Court each Thursday (Court Duty Officer 1/Court lead and Court Duty Officer 2/back up). If CDO1 is unavailable, then CDO2 will become Court lead and the office duty officer will become Court back up.

Before attending Court, HYJS Court Duty Officers and administrators must ensure the following:

Check the Court list and ensure that up-to-date information about all the children on the list is prepared. If a child is from another area, the duty officer must contact their home area to discuss the case at least 24 hours before the hearing.

If there is a strong likelihood that the child will be remanded (YDA'd/RiLAA'd) or sentenced to custody, YJS staff, either duty officer or the allocated Case Manager must alert the [Youth Custody Service \(YCS\) Placement Team](#) at least 24 hours before the hearing and send them all the relevant assessment information and the placement information form. Read the [placing young people in custody guide \(see appendices\)](#) for the relevant forms and more information.

- The Court list is sent to the relevant members of the team when it arrives, but no later than Wednesday morning. The duty officer (who is usually a Youth Justice Officer/case manager) will complete pre-Court checks and provide this information to the Court Administrator for it to be collated. This information serves as a means to inform the Court Duty Officers (CDOs) whilst at Court. Where practicable, the Wednesday Duty Officer (DO) will obtain information from external Youth Justice Services prior to the hearing and share this with HYJS Court personnel (Thursdays).
- Report authors must ensure that they provide a copy of the report intended for Court no later than the preceding Monday before Court on the Thursday. This will enable managers a full 48 hours to quality assure the report, feedback to the author and for amendments to be made.
- Court admin are responsible for ensuring that all Court documents are collated. However, YJS officers are responsible for printing their reports and providing breach packs in readiness for Court. Where necessary, admin can offer some support, but this is not the expectation. All reports to Youth Court must be sent at least 24 hours prior to the hearing and 48 hours prior if the case is heard at the Crown Court.
- Managers will countersign any relevant documents, advise the case manager who will then let admin know that the documents are ready to be sent. Court admin will send relevant documents via secure email or connectivity on Childview to the YCS Placements team within timeframes as set out within YJB guidance. The confirmation of documents email must then be copied and pasted onto Childview as evidence of the documents having been sent.
- Where Court staff become aware of risk or safety issues at Court, they **MUST** inform HYJS Managers, PLO and Court Managers.

### **Saturday Court Duty:**

- Contact the local police station and Uxbridge Youth Court cells the day before Court and in the morning of Court to obtain information about any youths in custody.

## Hillingdon Youth Justice Service (HYJS) Court Process Document

- Where a child is not previously known to HYJS or the home YJS cannot be contacted, a paper AssetPlus should be completed as it is unlikely that documents can be sent by using the weekday process on a Saturday. The paper AssetPlus should then be emailed, securely (CJSM) to the placements' team.

### Court Etiquette

- All HYJS Officers should be smartly and appropriately dressed: smart dark clothing which is not revealing (if you can see up it, down it or through it – do not wear it!), no jeans or sleeveless tops; tattoos should not be visible. Remember you are representing the Service.
- HYJS officers should be easily identifiable either by name or organisational ID badge.
- All Court staff should be addressed by use of last names at all times.
- The District Judge (DJ) should be addressed as madam or sir. The chair of the lay bench should also be addressed in this manner.
- HYJS Court staff should ensure that proceedings are not disrupted by unnecessary noise or movement. HYJS staff must neither eat nor use their mobile telephones in the Courtroom whilst it is in session.
- Parties should refrain from showing disapproval of decisions made. Any concerns regarding the Court proceedings should be addressed via the appropriate HYJS Court Lead.
- Any concerns regarding the judicial decision by the DJ/magistrates can only be addressed through an appeal to the relevant Court. If a child or a parent/carer is concerned about a sentence, the HYJS CDO should encourage them to speak with their solicitor and **NOT** offer any views.

At Court if a child known to the YJS and you need updated information, you should liaise with their YJS officer in the first instance, if they are not available, then speak with their line manager. In the absence of both the YJS officer and their line manager you should speak with a duty officer and then if need be, a duty senior. If none of these people are available, then the Operational Manager (Court lead) can be contacted. If the child is not known, then liaison should take place between the duty officer and the duty senior in order to assist at Court

### Courtroom Management

## **Hillingdon Youth Justice Service (HYJS) Court Process Document**

HYJS Officers will ensure the following:

- The CDO 1 (lead officer) takes responsibility for distributing tasks amongst the team on duty during the day; and the collection of all HJYS Court papers to ensure their confidential disposal and return to the office on the same day.
- HYJS Officers must take responsibility for seeing all children in the cells of the Court and overnights (children), unless there are concerns regarding risk – in such instances, the CDO should seek advice and guidance from the HYJS duty manager. The HYJS CDO is responsible for accompanying tasks, including the requirements as set out under LASPO (2012).
- HYJS Court personnel/officers must arrive at Court by no later than **9.15am** to allow sufficient time to prepare for the day ahead, interview any children in court cells, speak with solicitors/CPS and be fully prepared for all cases by **10am**.
- Reports and Feedback Forms are promptly made available to the Court, legal representatives and unrepresented defendants before Court starts.
- HYJS Court staff must ensure that they introduce themselves to the legal adviser and provide the name/s of the YJS staff covering the Youth Court prior to it commencing.
- HYJS Court staff should be able to provide the District Judge/Justices with relevant and sufficient information about the youth appearing. It is acknowledged that on some occasions YJS Court staff (overnights and extras) may not have received prior notification of the youth's appearance. In such cases, once the YJS Officers are aware of the youth's details, the CDO should ask that the matter be 'put back' in order for enquires to be made to enable the Court to be provided with the most up to date/accurate information to support the decision-making process.
- Where a case is transferred to another Courtroom the YJS Court staff will endeavour to ensure representation.
- YJS Court staff will ensure that Court results are accurately taken and provided to the YJS Court admin to update the 'Outcomes' sheet.
- That the Bail AssetPlus and Custody modules (where appropriate are completed and sent to the YCS). Ideally, bail and custody modules, if the child is known to Hillingdon YJS, should be completed by the case manager. Where the child is known to another YJS, the HYJS CDO should request that the relevant Service completes this process, update it on their case management system, then follow up with them to ensure that the documents are sent to the YCS). Where a child appears and is not previously known or there has been a period of more than three months since the child was known then Hillingdon YJS will complete a paper bail AssetPlus that will be shared with the home YJS.
- Court admin should attempt to obtain CPS documents on the day of Court and pass them to the relevant YJS. Where this has not been possible, admin will follow up to obtain them prior to sentencing.

## **Hillingdon Youth Justice Service (HYJS) Court Process Document**

- YJS report feedback forms must be presented to the bench/DJ by the CDO. The CDO should gauge whether the forms can be provided to the bench/DJ prior to the sentence in readiness for completion post sentence.

### **Out of Court Disposal (OoCD) Guidance: For cases returning from Court for consideration for an OoCD:**

- As part of the pre court checks it should be established why the matter has not been diverted for an OoCD. Information should be obtained from the YJS Police.
- The Court Officer should ascertain from discussions with the YJS Police if representations can be made to support the matter being referred from court for consideration of an OoCD. Possible reasons for this are - no/poor legal advice, change in charged offence, other information such as compliance with other OoCD/Court Orders.
- At Court, where a case may be suitable to returned for consideration of an OoCD, the Court Officer should proactively discuss the matter with the defence solicitor and CPS.
- Court Officers should actively engage with the bench to inform any discussions and decisions based on the information they have available to them/obtained.
- Where the Court agrees that a matter can be returned to consider an OoCD the Court Officer should request a 4-week adjournment to include a direction that should, the child engage they will not need to re attend Court.
- The Court Officer must ensure that the correct contact details are obtained for the child and parent/carer including address, telephone number and email address.
- Solicitors' details must be obtained – telephone number and email address.
- CPS must email YJS Police to confirm that they agree for the matter to be diverted for and OoCD

### **Restorative Justice**

- After being sentenced and on the day of the hearing, the child and parent/carer are to advised that they will be contacted by the YJS RJ Co-Ordinator to schedule an appointment for them to meet with her/him (on cases where there are direct victims).
- If a Referral Order is being proposed within a PSR, then the initial panel meeting (IPM) should take place within 5 working days of the child being sentenced. The IPM should be agreed/scheduled prior to the Court appearance, and this should be stated in the PSR.

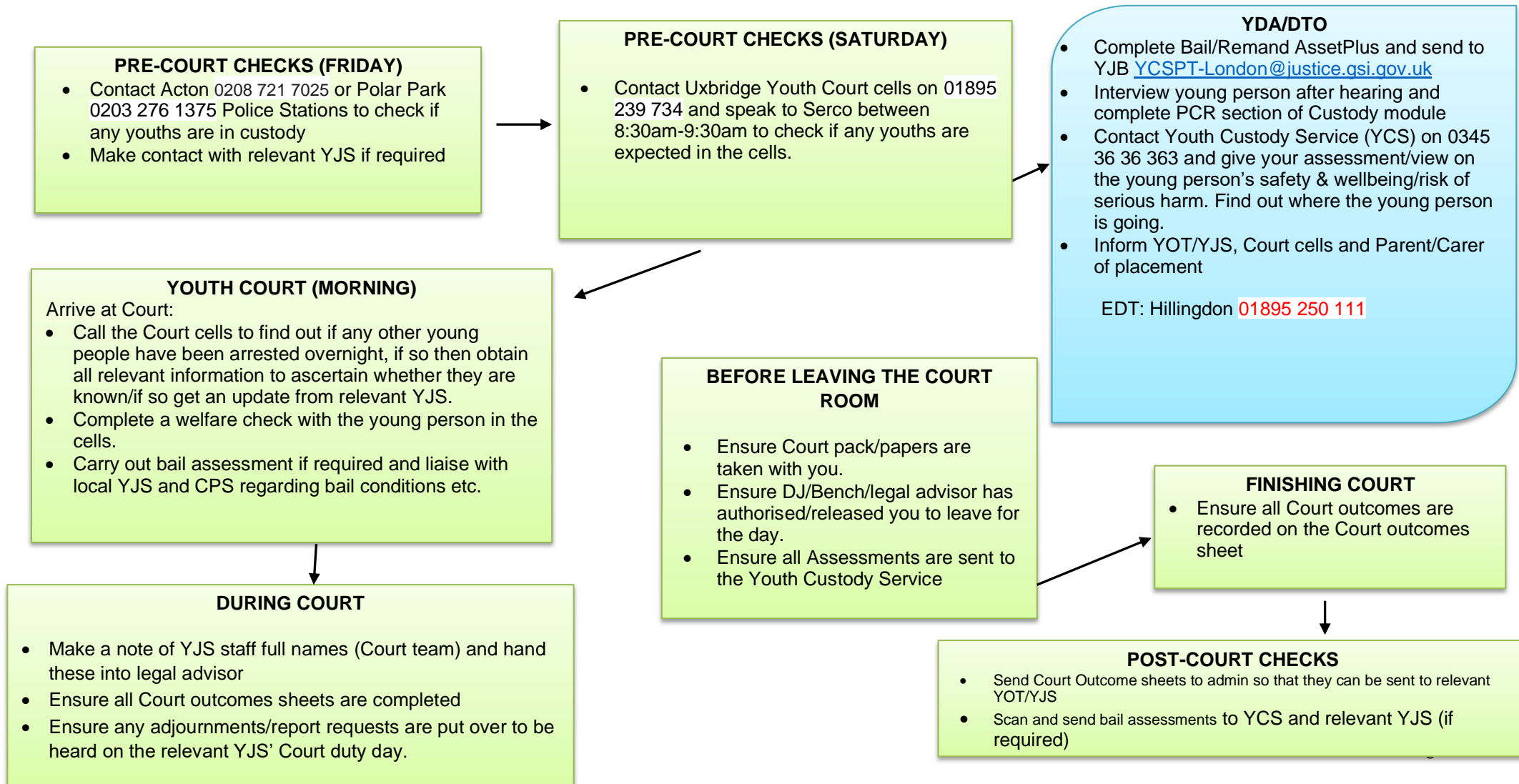
### **Post Court**

- YJS Court staff to ensure that all Court notifications/requests should be given to Court admin on the day of Youth Court. As a contingency, they can be manually given to the Court admin the following morning.

## **Hillingdon Youth Justice Service (HYJS) Court Process Document**

- Court admin to ensure that all Out of Borough Court results are sent via secure email to the relevant YOT by no later than **12pm** the day after the Court appearance.
- On the Friday after Thursday Court, the CDO1 will be expected to provide Court feedback to the Service (this will include examples of good practice, poor practice and any concerns as the aim is for it to be a supportive learning process). Where the CDO1 is on leave or there is an extenuating circumstance, the CDO2 will provide the feedback to the Service.
- **Contacts at Court:** All contacts with child/parent/carer must be recorded on Childview within 24 hours of the contact. This is to ensure that there is a record/evidence that the child has been seen post sentence (whether there has been either a community or custodial disposal) and the sentence discussed/explained to them and to their parent/carer/social worker if they are in Court. If parent/carer/social worker are not in Court, a CDO must contact them and evidence that they have done so.
- It is the responsibility of the Court admin to ensure that all Court notifications/report requests are saved in the individual child's file on Childview within **24 hours** of the Court appearance.

# SATURDAY COURT PROCESS





# YOUTH COURT DAY PROCESS

## PRE-COURT CHECKS

- Court team to meet every Wednesday to go through court list.
- Contact relevant YJS to see if children is known and to obtain relevant reports.
- Ensure breach pack is fully completed



## YOUTH COURT (MORNING)

Arrive at court by 9:15am.

- CDO1 to delegate roles and responsibilities.
- Hand reports to legal advisors' office for the magistrates to read.
- Call the Court cells to find out if any young people arrested overnight, if so then get all relevant information and contact local YJS to ascertain whether they are known/if so get an update.
- Complete a welfare check with the child in the cells.
- Carry out bail assessment if required and liaise with local YJS and CPS regarding bail conditions etc.



## DURING COURT

- Provide legal advisor with names of the Court Team
- Provide YRO/RO leaflets to child/parent/carers
- Hand in summons to legal advisor to be signed
- Ensure Court outcomes sheet is completed
- Ensure any adjournments/Report requests are put over to Hillingdon's YC Day.

## REMANDS/DTO

- If child not known to any YJS then Complete Bail/Remand AssetPlus and custody module and send to [YCSPT-London@justice.gsi.gov.uk](mailto:YCSPT-London@justice.gsi.gov.uk)
- Interview the child after hearing and complete PCR part of custody module and send to YJB.
- Contact Youth Custody Service (YCS) on 0345 36 36 36 3 and give your view/assessment on child's vulnerability/risk of harm. Find out where the child is going.
- Inform YJS, Court cells and Parent/Carer of placement

EDT: Hillingdon **01895 250 111**

## BEFORE LEAVING COURT ROOM

- Ensure Court pack/papers are taken with you.
- Ensure DJ/Bench/legal advisor has authorised you to leave for the day.
- Ensure all Assessments are sent to Youth Custody Service.

## POST-COURT CHECKS

- Scan and send bail assessments to YCS and relevant YJS (if required)
- HYJS Court officers to debrief to ensure all information has been collected and shared as appropriate.
- Ensure all confidential documents have been collected.

At Court if a child is known and you need updated information, you should liaise with their YJS officer in the first instance, if they are not available, then speak with their line manager. In the absence of both the YJS officer and their line manager you should speak with a duty officer and then if need be a duty manager/senior. If none of these people are available, then the Operational Manager (Court lead) can be contacted. If the child is not known, then liaison should take place between the duty officer and the duty manager/senior in order to assist at Court.

## Procedures for Remand and Bail Supervision and Support Programmes

(These procedures must be read and applied in conjunction with YJB National Standards for Youth Justice and YJB Case management Guidance, Section 3, Bail and Remand Management).

### Preparation before a bail programme is offered.

1. **The child must be assessed in the cells, prior to the Court case being heard.** The Bail ASSETPLUS must be completed. If a bail ASSETPLUS has not been fully completed, or if another YJS has completed the ASSETPLUS and/or where there are no address verification details, contact the YJS officer who completed the ASSETPLUS and ask them to fully complete it and re-send it back to you once done.
2. **Liaise with CPS to see if they are opposing bail.** If they are not opposing bail, bear in mind that they may later change this position, so it is better to be prepared. In addition, consider whether the Court is likely to impose Conditional Bail and what those elements may contain (is there potential for YJS involvement).
3. **Verify Bail ASSETPLUS details.** This can be done by confirming with parents/carers if they are in Court. If there are no relatives in Court, ensure that you verify who the child is and that they live where they say they live. Do not rely solely on Court addresses or addresses that have been given to the Police, as this may be the reason bail has been refused. If there is no parent/guardian in Court, the YJS police can do an intelligence check to find out if the address/named persons are 'known' to them for recent criminal activity. If they are unavailable an approach can be made to the Police Liaison Officer (PLO) at Court.
4. **Record Defence Solicitors details** and contact telephone numbers as you and others may need this information later. If a business card is provided, please attach it to the relevant Court document – you may also take a photograph of it on your work device in order to scan it to Hillingdon YJS.
5. **Complete a Childview YJS check of the child's previous/current orders (if applicable) and check their impending Court cases.** You will need to note, on the Bail Supervision report, the outstanding matters that the child has and in which Courts and dates they are due to appear. (This information is very important as it will provide the basis of a decision in relation to doorstep curfew or electronic monitoring — e.g. 'repeatedly offending whilst on bail').

A bail supervision programme should not be offered unless you are certain that the child lives at a confirmed address in Hillingdon. If the child resides in another Borough, you must confirm the details (as outlined above) with the relevant YJS.

If the child is a 'Looked After Child' by another Borough and has a placement address in Hillingdon, the relevant YJS and Children's Services Department responsible for them

must be contacted so that negotiations can take place as to which YJS will prepare the bail programme and who will hold case responsibility (designated authority).

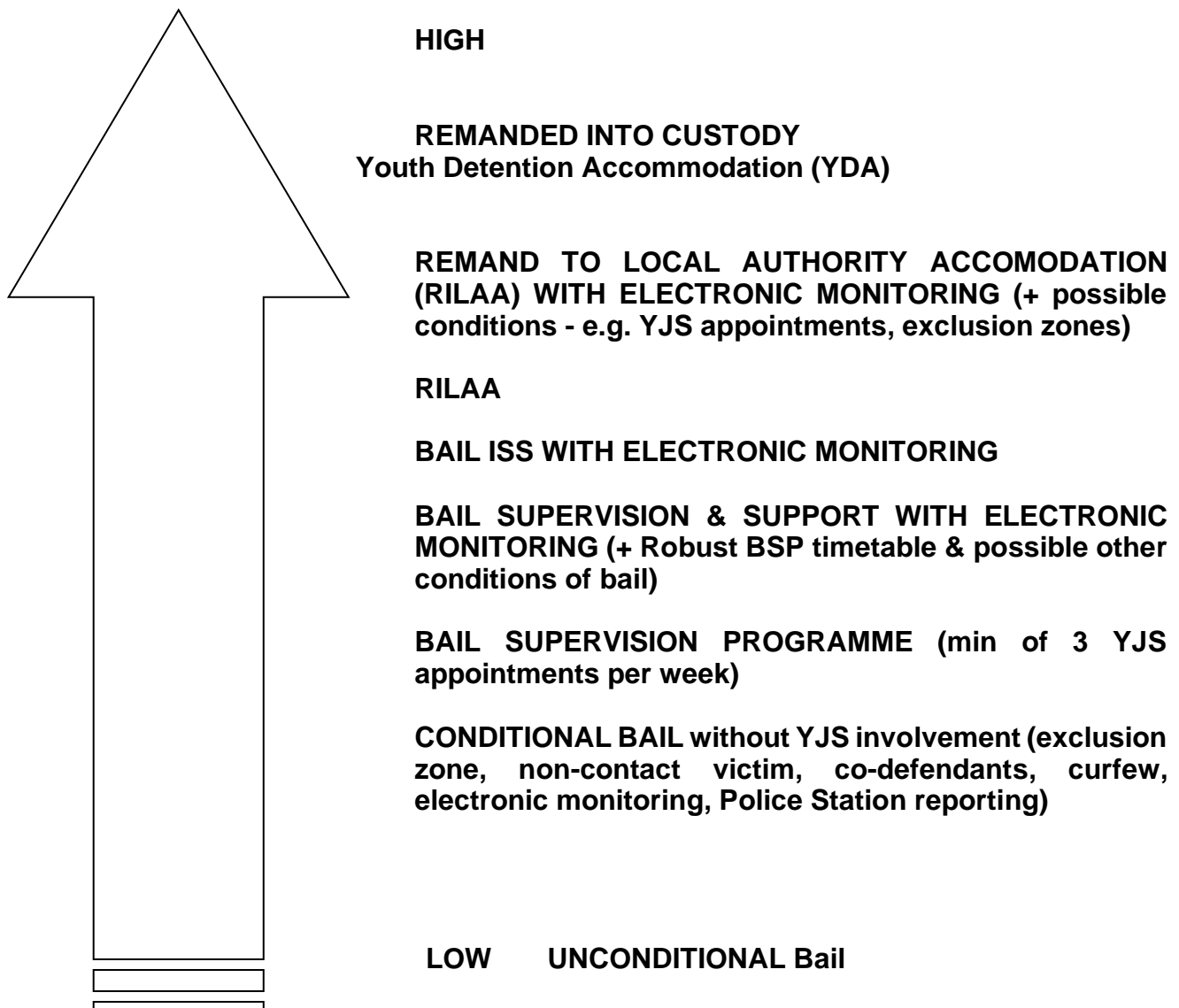
If Court is considering a Remand into Local Authority Accommodation (RILAA), the relevant Children's Services Department needs to be alerted immediately the YJS is aware that a child is appearing in Court. Children's Services will be asked to immediately research the case on their database and provide the YJS with information that may be relevant to inform Court's decision.

The YJS will advise the Children's Services immediately any RILAA is made, the legal obligation then falls to their Children's Services to identify and provide accommodation and collect the child from Court for placement at the identified address. YJS staff should advise about future Court appearances and any other relevant bail conditions. The YJS officer should also ensure that they obtain a copy of the warrant which authorises the child to be placed by the Local Authority.

Children's Services will take responsibility for the LAC work in relation to the child (i.e. visits/reviews), liaise with the YJS to ensure no duplication and to clarify respective roles (see joint working protocol).

The YJS will liaise with Children's Social Care (CSC) during any period of RILAA to explore alternative arrangements that could lead to the child receiving bail at a future Court appearance.

## Remand/Bail Options – Degree of restriction of Liberty



The type of bail programme that is offered is determined by the Bail assessment, the seriousness of the offence(s) as well as the risk to the public/re-offending/safety & wellbeing.

## **Bail Supervision**

YJS Bail Report to be completed – with information obtained from Bail ASSETPLUS.

Compulsory elements of Bail Support and Supervision Programme include:

The child will be required to attend/comply with the following interventions as part of the specified Bail programme:

- Home Visit within 5 working days
- Parenting Assessment by YJS officer where appropriate
- Substance misuse screening tool
- Speech and language assessment
- Education, Training and Employment assessment and required intervention

Ensure that the following information is briefly included in the report:

- Offending history and pending cases
- Existing bail conditions and/or Court Orders on other matters
- Education/training/employment status and needs
- Family circumstances, supportive or absent family, housing difficulties, Children's Services involvement, mental health concerns.
- Assessment: Likelihood of Re-offending; Risk of Harm/serious harm to the Public, and Safety & Wellbeing.
- Willingness/assessment of the child's ability to comply with a bail supervision programme, based on interview and previous history.

## **Bail Supervision Induction**

Each child must receive an induction, which will include the following:

- Written and verbal information regarding bail supervision support services
- Explanation of bail conditions
- Motivation/compliance, Self-Assessment and a Learning Styles assessment must be completed
- Contract outlining rights and responsibilities whilst subject to BSP must be signed, copy retained by child and copy on file
- Map of the office and satellite sites, where appropriate.
- Copy of the complaints procedure to be explained and retained by child
- The next three appointments given in writing, which must include a home visit
- Timetable given and signed by the child
- It is the responsibility of the case manager to ensure that parents/carers are informed within 24 hours, subject to any safeguarding concerns, where a child is charged, and the parents/carers are not in attendance at Court.

## **Contact**

- The Intervention plan regarding work to be completed is to be put together with the child and in language, they understand.
- Ensure that the intervention and programme is understood (considering speech, language and communication needs, learning difficulties and disability), agreed and signed by the child and countersigned by parents/carers for those under 16 years.
- All children on the standard bail supervision programme must attend a minimum of three bail appointments – at least one of these appointments must be with a YJS case manager. Attempts should be made to schedule appointments for the same times and days each week.
- Exceptions to this frequency of contact include children who are already subject to a community supervision and are being seen on a regular basis. However, exceptions must be kept to a minimum, appropriately authorised and recorded.
- Home visits should be conducted within five working days and thereafter take place monthly, unless the child is assessed as being at risk of harm to themselves or from others, in which case they should be visited weekly.
- A condition of Intensive Supervision and Surveillance can be added to a young person's bail package as an alternative to a YDA. This must provide a minimum of 25 hours structured time over seven days a week, including the core elements of ISS.

## **Assessment**

- Every child on bail supervision must have a bail AssetPlus completed and an intervention plan must be drawn up within 10 working days of being on the programme. The intervention plan must relate to the assessed needs of the child based on information in the Bail Asset Plus.
- The plan must be reviewed a minimum of every three months or sooner if there is significant change in the child's circumstances (e.g. re-offended, risks increase, safety and wellbeing increases).

## **Specialist Interventions**

- If a child is below school leaving age and is not attending school or is past school leaving age and requires some form of education or employment intervention, the YJS officer should ensure that each child on the programme has at least one appointment with the YJS Education & Employment Officer. The YJS officer must ensure that the child attends any follow up appointments.
- All Bail Supervision cases must be screened by a Substance Misuse Worker within four weeks of being on the programme and the YJS SALT practitioner.
- It is the case manager's responsibility to notify the CAMHS Worker if it becomes apparent that the young person has mental health concerns.

## **Bail Support Plan**

**Court: Date:**

**Court Officer:**

Hillingdon Youth Justice Service has considered the offences that ----- born ----- has been arrested for and subsequently charged, leading to this Application for Bail before the Court today. These allegations being:

Offences & Dates:

Upon considering the above charges, Hillingdon Youth Justice Service proposes the following bail support package:

**Proposed Bail Conditions (see examples below):**

1. To live and sleep each night at ***insert address details***.
2. Not to contact prosecution witness/witnesses.
3. Not to contact co-defendant(s) ***insert co-defendant/s' details***
4. Not to associate with ***insert names with whom yp is not to associate***
5. To comply with Electronically Monitoring Curfew (tag) from 7pm – 7am.
6. Exclusion from the post code area of ***insert post code***
7. To comply with a Bail Intensive Supervision and Support programme.
8. To report to the Youth Justice Service X per week.
9. To report to **Name** Police Station on Mondays, Wednesday & Sundays 12 –3pm
10. To engage with Education & Training assessment.
11. To have a speech and language (SALT) screening and intervention, where appropriate, with the YJS Speech & Language Therapist.

To report to **Hillingdon Youth Justice Service** on: \_\_\_\_\_ (day, date, time)

**Responsible Officer:**

The child will be closely monitored while on court bail by YJS officer:

Tel: 01985 55 6432

Signed Declaration:

I understand that I have agreed to abide by/stick to the above bail conditions. I am aware/know that if I fail to/do not comply or fully meet any of the conditions, set out above I am liable for arrest/may be arrested and my bail could be withdrawn/taken away.

Name: -----Signed: -----Date:

Address:

Tel:

Parent/Carer:

**Attendance at Court (Bail)**

If a child is appearing in Court, arrangements should be made to ensure that the child still attends the minimum appointments in that week. This will involve re-scheduling the child's

times/days so that they have adequate time to appear in Court. It does not mean that the weekly frequency of appointments should be reduced.

Children should be informed at the start of the programme that they should not make solicitors, dental, social appointments when they are due to attend bail supervision appointments. If this occurs without good reason, a warning letter or breach proceedings may be initiated.

It is case manager's responsibility to ensure that a child on a bail supervision programme attends Court and reinforce parent/guardian attendance. Therefore, this will involve checking in advance that the child is going to be escorted to Court. It is not the case manager's role to act as an appropriate adult for the child; it is only to ensure that the child attends Court.

## **Compliance and Enforcement**

A failure to comply with the instructions of the BSS programme must be followed up by a telephone call or a home visit within 24 hours.

Where a child does not comply with the bail support programme, Hillingdon YJS compliance policy/processes must be followed. A warning letter must be sent to the child if they fail to attend without providing an acceptable reason for doing so. A second missed appointment should result in a pre-compliance meeting with the child, parent/carer and case manager which will set out any concerns and provide an opportunity for all parties to be heard. If there is no improvement in compliance breach proceedings should be initiated immediately by the case manager who should complete an MG11 and inform the YJS police for enforcement action. Finally, following a third missed appointment for unacceptable reasons a compliance panel must be scheduled within 24 hours of the missed appointment to take place within three working days of the failure to comply, and a manager must chair it.

Any failures to comply relating to any elements, which are specific conditions of bail, then the police need to be notified immediately and appropriate action taken.

## **Youth Detention Accommodation - Remand into Custody**

The court must consider the legal test for YDA, i.e. the seriousness of the offence(s) and the likelihood that s/he will receive a custodial sentence. The YJS should always ensure that all bail options (robust programmes) and conditions are considered and presented to the court to prevent remands into custody. The exception to this is where the risk factors are so great that the level of risk to the public cannot be addressed and monitored effectively within the community.

If it is likely that a child is to be / or has been made subject to Youth Detention Accommodation, Bail Recommendation AssetPlus and Post Court Report must be completed and sent via connectivity or secure email to the Youth Custody Service (YCS) on the day of remand.

If the child's parents/carers are not at Court, ensure that they are contacted on the day as part of the bail assessment and informed of the remand and location of YOI, STC, and SCH.

Contact must be made with Secure Estate within five working days to get an update and see how the child is settling in. The Secure Estate must provide the YJS with the Enter into Custody Module within 72 hours of child's arrival via YJAF. The Bail and Remand



Worker or Case Manager must attend and Chair Initial Planning Meetings within 10 days of the remand date.

Remand visits are to take place every month and parents / carers to be encouraged to attend all meetings.

All Remand cases to be discussed with the Court Team Manager monthly.

Bail applications are to be considered in liaison with the child's legal representative prior to future court appearances and written bail applications (which are quality assured by a YJS manager) are to be made to the court.

The quality assurance of bail applications needs to ensure that:

- Sources of information are clear, confirmed and extensive
- The bail AssetPlus address is verified and the information contained is informed by the bail AssetPlus.
- The proposed programme addresses the concerns raised by the CPS.
- The diversity of the child's needs has been considered in both making the assessment and forming the proposed intervention.

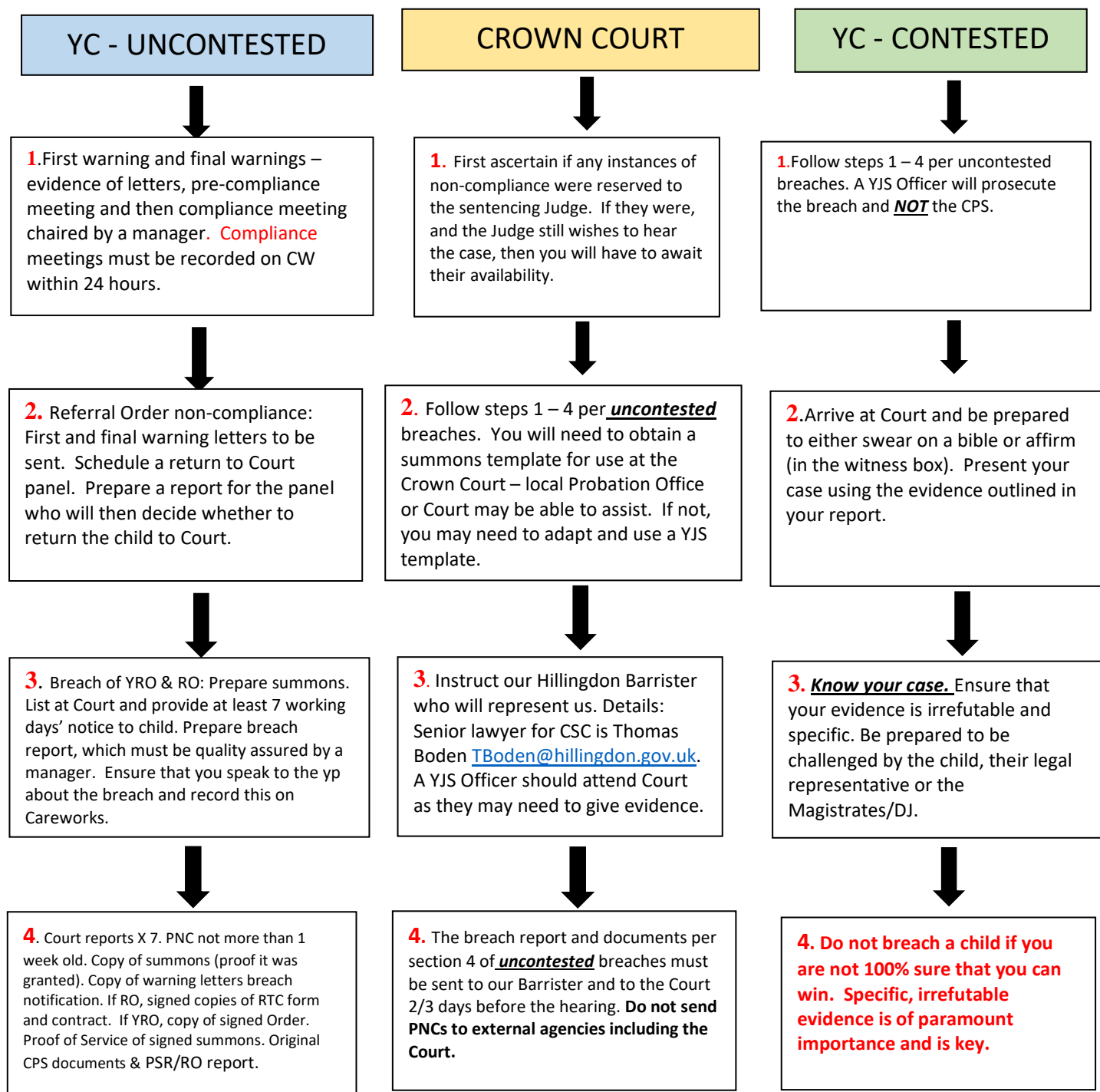
### **Complex Harp**

All remand/YDA cases must be referred to the Complex Harp to attend the next meeting post remand/YDA. The relevant paperwork must be completed and submitted prior to the meeting (see appendix 6).

**ALL BREACHES MUST BE DISCUSSED AT THE BREACH PANEL THE WEEK BEFORE THEY ARE DUE IN COURT.**

### **BREACH PROCESS**





**ALL CONTACT AT COURT WITH THE CHILD/FAMILY MUST BE RECORDED ON CHILDVIEW WITHIN 24 HRS**

### Breach Report Checklist:

Name of child:.....

Court/Court Date:.....

Name of Officer:.....

Signed and completed Quality Assurance Pro Forma

☐

Date discussed at breach panel and Chair's name:

---

Breach Report x 7

☐

Original PSR x 7

☐

PNC x 1 (must not be more than 1 week old)

☐

Copy of summons (proof it was granted)

☐

Copy of Warning & Breach Notification letters x 1

☐

Signed Return to Court Panel form (Referral Order)

☐

Signed Referral Order Contract (Referral Order)

☐

Signed Copy of Order x 1

☐

Proof of Service x 1 (signed summons)

☐

Case Summary (original CPS papers) x 1

☐

Warrant (information sheet) x 2

☐

### **Administrative Responsibilities:**

- All copies of summonses and warrants to be placed on Childview by the case manager.
- All summonses and warrants to be provided to admin for them to place in a separate folder.
- All the above documents, per the breach checklist, once completed to be placed in the breach folder in the Court documents (Teams channel).

## HILLINGDON YOUTH JUSTICE SERVICE REPORT FEEDBACK FORM

**Name (child):**

**Date of Birth:**

**Age:**

**Date:**

**Court:**

**Name:**

**Signed:**

1. Is there sufficient analysis of the offence/s including the child's attitude to it?

Strongly Disagree	Disagree	Agree	Strongly Agree	Other
-------------------	----------	-------	----------------	-------

2. Is there a sufficient assessment of the child including speech, language and communication needs?

Strongly Disagree	Disagree	Agree	Strongly Agree	Other
-------------------	----------	-------	----------------	-------

3. Are risk factors (safety & wellbeing, likelihood of re-offending and risk of harm) sufficiently addressed in the report?

Strongly Disagree	Disagree	Agree	Strongly Agree	Other
-------------------	----------	-------	----------------	-------

4. Is the impact on the victim/s clearly outlined in the report?

Strongly Disagree	Disagree	Agree	Strongly Agree	Other
-------------------	----------	-------	----------------	-------

5. Is there a clear and logical sentencing proposal?

Strongly Disagree	Disagree	Agree	Strongly Agree	N/A (custody inevitable)	Other
-------------------	----------	-------	----------------	-----------------------------	-------

6. Is the report well-structured and easy to read?

Strongly Disagree	Disagree	Agree	Strongly Agree	Other
-------------------	----------	-------	----------------	-------

**Additional comments or improvements suggested:**

--

**Useful contact telephone numbers:**

Hillingdon YJS: 01895 558203/01895 556 432 Fax: 01895 277946.  
Email: [grp.hillingdonyot@hillingdon.cjsm.net](mailto:grp.hillingdonyot@hillingdon.cjsm.net)

Stronger Families Hub: 01895 556 006  
[strongerfamilieshub@hillingdon.gov.uk](mailto:strongerfamilieshub@hillingdon.gov.uk)  
Hillingdon EDT/Out of Hours: 01895 250 111

Court:  
North West Court Admin Office: 0300 303 0645  
[northlondonmc@justice.gov.uk](mailto:northlondonmc@justice.gov.uk)

Uxbridge Youth Court (cells): 01895 239 734

Electronically Monitoring Service: 0800 137 291

Youth Custody Service Placement: 0345 363 6363

Police Stations:  
Polar Park Police Station: 0203 276 1375

Action Police Station: 0208 721 7025/21

West London Youth Offending Teams:  
Ealing Youth Offending Team: 020 8825 7524

Hounslow Youth Offending Service: 020 8583 6363

## Appendix 1

### **Sending documents for Custodial Sentences: *Sending information via Connectivity***

1. **Obtain manager countersignature** to complete the stage. The stage must be either 'Placement Notification', 'Pre-Sentence Report (all options)' – *these all trigger the Custody module*.
2. **Complete AssetPlus stage**.
3. **Generate the EYE documents** from the relevant AssetPlus stage and send via Connectivity to YJB Placements Service (*at this point do not select Post-Court Report to validate/send*).
4. **Telephone YJB Placement Service** to notify them of custodial placement and conduct post-court interview with young person.
5. **Create Post-Court Report stage** in AssetPlus, adding the post-court information to the Custody module.
6. **Obtain manager countersignature** to complete the stage.
7. **Generate only the Post-Court Report EYE document** from the Post-Court Report stage, validate, and send via Connectivity to YJB Placement Service.

### **Sending documents for Custodial Sentences: *via secure email (Connectivity not available)***

1. **Obtain manager countersignature** to complete the stage. The stage must be either 'Placement Notification', 'Pre-Sentence Report (all options)' – *these all trigger the Custody module*.
2. **Complete AssetPlus stage**.
3. **Generate the AssetPlus stage and the AssetPlus Custody module in PDF/Word format** and send via secure email to the YJB Placement Service along with any other appropriate documentation\*\*.
4. **Telephone YJB Placement Service** to notify them of custodial placement and conduct post-court interview with young person.
5. **Create Post-Court Report stage in AssetPlus**, updating the post-court information in the Custody module.
6. **Obtain manager countersignature** to complete the stage.
7. **Generate AssetPlus Custody module as PDF/Word file** and send to YJB Placements via secure email\*\*.

## **Sending documents for Remands to Custody/YDA**

1. **Obtain manager countersignature** to complete the stage. The stage must be either 'Placement Notification', 'Bail Recommendation' – *these all trigger the Custody module.*
2. **Generate the EYE documents** from the relevant AssetPlus stage and send via Connectivity to YJB Placements Service (*at this point do not select Post-Court Report to validate/send*).
3. **Telephone YJB Placement Service** to notify them of custodial placement and conduct post-court interview with young person.
4. **Create Post-Court Report stage** in AssetPlus, adding the post-court information to the Custody module.
5. **Obtain manager countersignature** to complete the stage.
6. **Generate only the Post-Court Report EYE document** from the Post-Court Report stage, validate, and send via Connectivity (or convert to PDF and send via secure email if Connectivity is not available) to YJB Placement Service.
7. The completed **AssetPlus stage** for the child should be sent to the **YJB Placement Service** within three working days. This will then be forwarded to the relevant secure establishment.

## Appendix 2

### Types of sentences for children

Courts have a range of different sentences they can give offenders aged 10-17. These include:

**Discharge – absolute or conditional** – these are the same as those for adult offenders;

**Fine** – as with adults, the fine should reflect the offence committed and the offender's ability to pay. For offenders under 16, paying the fine is the responsibility of a parent/guardian and it will be their ability to pay that is considered when setting the level of the fine;

**Referral Order** – this requires the offender to attend a youth offender panel (made up of two members of the local community and an advisor from a youth justice team) and agree a contract, containing certain commitments, which will last between three months and a year. The aim is for the offender to make up for the harm caused and address their offending behaviour. An order must be imposed for a first-time young offender who has pleaded guilty (unless the court decides that another sentence is justified) and may be imposed in other circumstances.

**Youth Rehabilitation Order** – this is a community sentence which can include one or more of 17 different requirements that the offender must comply with for up to three years. Some examples of the requirements that can be imposed are a curfew, supervision, unpaid work, electronic monitoring, drug treatment, mental health treatment and education requirements.

**Custodial sentences** – young offenders can receive custodial sentences, but they will only be imposed in the most serious cases. When they are given, they aim to provide training and education and rehabilitate the offender, so they do not reoffend. Sentences can be spent in secure children's homes, secure training centres and young offender institutions.

- If a child between 12 and 17 years old is sentenced in the youth court, a **Detention and Training Order (DTO)** is available. This can last between four months and two years.
- In the Crown Court, a **Detention and Training Order (DTO)** can also be given – the same as in the youth court.
- For more serious offences in the Crown Court, longer term **detention** is available where the offence committed carries a maximum sentence of at least 14 years' imprisonment or is one of the offences listed in section 91 of the Powers of Criminal Courts (Sentencing) Act, 2000.
- If a child is convicted of a specified offence and the Crown Court considers that there is a significant risk of serious harm to members of the public from the child committing further specified offences, then the court may pass a sentence of **detention for life** or an **extended sentence of detention**.
- **Detention during Her Majesty's Pleasure**. This is a mandatory life sentence and will be imposed when an offender is convicted or pleads guilty to murder. Schedule 21 of the Criminal Justice Act 2003 states that the starting point for determining the minimum sentence where the offender is under 18 years of age, is 12 years as opposed to 15 years for those over the age of 18.

More information can be found in the guideline on [sentencing children and young people](#). For more information on youth justice, visit the [Youth Justice Board](#) website.

activity requirement; • supervision requirement; • unpaid work requirement;\* • programme requirement; • attendance centre requirement; • prohibited activity requirement; • curfew requirement; • exclusion requirement; • electronic monitoring requirement; • residence requirement;\* • local authority accommodation requirement; • fostering requirement;\*\* • mental health requirement; • drug treatment requirement (with or without drug testing); • intoxicating substance requirement; • education requirement; and • intensive supervision and surveillance requirement.\*\*



## Appendix 3

**AssetPlus**



Young person name:

Date of birth:

Completed by:

Assessment stage start date:

# Bail & Remand

## Young person's details

**Surname**

**First Name**

**Middle Name**

**Other names/alias**

First Name	Middle Name	Surname
------------	-------------	---------

**Gender**

☒ Male

**Date of birth**

Young person will turn 18 whilst subject to the active disposal

**Age**

**Age at time of sentence**

**Current Young Person ID**

**PNC number**

**Address**

<b>Property Name</b>	<b>Town</b>
<b>Property No</b>	<b>County</b>
<b>Street</b>	<b>Post Code</b>
<b>Village/District</b>	

**Telephone numbers**

Telephone No.	Type	Preferred
	Other	No
	Other	No

**Ethnic classification**

**Nationality**

**Preferred language**

**Religion**

**Immigration/asylum status issues****Interpreter required?****Details**

e.g. Diversity considerations, any issues regarding immigration/asylum status, interpreter/language details

## Parents/Carers/ Significant adults details

**Parents/carers' details****Additional information**

Note issues regarding contact, specific needs of parents etc.

## Court and alleged offence details

**Court Name****Court Type****Date of Hearing****Solicitor's name/firm**

**Solicitor's Telephone No**

**Current Status**

**Expected Outcome**

**Active Disposal**

Disposal Type	Start Date	End Date

Requirements (where YRO)	Start Date	End Date

**Current Bail/Remand Conditions**

Current Bail/Remand Conditions

### Alleged offence(s)

Offence Category	Offence Type	Offence Start Date	Offence End Date
------------------	--------------	--------------------	------------------

### Brief outline of alleged offence(s)

### Outstanding charges and other matters

Offence Category	Offence Type	Offence Start Date	Offence End Date	Plea	Date of next Court appearance	Status
------------------	--------------	--------------------	------------------	------	-------------------------------	--------

## Objections to Bail

### Has CPS objected to Bail?

### Any evidence of previous offending whilst on Bail?

### Any evidence of previous failure to appear?

### Any previous intimidation of witnesses whilst on Bail?

## YOT details

### Home YOT

### Sub-division

### Home YOT worker

**Telephone No**

**Secure email address**

**Currently supervised by another YOT?**

**Court designated local authority**

**Previously supervised by any other YOT?**

## Contact with Services

**Other professionals/services involved with the young person**

Name	Service/organisation	Date contact started	Date contact ended	Contact details

**Sources of information**

## Accommodation for Bail

**Address to be offered for bail**

<b>Property No. and Name</b>	<b>Town</b>
<b>Street</b>	<b>County</b>
<b>Village/District</b>	<b>Postcode</b>

**Living with**

**Address verified?**

**Details regarding accommodation**  
including any concerns about suitability

## Personal Circumstances

### Care History

Please indicate whether any of the following apply to the young person

**Accommodated by voluntary agreement with parents (s.20 Children Act 1989)**

**Identified Child in Need (s.17 Children Act 1989)**

**Subject to a care order (s.31 Children Act 1989)**

**Remand to local authority accommodation**

**Remand to Youth Detention Accommodation**

**Has the young person ever had a child protection plan?**

## Learning, education, training and employment

## Community provision

Type of ETE provision	ETE status	ETE status (Other)	Name of school/ETE provider

Total Hours engaged in ETE per week

### Attendance/participation Issues

Yes ☐ No ☐

Have any Special Educational Needs or Disabilities been identified?

### Details

(including recent patterns of attendance, behaviour at school/college or work, any services and support provided in response to identified special educational needs, attitudes to ETE, parent/carers attitudes to ETE)

## Substance misuse

Is there any evidence of substance misuse?



## Lifestyle, peers and networks

Outline the key networks/groups in the young person's life (both current and previous). Describe the positive and negative influence of these on the young person

Network/group	Significance and influence on the young person	Gang associations

### Further exploration

Please provide as much detail as possible here e.g. when/where the gang operates, key features of gang behaviours, specific influence on the young person and extent of his/her involvement, whether or not the young person's family are involved in gang activity

## Young Person as a Parent

Young person's parental status

## Impact on compliance with a bail package

Give details of how any of the above personal circumstance factors may impact on compliance with a bail package

## Health

### Physical health and development

Has a diagnosed physical health condition?

Experiencing current physical health symptoms? e.g. breathing problems, chest pains, seizures

Currently taking prescribed medication for a physical illness?

Has any current contact with GP or hospitals in relation to a major physical illness?

Is pregnant or could be pregnant?

Health is being put at risk through his/her own behaviour?

**Note any positives, and/or any other concerns that require further investigation, referral or action**  
(including registration with GP, lack of access to appropriate services, concerns expressed by the young person and parents/carers etc.)

## Emotional development and mental health

**Any formal diagnosed mental health condition? (current/previous)**

**Any contact with mental health services?**

**Any prescribed medication for mental health problems? (current/previous)**

**Has current feelings of sadness, anxiety/stress or irritability?**

**Feels constantly in low mood?**

**Feels hopeless about the future?**

**Has flashbacks of past traumatic events?**

**Experiencing unusual thoughts?**

**Sees or hears things that other people cannot?**

**Has longstanding symptoms of overactivity, inattention and impulsivity in multiple settings? (e.g. home, school etc.)**

**Has history of deliberate self-harm?**

**Has previously attempted suicide?**

**Has current thoughts to self-harm or wish to commit suicide?**

**Looks depressed or is behaving unusually?**

**Risks/ concerns from others (family/professionals) about young person's mental health?**

**Impact on compliance with a bail package**

**Give details of how any of the above health factors may impact on compliance with a bail package**

**Safety and Wellbeing**

**Are there any other concerns/risks regarding the young person's safety whilst on a bail package?**

## Risk to others

Is the young person on the sex offender register?

Is there anything about the current alleged offence which suggests that the young person presents a risk of harm or serious harm or changes a previous ROSH judgement if one exists?

Details e.g. potential victims, triggers and situational factors

Where any concerns have been identified above, please state how these would be managed during a period of bail

## MAPPA

MAPPA Category

## Community Package Proposal

Is YOT Intervention required to meet objections to Bail?

# Court Outcome

Outcome of Court Hearing

Date of next Court appearance

D

D

M

M

YYY

Y

# Stage Owner Details

Person completing the module

Date started

Date completed

Job Title

YOT

Telephone No

## Appendix 4

### Types of Reports Used in Court:

The Court will require information about the child, appearing in Court, to be provided. This may be in one of the following formats:

#### Use of an existing report

You may use an existing report if:

- It has been previously quality assured by a manager within **three months** since it was last used; and if a manager agrees that to use it the child will not be disadvantaged by not having an up to date full Pre-Sentence Report (PSR).
- If there has not been any significant change in the child's circumstances since the last AssetPlus assessment. The Court may sentence on the basis of the report (as outlined above). In this situation your Court officer should provide an addendum, either verbally or in writing, covering the new offence.

#### Stand down report

These are completed on the day of Court and presented either verbally or in writing by your Court officer. In situations where the child is well known to your team, or the matters before the Court are 'straightforward', it may be appropriate to suggest a stand down option to ensure the prompt administration of Court processes. The report should cover the same key headings as a PSR and be subject to local management sign off processes for quality assurance. **Stand down reports may not be used if there is any prospect of a custodial outcome.**

#### Specific sentence report

This may be requested if the Court is considering the child's suitability for a disposal or Youth Rehabilitation Order requirement. In situations when you think that an intervention, outside of the most commonly used supervision, is preferable it may be appropriate to suggest a specific sentence report. These must be completed on the day of the request, cover the same key headings as PSR and be subject to local management sign off processes for quality assurance. **Specific sentence reports may not be used if there is any prospect of a custodial outcome.**

#### Pre-sentence report

Where the court requests a pre-sentence report, your Court staff should ensure:

- The Court's non-binding view of seriousness is recorded.
- Any necessary bail conditions imposed are recorded.
- The Court has a clear and realistic indication of the timescales needed for the completion of the report, especially if specialist assessments such as a psychiatric report, an Intensive Fostering or Intensive Supervision and Surveillance suitability assessment or an AIM3 (young people who have engaged in sexually harmful behaviour) assessment is required.

Your Court officer should then meet the child and parent/carer after the Court hearing to ensure that they have understood what is required, that correct contact details have been received, and that an initial appointment time is given. They should also obtain the details of the child's legal representative and copies of the Crown Prosecution Service paperwork.

## **Dangerousness assessment**

The **assessment of dangerousness** is set in section 229 of the Criminal Justice Act 2003. A child **will** be assessed as **dangerous** by the **Court** if the **Court** considers that there **is** a significant risk to members of the public of serious harm occasioned by the child committing further specified offences

## **Warrants (Designated Authority)**

A Court warrant is a legal document that allows children to be transported from court to secure establishments and to be detained in custody. A warrant will be issued when a child is remanded or sentenced to custody.

When a child is remanded to custody it is important that the Court designates a local authority who is responsible for the child. The warrant then needs to identify the correct designated local authority responsible for the child – this is the ‘home’ local authority where the child usually resides and may not be the same as the one in which the court is located.

If it is not clear which is the responsible local authority, your staff must request an adjournment so that enquiries can be made. Local authorities are responsible for the costs of secure remands, have case management responsibility for the child and manage their looked-after status, so correct designation is imperative.

If it is not clear which is the designated local authority, your court officers should request that the matter be put back for an hour and ensure that urgent enquiries are made to resolve the matter.

There can be significant implications if children leave the court with an incorrect or incomplete warrant, including regarding the allocation of remand costs to local authorities if the court has failed accurately to record the designated authority in the case.

Inaccuracies can also cause delays in transporting children and in the admission process at secure establishments, so it is vital that your court staff ensure that all details on the form are completed correctly and that it is signed and dated by a clerk or judge. Copies should be collected of all warrants and held on the child’s case file.



## Appendix 5

**PLEASE WRITE CLEARLY AND INITIAL YOUR NAME ON THIS FORM**

**Hillingdon Youth Justice Service, London Borough of Hillingdon, Link 1A, Civic Centre, High Street,  
Uxbridge, UB8 1UW, Tel: 01895 558203**

**COURT PROCEEDINGS FORM (Private & Confidential for LBH Staff Use Only)**



SURNAME:			FORENAMES:			DOB:			AGE:			M/F:		
ETHNICITY:			ADDRESS OF YP:			CONTACT NO:								
						Parent(s)/Guardian/Carer contact no(s)								
SOLICITOR DETAILS & CONTACT NO.:			COURT			KNOWN TO WHICH YOS?								
YP PRODUCED IN CUSTODY:	Yes/No	DATE & TIME CONTACT MADE IN THE COURT (Cells or Other)						ADDRESS REQUIRED IF RILAA (CSC):				Yes / No		
Co-Defendant(s):														
Conflict with YP(s)/keep apart:														
KNOWN TO SOCIAL CARE?	Yes/No	CSC CHECK Yes/No	STATUS: CIN/CP/LAC	RELEVANT INFORMATION										
HEALTH CONCERNS	Yes/No	Details:		DRUG/ALCOHOL CONCERNS			DISABILITY							
EDUCATION/EMPLOYMENT	Name of School/Employer				POLICE CHECK: may not be needed if YP known		Y/N N/A	Finding:		PNC				
AXIS (Hillingdon only)														
COMPLIANCE	Type of Order:			Date of Order			COMPLIANCE DETAILS							
OFFICER NAME & CONTACT DETAILS														

DATE OF OFFENCE	ALLEGED OFFENCE(S) + CJS Code		DATE PG	DATE PNG	DATE FG	DATE FNG	DATE WITHDRAWN
	URN -						

	1-					
	2-					
	3-					
	4-					
	5-					
	6-					

**YOT Proposal to be discussed with line/duty manager:**

**RESULTS/REASONS FOR ANY ADJOURNMENT**

<b>Reports:</b> please tick ✓	<input type="checkbox"/> PSR	<input type="checkbox"/> Referral Order	<input type="checkbox"/> Progress Report	<input type="checkbox"/> Addendum
<input type="checkbox"/> NRM	<input type="checkbox"/> AIM 3 Assessment	<input type="checkbox"/> Report Feedback form submitted		
<b>Magistrates indication of seriousness:</b> please tick ✓	<input type="checkbox"/> Community All Options	<input type="checkbox"/> All options/custody	<input type="checkbox"/> Dangerousness Assessment required	
<b>Costs: £</b>	<b>Victim Surcharge: £</b>	<b>Compensation: £</b>	<b>Interpreter required - YES/NO</b>	
<b>Appointment Given: Yes/No</b> <b>if Yes please provide: Date/Time/Location:</b>				
<b>MAGISTRATES' COMMENTS:</b>		<b>DATE:</b>		

DATE	Court Outcome (reasons)	*BAIL e.g. UCB, CB, RIC YDA, BSS <i>separate bail AP to be completed</i>	BENCH LEGAL ADVISOR	YOT CDO (Initials)	Parent/ Guardian/ Carer/ Professionals notified YES / NO	NEXT APPEARANCE	
						DATE	COURT

✓	BAIL CONDITIONS	DATE	DATE	DATE	DATE
	Live and sleep at (address details)				
	Remain indoors at the above address between the hours of                      Electronically Monitored				
	Remain indoors at the above address between the hours of                      Doorstep Curfew				
	Report to:				
	Not to contact directly or indirectly <b>Co-defendant/victim/witnesses –</b>				
	Not to enter:				

	To attend appointments as directed by YOS				
	Comply with <b>PSR</b> appointments as directed				
	Comply with the requirements of <b>BAIL SUPPORT &amp; SUPERVISION (BSS) 3X PER WEEK</b> as directed				
	Comply with the requirements of Bail with <b>ISS</b> requirement				
	Other <b>(please specify)</b>				

If the young person is produced from custody or remains in custody, have you completed the following?

Any Comments:		
Bail ASSETPLUS	Yes/No	
Custody Module	Yes/No	
Post Court Report (PCR)	Yes/No	
Has contact be made with the home YOS?	Yes/No	
Has contact been made with YJB?	Yes/No	

## **Appendix 6**

### **Remand and Custodial Sentence Management - Process**

In order to ensure the collective robust oversight and scrutiny of all remand and custodial sentence cases these will all be reviewed at the Complex Hillingdon Access to Resources Panel (HARP).

The Complex HARP sits every Tuesday 2pm-4pm and is chaired by a Children's Social Care Head of Service.

YJS Officers should complete the YJS Access to Resources Referral

### **Remand/Youth Detention Accommodation (YDA)**

- All children made subject to remand to local authority accommodation or youth detention accommodation by the Courts should be listed at the first available HARP.
- Under the Legal Aid Sentencing Punishment Offenders 2012 legislation all children subject to remand/YDA will have an allocated Social Worker.
- The allocated Social Worker should complete the referral to HARP form via LCS.
- The allocated YJS Officer will complete the Complex HARP YJS form and share this with [schbuisnesssupport@hillingdon.gov.uk](mailto:schbuisnesssupport@hillingdon.gov.uk), the allocated social worker and save a copy to the young person's Childview's file.
- The allocated Social Worker and line manager, the YJS Officer and line manager should attend HARP at the allocated time.
- The purpose of the discussion is to review the remand/YDA decision, explore alternatives e.g. bail packages and ensure a collective and child centred intervention plan.
- The chair of the panel will identify a review date based on the needs and risks of the case.
- Minutes of the discussion will be created by business support and circulated post meeting. Business support will save the minutes onto LCS. The YJS Officer should ensure that these are saved onto the child's Childview contacts under "Management Oversight Consultation".

### **Custodial sentence with an allocated social worker**

- Where a child receives a custodial sentence, they should be listed at Complex HARP within 4 weeks of the sentence date.
- The allocated Social Worker should complete the referral to HARP form via LCS.
- The allocated YJS Officer will complete the google Complex HARP YJS form and share this with [schbuisnesssupport@hillingdon.gov.uk](mailto:schbuisnesssupport@hillingdon.gov.uk), the allocated social worker and save a copy to the child's Childview.
- The allocated Social Worker and line manager, YJS Officer and line manager should attend HARP at the allocated time.
- The purpose of the discussion is to review the intervention plan and provision of support for the young person whilst in custody and ensure collective resettlement planning.
- The chair of the panel will identify a review date based on the needs and risks of the case.
- Minutes of the discussion will be created by business support and circulated post meeting. Business support will save the minutes onto LCS. The YJS Officer should ensure that these are saved onto the child's Childview contacts under 'Management Oversight Consultation'.

### **Custodial Sentence no allocated social worker**

- Where a child receives a custodial sentence, they should be listed at Complex HARP within 4 weeks of the sentence date.
- The allocated YJS Officer will complete the google Complex HARP YJS form and share this with [schbusinesssupport@hillingdon.gov.uk](mailto:schbusinesssupport@hillingdon.gov.uk) and save a copy to the child's Childview file.
- The allocated YJS Officer and line manager should attend HARP at the allocated time.
- The purpose of the discussion is to review the intervention plan and provision of support for the young person whilst in custody and ensure collective resettlement planning.
- The chair of the panel will identify a review date based on the needs and risks of the case.
- Minutes of the discussion will be created by business support and circulated post meeting. The YJS Officer should ensure that these are saved onto the child's Childview contacts under 'Management Oversight Consultation'.

\*In the case that the YJS Officer is absent the relevant Senior Youth Justice Officer or Operational Manager should ensure the forms are completed and submitted.

## **Appendix 7**

HILLINGDON YJS Compliance Panel

**Present:**  
**YJS officer:**  
**Chair:**  
**Date:**

**Section 1: to be completed by Youth Justice Officer prior to Review**

<b>Name of YP:</b>	Order Type: Order Length: Start date: End date:
YRO requirements:  <b>RoSH: Very High   High   Medium   Low (delete as appropriate)</b> <b>LoR: High   Medium   Low (delete as appropriate)</b> <b>Safety &amp; Wellbeing: Very High   High   Medium   Low (delete as appropriate)</b>	
Review of Order: Has a pre-compliance meeting been held? Yes/No (delete as appropriate). If yes, date:	
Nature of non-compliance:	
Overall engagement with the YJS:	
Work completed:	
Work to be completed:	

**Section 2: areas to be considered by Chair**

Steps taken by the YJS to facilitate compliance:	
Positive factors/strengths with evidence:	
Barriers to compliance with evidence:	

Speech, language, communication needs:	
Young person's attitude with evidence:	
Parent/carer views:	
Likelihood of re-offending	
Risk of harm:	
Safety & wellbeing assessment:	
Changes required to gain future compliance:	

### Section 3: outcome of meeting

No further action:	
Test of compliance: This can include an increase in reporting to bring case back in line with NS.	Actions from meeting: <ul style="list-style-type: none"> <li></li> </ul>
Order to continue:	
Return to Court:	Yes/No (delete as appropriate)
Summons to be completed by date:	

### Appendix 8:



**SCHEDULE 15 (Section 224) SPECIFIED OFFENCES FOR PURPOSES OF CHAPTER 5 OF PART 12**  
**PART 1 SPECIFIED VIOLENT OFFENCES: Criminal Justice Act 2003**

- 1 Manslaughter.
- 2 Kidnapping.
- 3 False imprisonment.
- 4 An offence under section 4 of the Offences against the Person Act [1861 \(c. 100\)](#) (soliciting murder).
- 5 An offence under section 16 of that Act (threats to kill).
- 6 An offence under section 18 of that Act (wounding with intent to cause grievous bodily harm).
- 7 An offence under section 20 of that Act (malicious wounding).
- 8 An offence under section 21 of that Act (attempting to choke, suffocate or strangle in order to commit or assist in committing an indictable offence).
- 9 An offence under section 22 of that Act (using chloroform etc. to commit or assist in the committing of any indictable offence).
- 10 An offence under section 23 of that Act (maliciously administering poison etc. so as to endanger life or inflict grievous bodily harm).
- 11 An offence under section 27 of that Act (abandoning children).
- 12 An offence under section 28 of that Act (causing bodily injury by explosives).
- 13 An offence under section 29 of that Act (using explosives etc. with intent to do grievous bodily harm).
- 14 An offence under section 30 of that Act (placing explosives with intent to do bodily injury).
- 15 An offence under section 31 of that Act (setting spring guns etc. with intent to do grievous bodily harm).
- 16 An offence under section 32 of that Act (endangering the safety of railway passengers).
- 17 An offence under section 35 of that Act (injuring persons by furious driving).
- 18 An offence under section 37 of that Act (assaulting officer preserving wreck).
- 19 An offence under section 38 of that Act (assault with intent to resist arrest).
- 20 An offence under section 47 of that Act (assault occasioning actual bodily harm).
- 21 An offence under section 2 of the Explosive Substances Act [1883 \(c. 3\)](#) (causing explosion likely to endanger life or property).
- 22 An offence under section 3 of that Act (attempt to cause explosion or making or keeping explosive with intent to endanger life or property).
- 23 An offence under section 1 of the Infant Life (Preservation) Act [1929 \(c. 34\)](#) (child destruction).
- 24 An offence under section 1 of the Children and Young Persons Act [1933 \(c. 12\)](#) (cruelty to children).
- 25 An offence under section 1 of the Infanticide Act [1938 \(c. 36\)](#) (infanticide).

- 26 An offence under section 16 of the Firearms Act [1968 \(c. 27\)](#) (possession of firearm with intent to endanger life).
- 27 An offence under section 16A of that Act (possession of firearm with intent to cause fear of violence).
- 28 An offence under section 17(1) of that Act (use of firearm to resist arrest).
- 29 An offence under section 17(2) of that Act (possession of firearm at time of committing or being arrested for offence specified in Schedule 1 to that Act).
- 30 An offence under section 18 of that Act (carrying a firearm with criminal intent).
- 31 An offence under section 8 of the Theft Act [1968 \(c. 60\)](#) (robbery or assault with intent to rob).
- 32 An offence under section 9 of that Act of burglary with intent to—
- (a) inflict grievous bodily harm on a person, or
- (b) do unlawful damage to a building or anything in it.
- 33 An offence under section 10 of that Act (aggravated burglary).
- 34 An offence under section 12A of that Act (aggravated vehicle-taking) involving an accident which caused the death of any person.
- 35 An offence of arson under section 1 of the Criminal Damage Act [1971 \(c. 48\)](#).
- 36 An offence under section 1(2) of that Act (destroying or damaging property) other than an offence of arson.
- 37 An offence under section 1 of the Taking of Hostages Act [1982 \(c. 28\)](#) (hostage-taking).
- 38 An offence under section 1 of the Aviation Security Act [1982 \(c. 36\)](#) (hijacking).
- 39 An offence under section 2 of that Act (destroying, damaging or endangering safety of aircraft).
- 40 An offence under section 3 of that Act (other acts endangering or likely to endanger safety of aircraft).
- 41 An offence under section 4 of that Act (offences in relation to certain dangerous articles).
- 42 An offence under section 127 of the Mental Health Act [1983 \(c. 20\)](#) (ill-treatment of patients).
- 43 An offence under section 1 of the Prohibition of Female Circumcision Act [1985 \(c. 38\)](#) (prohibition of female circumcision).
- 44 An offence under section 1 of the Public Order Act [1986 \(c. 64\)](#) (riot).
- 45 An offence under section 2 of that Act (violent disorder).
- 46 An offence under section 3 of that Act (affray).
- 47 An offence under section 134 of the Criminal Justice Act [1988 \(c. 33\)](#) (torture).
- 48 An offence under section 1 of the Road Traffic Act [1988 \(c. 52\)](#) (causing death by dangerous driving).
- 49 An offence under section 3A of that Act (causing death by careless driving when under influence of drink or drugs).
- 50 An offence under section 1 of the Aviation and Maritime Security Act [1990 \(c. 31\)](#) (endangering safety at aerodromes).
- 51 An offence under section 9 of that Act (hijacking of ships).

- 52 An offence under section 10 of that Act (seizing or exercising control of fixed platforms).
- 53 An offence under section 11 of that Act (destroying fixed platforms or endangering their safety).
- 54 An offence under section 12 of that Act (other acts endangering or likely to endanger safe navigation).
- 55 An offence under section 13 of that Act (offences involving threats).
- 56 An offence under Part II of the Channel Tunnel (Security) Order 1994 ([S.I. 1994/570](#)) (offences relating to Channel Tunnel trains and the tunnel system).
- 57 An offence under section 4 of the Protection from Harassment Act [1997 \(c. 40\)](#) (putting people in fear of violence).
- 58 An offence under section 29 of the Crime and Disorder Act [1998 \(c. 37\)](#) (racially or religiously aggravated assaults).
- 59 An offence falling within section 31(1)(a) or (b) of that Act (racially or religiously aggravated offences under section 4 or 4A of the Public Order Act [1986 \(c. 64\)](#)).
- 60 An offence under section 51 or 52 of the International Criminal Court Act [2001 \(c. 17\)](#) (genocide, crimes against humanity, war crimes and related offences), other than one involving murder.
- 61 An offence under section 1 of the Female Genital Mutilation Act [2003 \(c. 31\)](#) (female genital mutilation).
- 62 An offence under section 2 of that Act (assisting a girl to mutilate her own genitalia).
- 63 An offence under section 3 of that Act (assisting a non-UK person to mutilate overseas a girl's genitalia).
- 64 An offence of—
- (a)aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this Part of this Schedule,
- (b)conspiring to commit an offence so specified, or
- (c)attempting to commit an offence so specified.

65 An attempt to commit murder or a conspiracy to commit murder.

## PART 2 SPECIFIED SEXUAL OFFENCES

- 66 An offence under section 1 of the Sexual Offences Act [1956 \(c. 69\)](#) (rape).
- 67 An offence under section 2 of that Act (procurement of woman by threats).
- 68 An offence under section 3 of that Act (procurement of woman by false pretences).
- 69 An offence under section 4 of that Act (administering drugs to obtain or facilitate intercourse).
- 70 An offence under section 5 of that Act (intercourse with girl under thirteen).
- 71 An offence under section 6 of that Act (intercourse with girl under 16).
- 72 An offence under section 7 of that Act (intercourse with a defective).
- 73 An offence under section 9 of that Act (procurement of a defective).
- 74 An offence under section 10 of that Act (incest by a man).
- 75 An offence under section 11 of that Act (incest by a woman).
- 76 An offence under section 14 of that Act (indecent assault on a woman).

- 77 An offence under section 15 of that Act (indecent assault on a man).
- 78 An offence under section 16 of that Act (assault with intent to commit buggery).
- 79 An offence under section 17 of that Act (abduction of woman by force or for the sake of her property).
- 80 An offence under section 19 of that Act (abduction of unmarried girl under eighteen from parent or guardian).
- 81 An offence under section 20 of that Act (abduction of unmarried girl under sixteen from parent or guardian).
- 82 An offence under section 21 of that Act (abduction of defective from parent or guardian).
- 83 An offence under section 22 of that Act (causing prostitution of women).
- 84 An offence under section 23 of that Act (procurement of girl under twenty-one).
- 85 An offence under section 24 of that Act (detention of woman in brothel).
- 86 An offence under section 25 of that Act (permitting girl under thirteen to use premises for intercourse).
- 87 An offence under section 26 of that Act (permitting girl under sixteen to use premises for intercourse).
- 88 An offence under section 27 of that Act (permitting defective to use premises for intercourse).
- 89 An offence under section 28 of that Act (causing or encouraging the prostitution of, intercourse with or indecent assault on girl under sixteen).
- 90 An offence under section 29 of that Act (causing or encouraging prostitution of defective).
- 91 An offence under section 32 of that Act (soliciting by men).
- 92 An offence under section 33 of that Act (keeping a brothel).
- 93 An offence under section 128 of the Mental Health Act [1959 \(c. 72\)](#) (sexual intercourse with patients).
- 94 An offence under section 1 of the Indecency with Children Act [1960 \(c. 33\)](#) (indecent conduct towards young child).
- 95 An offence under section 4 of the Sexual Offences Act [1967 \(c. 60\)](#) (procuring others to commit homosexual acts).
- 96 An offence under section 5 of that Act (living on earnings of male prostitution).
- 97 An offence under section 9 of the Theft Act [1968 \(c. 60\)](#) of burglary with intent to commit rape.
- 98 An offence under section 54 of the Criminal Law Act [1977 \(c. 45\)](#) (inciting girl under sixteen to have incestuous sexual intercourse).
- 99 An offence under section 1 of the Protection of Children Act [1978 \(c. 37\)](#) (indecent photographs of children).
- 100 An offence under section 170 of the Customs and Excise Management Act [1979 \(c. 2\)](#) (penalty for fraudulent evasion of duty etc.) in relation to goods prohibited to be imported under section 42 of the Customs Consolidation Act [1876 \(c. 36\)](#) (indecent or obscene articles).
- 101 An offence under section 160 of the Criminal Justice Act [1988 \(c. 33\)](#) (possession of indecent photograph of a child).
- 102 An offence under section 1 of the Sexual Offences Act [2003 \(c. 42\)](#) (rape).
- 103 An offence under section 2 of that Act (assault by penetration).
- 104 An offence under section 3 of that Act (sexual assault).

- 105 An offence under section 4 of that Act (causing a person to engage in sexual activity without consent).
- 106 An offence under section 5 of that Act (rape of a child under 13).
- 107 An offence under section 6 of that Act (assault of a child under 13 by penetration).
- 108 An offence under section 7 of that Act (sexual assault of a child under 13).
- 109 An offence under section 8 of that Act (causing or inciting a child under 13 to engage in sexual activity).
- 110 An offence under section 9 of that Act (sexual activity with a child).
- 111 An offence under section 10 of that Act (causing or inciting a child to engage in sexual activity).
- 112 An offence under section 11 of that Act (engaging in sexual activity in the presence of a child).
- 113 An offence under section 12 of that Act (causing a child to watch a sexual act).
- 114 An offence under section 13 of that Act (child sex offences committed by children or young persons).
- 115 An offence under section 14 of that Act (arranging or facilitating commission of a child sex offence).
- 116 An offence under section 15 of that Act (meeting a child following sexual grooming etc.).
- 117 An offence under section 16 of that Act (abuse of position of trust: sexual activity with a child).
- 118 An offence under section 17 of that Act (abuse of position of trust: causing or inciting a child to engage in sexual activity).
- 119 An offence under section 18 of that Act (abuse of position of trust: sexual activity in the presence of a child).
- 120 An offence under section 19 of that Act (abuse of position of trust: causing a child to watch a sexual act).
- 121 An offence under section 25 of that Act (sexual activity with a child family member).
- 122 An offence under section 26 of that Act (inciting a child family member to engage in sexual activity).
- 123 An offence under section 30 of that Act (sexual activity with a person with a mental disorder impeding choice).
- 124 An offence under section 31 of that Act (causing or inciting a person with a mental disorder impeding choice to engage in sexual activity).
- 125 An offence under section 32 of that Act (engaging in sexual activity in the presence of a person with a mental disorder impeding choice).
- 126 An offence under section 33 of that Act (causing a person with a mental disorder impeding choice to watch a sexual act).
- 127 An offence under section 34 of that Act (inducement, threat or deception to procure sexual activity with a person with a mental disorder).
- 128 An offence under section 35 of that Act (causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception).
- 129 An offence under section 36 of that Act (engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder).

130 An offence under section 37 of that Act (causing a person with a mental disorder to watch a sexual act by inducement, threat or deception).

131 An offence under section 38 of that Act (care workers: sexual activity with a person with a mental disorder).

132 An offence under section 39 of that Act (care workers: causing or inciting sexual activity).

133 An offence under section 40 of that Act (care workers: sexual activity in the presence of a person with a mental disorder).

134 An offence under section 41 of that Act (care workers: causing a person with a mental disorder to watch a sexual act).

135 An offence under section 47 of that Act (paying for sexual services of a child).

136 An offence under section 48 of that Act (causing or inciting child prostitution or pornography).

137 An offence under section 49 of that Act (controlling a child prostitute or a child involved in pornography).

138 An offence under section 50 of that Act (arranging or facilitating child prostitution or pornography).

139 An offence under section 52 of that Act (causing or inciting prostitution for gain).

140 An offence under section 53 of that Act (controlling prostitution for gain).

141 An offence under section 57 of that Act (trafficking into the UK for sexual exploitation).

142 An offence under section 58 of that Act (trafficking within the UK for sexual exploitation).

143 An offence under section 59 of that Act (trafficking out of the UK for sexual exploitation).

144 An offence under section 61 of that Act (administering a substance with intent).

145 An offence under section 62 of that Act (committing an offence with intent to commit a sexual offence).

146 An offence under section 63 of that Act (trespass with intent to commit a sexual offence).

147 An offence under section 64 of that Act (sex with an adult relative: penetration).

148 An offence under section 65 of that Act (sex with an adult relative: consenting to penetration).

149 An offence under section 66 of that Act (exposure).

150 An offence under section 67 of that Act (voyeurism).

151 An offence under section 69 of that Act (intercourse with an animal).

152 An offence under section 70 of that Act (sexual penetration of a corpse).

153 An offence of—

(a) aiding, abetting, counselling, procuring or inciting the commission of an offence specified in this Part of this Schedule,

(b) conspiring to commit an offence so specified, or

(c) attempting to commit an offence so specified.

## Appendix 9:

## **Referred to OoCD (Out of Court Disposal) scheme from Court**

**This form is to be completed FOR ALL cases referred from court**

**If adjournment not supported by CPS lawyer: YJS will only assess suitability for OoCD and will report back for next hearing**

To be passed to YJS Police colleagues as soon as possible after court appearance:

.....  
.....

## **Section 1: Admission** (To be signed by young person and parent/carer)

Date:

Court:

Name of YP:	<input type="text"/>
DOB:	<input type="text"/>
Address:	<input type="text"/>

Parent name:	<input type="text"/>
Telephone contact:	<input type="text"/>

I admit to the offences outlined below:

Signed Young Person:

Signed Parent / carer:

Offence(s) Date	Offence(s)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Next court date:

URN or Offence(s) and date(s) details:

If not stated overleaf

## **Section 2: CPS Authority for OoCD Assessment**

Name of CPS Rep:  (Please print)

Email of CPS Rep: \_\_\_\_\_  
Date: \_\_\_\_\_

ANY OTHER COMMENTS: \_\_\_\_\_

YOT police require authority of CPS for an OOC assessment if youth is charged

If a referral form is not completed and handed to YOS Court staff, please contact YOT Officers directly by email with authority for an OOC assessment.

IF THE ASSESSMENT INDICATES THAT AN OOC IS APPROPRIATE THIS WILL BE DELIVERED **UNLESS** THE CPS INDICATE HERE THAT THEY WISH TO CONSIDER THE RECOMMENDATION FIRST

Please see below full list of MPS YOT Police secure email addresses

#### **ALL Metropolitan area YOT Police Email mailboxes**

(Please note some used shared mailboxes with neighbouring YOT, please indicate home borough in title)

**Barking** Dagenham, Redbridge & Havering YOT (shared mailbox) [East-Area-EA-BCU-YOT@met.police.uk](mailto:East-Area-EA-BCU-YOT@met.police.uk)  
**Barnet** YOT (SX) [YOT-.SX@met.police.uk](mailto:YOT-.SX@met.police.uk) see also shared all NORTH WEST area [NW-YOT@met.pnn.police.uk](mailto:NW-YOT@met.pnn.police.uk)  
**Bexley** YOT (RY) [YOT-.RY@met.police.uk](mailto:YOT-.RY@met.police.uk)  
**Brent** YOT (QK) [YOT-.QK@met.police.uk](mailto:YOT-.QK@met.police.uk) see also shared ALL NORTH WEST area [NW-YOT@met.pnn.police.uk](mailto:NW-YOT@met.pnn.police.uk)  
**Bromley** YOT (PY) [YOT-.PY@met.police.uk](mailto:YOT-.PY@met.police.uk) see also shared Mailbox [SNMailbox.YOT@met.police.uk](mailto:SNMailbox.YOT@met.police.uk)  
**Camden** YOT (EK) [EK-YOTLPM@met.pnn.police.uk](mailto:EK-YOTLPM@met.pnn.police.uk)  
**Croydon** YOT (ZD) [YOT-.ZD@met.police.uk](mailto:YOT-.ZD@met.police.uk) see also shared Mailbox [SNMailbox.YOT@met.police.uk](mailto:SNMailbox.YOT@met.police.uk)  
**Ealing** YOT (XB) [YOT-.XB@met.police.uk](mailto:YOT-.XB@met.police.uk) see also [WA-YOTEaling@met.police.uk](mailto:WA-YOTEaling@met.police.uk)  
**Enfield** YOT (YE) [NAMailbox.YOTSSouth@met.pnn.police.uk](mailto:NAMailbox.YOTSSouth@met.pnn.police.uk) or shared with Haringey [NA-YOT@met.police.uk](mailto:NA-YOT@met.police.uk)  
**Greenwich** YOT (RG) [YOT-.RG@met.police.uk](mailto:YOT-.RG@met.police.uk)  
**Hackney** YOT (GD) [CEMailbox.YOTHackney@met.police.uk](mailto:CEMailbox.YOTHackney@met.police.uk)  
**Hammersmith & Fulham** YOT (FH) [YOT-.FH@met.police.uk](mailto:YOT-.FH@met.police.uk) also monitoring: [AW-YOT@met.pnn.police.uk](mailto:AW-YOT@met.pnn.police.uk)  
**Haringey** YOT (YR) [NAMailbox.YOTSSouth@met.pnn.police.uk](mailto:NAMailbox.YOTSSouth@met.pnn.police.uk) or shared with Enfield: [NA-YOT@met.police.uk](mailto:NA-YOT@met.police.uk)  
**Harrow** YOT (QA) [YOT-.QA@met.police.uk](mailto:YOT-.QA@met.police.uk) see also shared all NORTH WEST area [NW-YOT@met.pnn.police.uk](mailto:NW-YOT@met.pnn.police.uk)  
**Havering** YOT Shared mailbox [East-Area-EA-BCU-YOT@met.police.uk](mailto:East-Area-EA-BCU-YOT@met.police.uk)  
**Hillingdon** YOT (XH) [YOT-.XH@met.police.uk](mailto:YOT-.XH@met.police.uk) see also [WA-YOTHillingdon@met.police.uk](mailto:WA-YOTHillingdon@met.police.uk)  
**Hounslow** YOT (TX) [YOT-.TX@met.police.uk](mailto:YOT-.TX@met.police.uk) see also [WA-YOTHounslow@met.police.uk](mailto:WA-YOTHounslow@met.police.uk)  
**Islington** YOT (NI) [YOT-.NI@met.police.uk](mailto:YOT-.NI@met.police.uk)  
**Kensington & Chelsea** YOT (BS) [YOT-.BS@met.police.uk](mailto:YOT-.BS@met.police.uk)  
**Kingston on Thames** YOT (VK) use Shared mailbox [YOT-.VKTW@met.police.uk](mailto:YOT-.VKTW@met.police.uk)  
**Lambeth** YOT (LX) [YOT-.LX@met.police.uk](mailto:YOT-.LX@met.police.uk)  
**Lewisham** YOT (PL) [YOT-.PL@met.police.uk](mailto:YOT-.PL@met.police.uk)  
**Merton** YOT (VW) [YOT-.VW@met.police.uk](mailto:YOT-.VW@met.police.uk)  
**Newham** YOT (KF) [YOT-.KF@met.police.uk](mailto:YOT-.KF@met.police.uk) see also shared mailbox [NE-YOT@met.pnn.police.uk](mailto:NE-YOT@met.pnn.police.uk)  
**Redbridge** YOT shared mailbox [East-Area-EA-BCU-YOT@met.police.uk](mailto:East-Area-EA-BCU-YOT@met.police.uk)  
**Richmond-Upon-Thames** YOT (TW) use Shared mailbox [YOT-.VKTW@met.police.uk](mailto:YOT-.VKTW@met.police.uk)  
**Southwark** YOT (MD) [YOT-.MD@met.police.uk](mailto:YOT-.MD@met.police.uk)  
**Sutton** YOT (ZT) [ZT-YOT@met.police.uk](mailto:ZT-YOT@met.police.uk) see also shared Mailbox [SNMailbox.YOT@met.police.uk](mailto:SNMailbox.YOT@met.police.uk)  
**Tower Hamlets** YOT (HT) [YOT-.HT@met.police.uk](mailto:YOT-.HT@met.police.uk) see also: [CEMailbox.YOTHackneyTH@met.pnn.police.uk](mailto:CEMailbox.YOTHackneyTH@met.pnn.police.uk)  
**Waltham Forest** YOT (JC) [YOT-.JC@met.police.uk](mailto:YOT-.JC@met.police.uk) see also shared mailbox [NE-YOT@met.pnn.police.uk](mailto:NE-YOT@met.pnn.police.uk)  
**Wandsworth** YOT (WW) [YOT-.WW@met.police.uk](mailto:YOT-.WW@met.police.uk)  
**Westminster** YOT (CW) [YOT-.CW@met.police.uk](mailto:YOT-.CW@met.police.uk)

### **Appendix 10: RECORD ALL CONTACTS ON CHILDVIEW WITHIN 24 WORKING HOURS**



## YRO & DTO FLOW CHART PROCESS

### YRO

Schedule initial YRO planning meeting within 10 days of sentence. AssetPlus to be reviewed within 15 working days of sentence. Schedule meeting and invite those delivering interventions (in line with the PSR proposal) and parent/carer/family member.

SMART targets that are sequenced, timebound and outline interventions which address assessed need, risk/safety & wellbeing and likelihood of re-offending. Diversity e.g. SLT communication needs.

Frequency of reviews – monthly/3 monthly – set the date of the next review and send reminders to relevant parties prior to the review taking place. Review AssetPlus – including parent/yp self-assessment. Update any changes to the plan and agree targets for the next 3 months. Feedback forms to be completed at each review.

End of Order.  
Exit plan with yp and their parent/carer/family member.  
Case closure entry to be placed on Careworks to summarise interventions completed.

### DTO

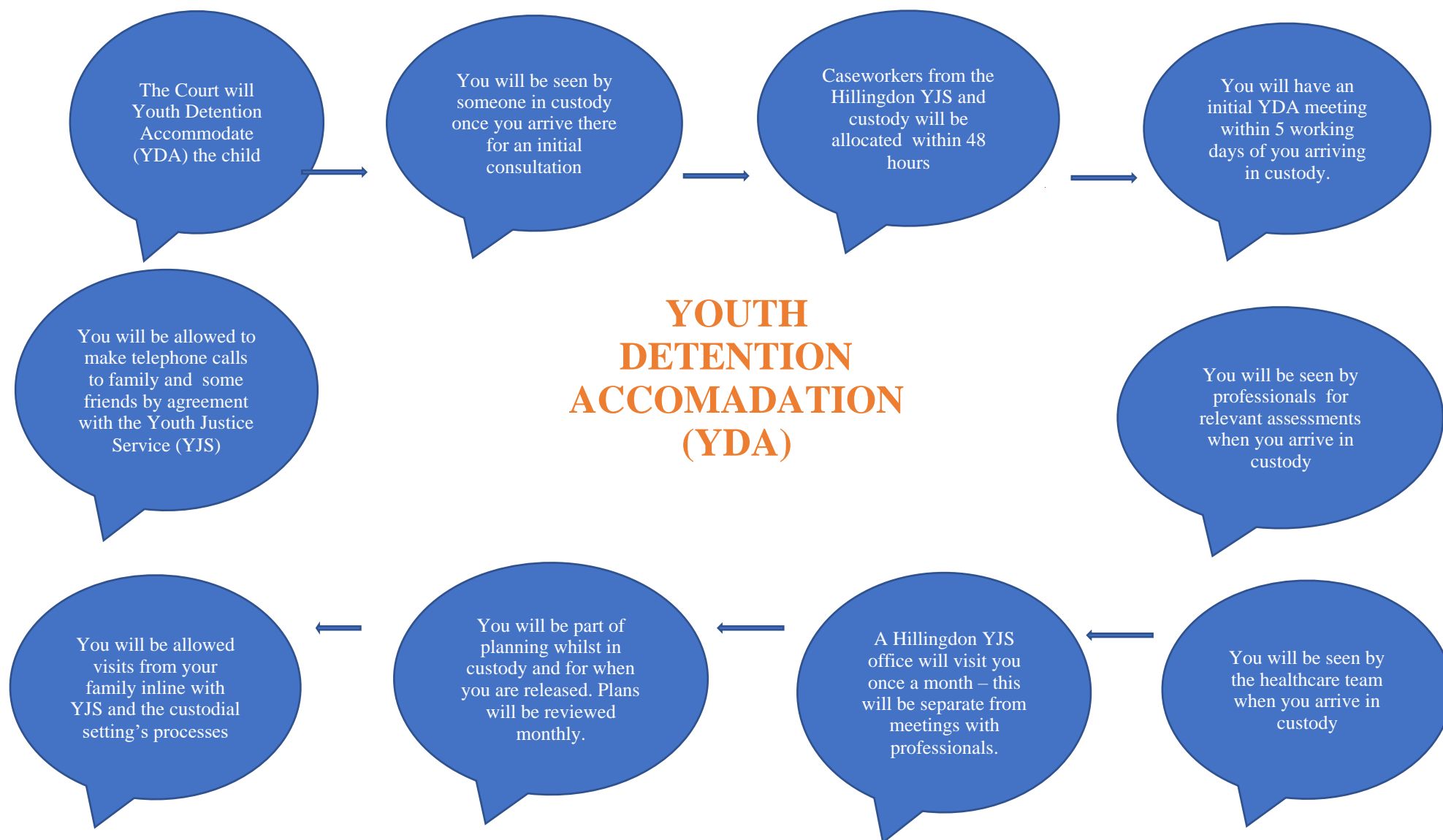
Schedule initial planning meeting within 10 working days of sentence. State who needs to be present e.g. family. ETE and resettlement to be considered. Send ETE documents to secure estate prior to initial meeting.

SMART targets that are sequenced – in line with yp's assessed need, risk/safety & wellbeing and likelihood of re-offending; and consider available resources within the secure estate. Diversity e.g. SLT & communication needs.

Frequency of reviews  
Review AssetPlus every 3 months – including parent/yp self-assessment. Changes to the plan and agree targets for the next 3 months. Feedback forms to be completed at each review.

Preparation for release. Final planning meeting to set targets for community intervention. Agree DTO licence conditions and first appointment post release. Exit plan with yp. End of Order: Case closure entry on Careworks to summarise interventions completed.

## Appendix 11: RECORD ALL CONTACTS ON CHILDVIEW WITHIN 24 WORKING HOURS



## Appendix 12:

### Additional resources:

[https://yjresourcehub.uk/Code is hil034](https://yjresourcehub.uk/Code%20is%20hil034)

<https://www.gov.uk/government/collections/case-management-guidance>.

[https://youtu.be/N\\_gRgBLjEfs](https://youtu.be/N_gRgBLjEfs): What happens next?

[https://youtu.be/8V0nI\\_sPZ5I](https://youtu.be/8V0nI_sPZ5I): Inside the Magistrates' Court

### Additional reading:

- [\*Making it Count in Court\*](#)
- [\*Placing young people in custody guide\*](#)
- [\*You have to go to Court\*](#)
- [\*Standards for children in the youth justice system\*](#)
- [\*Criminal Justice Act 2003\*](#)
- [\*Criminal Justice and Immigration Act 2008\*](#)
- [\*Criminal Justice and Court Act 2015\*](#)
- [\*Referral Order Guidance\*](#)
- [\*Legal Aid Sentencing and Punishment of Offenders \(LASPO\) 2012\*](#)
- [\*Sentencing Act 2020\*](#)
- [\*Children Act 1989 as amended 2004\*](#)
- [\*Robbery: Definitive Guideline \(Sentencing Council 2016\)\*](#)