

## **YOS / Children's Social Care and Safeguarding Responsibilities for Children and Young People in the Youth Justice System.**

The Youth Offending Service (YOS) is responsible for supervising all young people aged 10-17 years who receive sentences in custody or the community following conviction at either Youth Court or Crown Court including out of court disposals and bail/remand responsibilities. Many of these young people will previously be known to YOS and some will be known or previously known to Children's Social Care. There are legal responsibilities on both agencies to work collaboratively to ensure that good outcomes for children and young people are achieved.

Children's Services has a duty under the Children Act 1989 to safeguard and protect children and young people and they also have a duty under Section 17 of the Crime and Disorder Act to prevent offending behaviours by children and young people. Children's Social Care staff contribute to fulfilling the statutory aims of the youth justice system by:

- Ensuring that child in need assessments relating to young offenders are undertaken within the statutory timeframes and that there are plans to address the child's needs including their offending behaviour.
- Discharging Children Act 1989 Part III Family Support responsibilities and Part V child protection duties.
- Ensuring that responsibilities towards young offenders who are looked after children, children with a child protection plan or are privately fostered are carried out in accordance with the relevant statutory regulations.
- Children's Social Care staff will share information with the YOS on children considered to be at risk of offending.

This procedure is intended to provide clear guidance for frontline YOS Officers and Children's Social Care workers to enable them to exercise of their legal responsibilities to ensure that young people in the youth justice system are appropriately safeguarded; their risk of harm managed and their individual social care, welfare, health, education and equality/diversity needs are addressed.

Most young people receive DTO sentences of less than 12 months, and in all cases DTOs are served half in a secure establishment and half in the community. The YOS are responsible for supervising young people through both the custodial and community element of the sentence. The placement location of young people into the secure estate following sentence is the responsibility of the Youth Justice Board and can involve young people being placed in a Local Authority Secure Unit (LASU), Secure Training Centre (STC) or Young Offender Institute (YOI). Many of these establishments are a considerable distance from the young person's home and it is therefore particularly important to ensure that parents, carers and significant others are supported to maintain contact with the young person whilst they are placed in a secure establishment.

The procedure distinguishes between young people who are known to social care and are open cases and those who are unknown or previously closed cases for social care. This distinction is procedural in relation to the Children's Social Care referral routes either for Looked after Children (LAC), Children in Need (CIN) or young people requiring an assessment of need (DAS). It is important to note that all young people placed in custodial establishments need to be safeguarded regardless of their age or legal status.

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The procedure includes the relevant YOS National Standards criteria. To ensure that young people are supported in 'staying safe' and their risk of harm to self or others is managed it is essential that relevant information, care plans, supervision plans and pathway plans are shared in a timely manner. It is particularly important that all professionals work together in relevant cases to assist intervention planning from sentence through to their exit from the criminal justice system.

### **Shared Principles**

All staff working in Children's Services is governed by shared values and principles in reference to supporting children and young people to be safe, learn, achieve and grow. It is recognised and accepted that good outcomes for our children and young people is integral to the following:

- Effective assessment, planning and timely intervention
- Good information sharing and communication between the two services and our partners
- Joined up assessments and planning activity
- Shared understanding of duties and responsibilities in reference to children and young people
- Shared outcomes to reduce risk of offending behaviours, safeguard and promote the welfare of children and young people
- A commitment to improve outcomes for looked after children noting that this cohort has a higher risk of engaging or at risk of engaging in offending behaviour.
- Commitment to provision of services and support that addresses the needs of children and young people arising from their racial, ethnic, cultural and religious heritage.
- Recognition of the potential vulnerabilities of disabled young people in terms of becoming involved in or becoming a victim of crime.

The procedure will continue to be monitored via the partnership meetings that take place between YOS and Children's Social Care managers.

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**SECTION 1: YOS/Children’s Social Care responsibilities for LAC and Children in Need within the Criminal Justice System**

**Summary:**

- The YOS provides appropriate adults for LAC during office hours, the DAS during evenings and weekends as well as out of hours  
Appropriate Adult service
- CSC is responsible for transporting LAC to police stations to answer bail and to court for court appearances.
- CSC is the responsible adult in Court when a LAC young person appears. YOS will contact the relevant social care team to send a representative if the Court appearance is unexpected.
- YOS will complete paperwork and transport young people remanded under PACE s.38 (6) and transport to court on the following day. DAS will take up these functions on evenings and weekends.
- If a child is remanded to LA accommodation CSC will be responsible for the completion of the LAC paperwork if an open case. If not known YOS will assist in the process but it will remain CSC’s responsibility. CSC will lead on the remand meetings, e.g.: chairing arranging, minutes etc.
- CSC worker will attend Referral Order panels with the young person.
- CSC and YOS will communicate regularly and immediately if there is significant information
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded.
- Where appropriate YOS and CSC will involve parents in decision making and interventions.

Scenario	Task – YOS	Task – CSC
Request for Appropriate Adult from police. LAC/YP to return to police station to answer bail.	<ul style="list-style-type: none"> <li>• YOS will coordinate and attempt to respond to all Appropriate Adult requests within 2 hours as per the Local Protocol.</li> <li>• Ensure police return child/YP to parent/carer in line with Local Protocol.</li> </ul>	<ul style="list-style-type: none"> <li>• CSC to transport LAC to bail returns.</li> <li>• Be aware of YOS responsibility for Appropriate Adult work and refer any requests from police to YOS duty (EDT cover out of hours).</li> <li>• Provide worker to return LAC to placement after release from police station.</li> </ul>
Request for a transfer to LA accommodation under s.38 (6) of PACE Act 1984	<ul style="list-style-type: none"> <li>• YOS representative to sign relevant documentation</li> <li>• Consult with CSC re PACE bed</li> <li>• Transport to identified Placement</li> <li>• Arrange escort to court the next day (weekdays).</li> </ul>	<ul style="list-style-type: none"> <li>• CSC to locate PACE bed if not already LAC.</li> <li>Out of hours –</li> <li>• EDT signs relevant document and place with identified placement or residential</li> <li>• EDT- If required, escort to court on Saturdays and</li> </ul>

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pending court appearance.		public holidays.
LAC appears in Youth Court/magistrates court planned/unplanned.	<ul style="list-style-type: none"> <li>• Inform relevant CSC team if unaccompanied.</li> <li>• Advice and support CSC worker and young person regarding the process.</li> <li>• Ensure appropriate legal representation record details of the learning + disseminate to CSC worker.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure LAC is always accompanied by Social Worker or a colleague.</li> <li>• When appearing at court make contact with YOS Court Officer and identify self to them.</li> <li>• Be ready to outline current care plan and care arrangements to the Court.</li> </ul>
Child/young person appears at court via the cells and is at risk of Remand to LA/Secure Remand/Remand in Custody	<ul style="list-style-type: none"> <li>• Deploy Duty Support Officer as per YOS remand and bail procedures.</li> <li>• Check Liquid Logic and request CSC to supply info on LAC and Children in Need open cases.</li> <li>• Offer bail Supervision and Support or bail ISSP in appropriate cases.</li> <li>• Complete assetplus bail/remand module, court proposal, and alert YJB placements team where appropriate.</li> <li>• Consult with Duty Operational Manager at the YOS/CSC</li> <li>• Duty support officer to complete and send referral to DAS re: notification of a potential remand.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to requests for information from YOS Bail Officers. I.e. vulnerability and Safeguarding issue.</li> <li>• Attend court where child/young person in LAC.</li> <li>• Contact parents/carers and encourage them to attend in Children in Need cases.</li> <li>• CSC is responsible for ensuring the YP is allocated a Social worker and that meetings are arranged in accordance with YJB case management guidance. (Request from YOS case manager)</li> </ul>
LAC child/young person is required to attend court/or for sentencing	<ul style="list-style-type: none"> <li>• Ensure LAC is always accompanied by Social Worker or a colleague.</li> <li>• Inform team manager when not accompanied, will discuss with CSC.</li> <li>• Advice and support CSC worker and young person regarding the process.</li> <li>• Expedite hearing where possible.</li> <li>• Prepare pre-sentence reports when requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Social worker/colleague to ensure child/yp's attendance at Court and accompany through the process.</li> <li>• Support child and ensure appropriate legal representation. Be ready to outline current care plans and details of care arrangements to the court.</li> <li>• To assist the YOS in the preparation of any report by providing information when requested.</li> </ul>

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<p>LAC child/young person is made subject to a Referral Order.</p>	<ul style="list-style-type: none"> <li>• Allocate case to YOS Case Manager, complete assetplus and Panel report (within 20 working days). Explain Referral Order process to YP and CSC worker/carer.</li> <li>• Advise panel on content of Referral Order contract. Conduct reviews within National Standards Framework.</li> </ul>	<ul style="list-style-type: none"> <li>• CSC worker to accompany child/young person to YOS induction after court.</li> <li>• CSC worker/carer to attend Referral Order panel (as a parent would) support child/young person through the panel.</li> <li>• Attend subsequent review panels.</li> <li>• Encourage YP to comply with his /her Referral Order.</li> <li>• For note: Panel must be conducted with an Appropriate Adult, therefore it may compromise the YP situation if CSC do not arrange</li> </ul>
<p>LAC appears at court and is sentenced to YRO</p>	<ul style="list-style-type: none"> <li>• Allocate case within 24 hours.</li> <li>• Complete ASSET Plus and review in line with National Standards.</li> <li>• Consider revocation at the half way point.</li> <li>• Issue relevant warnings and initiate breach proceedings where requested.</li> <li>• Keep SW informed of progress any non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Support LAC subject to Community Order and encourage compliance.</li> <li>• Attend review meetings called by YOS case manager. Familiarise themselves with the YOS intervention plan and support it.</li> <li>• Ensure invite YOS Officer to any meetings, reviews</li> </ul>
<p>LAC is sentenced to an YRO with stand-alone Attendance Centre (AC)</p>	<ul style="list-style-type: none"> <li>• Allocate to YOS Officer to complete ASSET plus and monitor and enforce the Order.</li> <li>• Use result notice to inform Centre Manager of LAC status and name of CSC worker and consult further regarding concerns issues</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure LAC attends all required sessions and are accompanied on their first session.</li> <li>• Transport arrangements are in place</li> <li>• Let AC know if any problems with attendance</li> </ul>

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<p>Child or young person is Remanded to Local Authority Accommodation.  <b>Section 21 mandatory duty on LA to receive and accommodate YP/Child</b></p> <p><b>Also read Case management Guidance Bail and Remand management Section 3 as well as the LASPO Act requirements</b></p>	<ul style="list-style-type: none"> <li>• YOS to complete AssetPlus bail/remand module if not known, if already allocated YOS officer to update ASSET and support future bail applications.</li> <li>• Confirm placement via LA systems and agree transport arrangements. Complete LAC paperwork</li> <li>• Part 1 if the child/yp is not already open to CSC, when it will become their responsibility.</li> <li>• Ensure remand warrant goes to placement with child/young person. Legal requirement.</li> <li>• Enforce Remand conditions and report as absconder if he/she fails to reside in placement or keep to conditions.</li> <li>• Keep lines of communication open</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all paperwork if already open to CSC.</li> <li>• Share information with YOS where case is known/open to CSC for the Court proceeding and also in order to strengthen any bail package to attend Court.</li> <li>• Take the lead on remand process</li> <li>• Arrange and chair initial planning meeting within 72 hours with appropriate agencies to implement a care plan.</li> <li>• Arrange LAC interview and subsequent reviews and complete relevant documentations.</li> <li>• Keep lines of communication open</li> <li>• Any decision to accommodate the child/YP back home must be approved by the Director</li> </ul>
	<ul style="list-style-type: none"> <li>• All children and young people Remanded to YDA will be subject to a LAC status, therefore all LAC processes have to be applied.</li> <li>• The YOS will notify DAS as soon as aware of a remand being proposed by the Court. If a remand is made a referral will be submitted to DAS if not already an open case, (proforma produced).</li> <li>• To supply DAS with assessment paperwork</li> <li>• YOS to discuss at case planning forum and look at alternative packages – omit this and reference completion of the Remand monitoring form.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply procedures for LAC</li> <li>• Allocate IRO to chair meeting</li> <li>• Initially hold as DAS case until length of remand known</li> <li>• Funding held with Placement Commissioning Team</li> </ul>
<p>Child/young person is Remanded to LA accommodation with an added</p>	<ul style="list-style-type: none"> <li>• YOS to complete bail ASSET Plus, liaise with YJB placement team, commission secure transport and ensure transfer to placement. ( This is done via Pat</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all paperwork if already open to CSC</li> <li>• Arrange and chair initial planning meeting within 8 days with appropriate agencies to implement a</li> </ul>

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<p>security requirement. –</p>	<p>Pitman placements commissioning manager)</p> <ul style="list-style-type: none"> <li>• Allocate case (if not already).</li> <li>• Complete LAC paperwork Part 1 if the child/yp is not already open to CSC, when it will become their responsibility.</li> <li>• Identify vulnerability and consider vulnerability management plan and risk of serious harm assessment in relevant cases. Inform DAS or relevant CSC team and invite to planning meeting. Arrange subsequent court appearance in liaison with CSC worker.</li> <li>• Contact YP to establish how the Young person is doing within 5 days</li> <li>• Keep family informed</li> </ul>	<p>care plan –consider alternative bail packages</p> <ul style="list-style-type: none"> <li>• Process invoices for accommodation</li> <li>• Take LAC to placement panel where accommodation is an issue post sentence to allow consideration of s.20 accommodation</li> </ul>
<p>16/17 year olds that are homeless Southwark</p>	<ul style="list-style-type: none"> <li>• YOS make a referral to DAS after having explored all options of family, extended family</li> </ul>	<ul style="list-style-type: none"> <li>• DAS undertake an assessment to determine CIN</li> <li>• DAS undertake to find suitable accommodation in conjunction with Housing where appropriate</li> </ul>



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**SECTION 2A: YOUNG PEOPLE IN CUSTODY KNOWN TO CSC**

**Summary:**

- The YOS provides assetplus to the secure establishment.
- CSC ensures YOS has any Care Plan or equivalent.
- CSC contact parents and carers to ensure they are aware of the sentence.
- YOS and CSC/IRO must attend planning meetings (REMAND) and visit the young person regularly.
- YOS and CSC will ensure that parents and carers are, where appropriate, involved throughout the sentence.
- CSC will identify accommodation and education placements for release as early in the sentence as possible.
- YOS will make relevant referrals to support accommodation and EET plans.
- CSC and YOS will communicate regularly and immediately if there is significant information
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded

YOS National Standards Review Schedule for Young People Subject to Detention and Training Orders (DTOs)	
DTOs of 12 months or less	Each calendar month
DTOs over 12 months	Every other calendar month

Timescale	Task – YOS	Task – Children’s Social Care
Within one day of sentence	Ensure the secure establishment has <ul style="list-style-type: none"> <li>• Asset plus.</li> <li>• Any other reports, including those from health or education, being sure to address diversity needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the YOS worker has copy of any care or pathway plan or CUSAB minutes.</li> <li>• Ensure, where applicable, that birth parents, carers and residential units are informed of the custodial sentence.</li> </ul>
Within five days	<ul style="list-style-type: none"> <li>• Good Practice - establish how the Young person is doing by contacting the placement</li> <li>• Pass on any concerns to SW</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up any concerns</li> <li>• Ensure, where applicable, that birth parents, carers and residential units are informed of the custodial sentence.</li> </ul>
Within ten days of	Attend a sentence planning meeting at the establishment	Attend a sentence planning meeting at the establishment

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sentence	<p>and encourage the parents/ carers to attend as well.          At this meeting the officer must check that:</p> <ul style="list-style-type: none"> <li>• The young person understands the sentence</li> <li>• Check that there are no safeguarding or vulnerability issues</li> <li>• Raise any concerns regarding risk or safety and well-being/vulnerability with unit staff</li> </ul> <p>Where the secure unit/custodial establishment are unable to offer a suitable visiting date within the ten days this should be clearly recorded on Careworks and escalated through management, Service manager and to HOS if required.</p>	<p>and encourage the parents/ carers to attend as well.</p> <ul style="list-style-type: none"> <li>• Ensure that action is taken with regards to LAC reviews if required.*</li> <li>• Ensure relevant plans are in place to meet identified needs.</li> <li>• LAC reviews must be held at a minimum of 6 monthly intervals. Independent Chair to be advised by Social Worker of recommendations of any meeting held outside of the LAC review process</li> </ul>
Within 10 days of sentence	<ul style="list-style-type: none"> <li>• In partnership with the secure establishment, draw up a sentence training plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to sentence training plan objectives.</li> </ul>
One month after the initial planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the review meeting</li> <li>• Feedback on assessment into need for ongoing support and accommodation by the Local Authority on release.</li> <li>• Feedback on progress regarding planning for ETE on release.</li> </ul>
Every three months after the second planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the review meeting.</li> </ul>
Minimum monthly/ bi-monthly (see below)	<ul style="list-style-type: none"> <li>• Complete custodial establishment visits to ensure the young person’s welfare needs are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain contact with young people in custody through visits.</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Promote contact (where appropriate) between the young person and their parents/carers and significant others.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote contact (where appropriate) between the young person and their parents/ carers and significant others.</li> </ul>

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Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that significant information is shared between all involved agencies and all are planning for release, utilising the seven pathways to successful resettlement.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that significant information is shared between all involved agencies and all are planning for release.</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that referrals are made so that education, training and employment is planned for prior to release.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify release placement as early in sentence as possible, to ensure suitable accommodation is available upon release.</li> </ul>
Ten days before release	<ul style="list-style-type: none"> <li>• Review ASSETplus</li> <li>• Hold a final review board meeting/release preparation meeting with a resettlement plan that covers the areas identified in the reviewed Asset document.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the final review board meeting and confirm release address and support arrangements for EET.</li> <li>• Ensure travel arrangements are in place for day of release.</li> </ul>

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### **SECTION 2B: YOUNG PEOPLE ON RELEASE FROM CUSTODY KNOWN TO CSC**

(Including legal care status: sections 25, 31 and 38 of the Children’s Act 1989)

#### **Summary:**

- The YOS will ensure the young person understands their licence and will supervise and enforce the conditions.
- CSC will ensure the young person is settled in their placement and that their needs are being met.
- CSC will attend review meetings chaired by YOS.
- YOS will attend LAC reviews.
- YOS monitors ETET hours.
- CSC provides support needed for successful engagement in EET.
- CSC and YOS will communicate regularly and immediately if there is significant information
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded.
- Where appropriate YOS and CSC will involve parents in decision making and interventions.

Timescale	Task – YOS	Task – Children’s Social Care
On day of release	<ul style="list-style-type: none"> <li>• Young person seen by member of YOS staff to check understanding of supervision conditions and rules regarding enforcement and acceptable behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure young person is settled. Into suitable accommodation.</li> </ul>
Within 5 days of transfer to the community	<ul style="list-style-type: none"> <li>• YOS staff member visits home address to meet with carers/placement provider</li> </ul>	<ul style="list-style-type: none"> <li>• Visit and ensure young person is settled into accommodation.</li> <li>• Arrange LAC review where appropriate.</li> </ul>
Within 10 days of transfer to the community	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Hold Exit Review Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Attend exit review board meeting.</li> </ul>
For first 12 weeks following transfer	<ul style="list-style-type: none"> <li>• Ensure that National Standard contact is in line with the scaled approach</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain contact in line with LAC guidance.</li> </ul>
Each month	<ul style="list-style-type: none"> <li>• YOS staff member visits home address and meets</li> </ul>	<ul style="list-style-type: none"> <li>• Social worker to ensure young person is supported</li> </ul>

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Home visits	with parents/ carers or placement provider	to retain accommodation.
Throughout the community element EET	<ul style="list-style-type: none"> <li>Supervising officer monitors education provision and engagement.</li> <li>Attend RALAC meetings</li> <li>Supervising Officer ensures that a Connexions PA/educational psychologist is allocated to all young people who are post-school age and leaving custody</li> </ul>	<ul style="list-style-type: none"> <li>Social Worker supports efforts to provide full time education, training or employment.</li> <li>Social Worker ensures young person receives appropriate Information, Advice and Guidance from Connexions Service</li> </ul>
Throughout the community element Health	<ul style="list-style-type: none"> <li>Supervising Officer ensures substance misuse and health services are being delivered in line with the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Social Worker ensures young person is registered with GP and dentist and is receiving health checks and services as required.</li> </ul>
Throughout the community element Continued assessment	<ul style="list-style-type: none"> <li>Asset is updated in light of new significant information. Contribute toward pathway plans</li> </ul>	<ul style="list-style-type: none"> <li>Care Plan or pathway plan updated accordingly by Social Worker as appropriate.</li> <li>Contribute information into ASSET</li> </ul>
Within final 10 days of community supervision	<ul style="list-style-type: none"> <li>Hold a final review meeting and ensure an exit plan has been prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Attend final review and ensure that care plan/ pathway plan is integrated into the exit strategy.</li> </ul>

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**SECTION 3A: YOUNG PEOPLE IN CUSTODY PREVIOUSLY KNOWN TO CSC OR OPEN AS ‘CHILD IN NEED’**

**Summary:**

- The YOS provides assetplus to the secure establishment.
- CSC ensures YOS has any Care Plan or equivalent.
- YOS must attend planning meetings and visit the young person regularly; CSC must do the same where a case is open.
- CSC speaks to the Social Worker at the establishment and ensures any safeguarding or welfare needs are communicated.
- YOS and CSC will ensure that parents and carers are, where appropriate, involved throughout the sentence.
- CSC will ensure identified carers can meet child’s needs on release.
- YOS will make relevant referrals to support accommodation and EET plans.
- CSC and YOS will communicate regularly and immediately if there is significant information
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded

Timescale	Task – YOS	Task – Children’s Social Care
Within one day of sentence	Ensure the secure establishment has <ul style="list-style-type: none"> <li>• Assetplus</li> <li>• Post Court Report</li> <li>• Any other reports, including those from health or education being sure to address diversity needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Where previously known ensure the YOS worker has copy of relevant plans.</li> </ul>
Within ten days of sentence	<ul style="list-style-type: none"> <li>• Visit the young person and undertake an Assetplus if one has not been completed already, including Risk of Serious Harm (ROSH) and Risk and Vulnerability Management Plans when indicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to the Social Worker at the establishment and ensure any safeguarding or welfare needs are communicated.</li> </ul>
Within ten days of	Attend a sentence planning meeting at the establishment	<ul style="list-style-type: none"> <li>• Attend a sentence planning meeting at the</li> </ul>

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sentence	<p>and if encourage the parents/ carers to attend. At this meeting the officer must check that:</p> <ul style="list-style-type: none"> <li>• The young person understands the sentence</li> <li>• Check that there are no safeguarding or vulnerability issues (safety and well-being issues).</li> <li>• Raise any concerns regarding risk or vulnerability with unit staff</li> </ul> <p>Where the unit are unable to offer a suitable date within the ten days this should be clearly recorded on Careworks.</p>	<p>establishment and encourage the parents/ carers to attend as well.</p> <ul style="list-style-type: none"> <li>• Undertake an assessment of need in relevant cases.</li> </ul>
Within 10 days of sentence	<ul style="list-style-type: none"> <li>• In partnership with the secure establishment, draw up a sentence training plan. A clear emphasis on resettlement utilising the seven pathways to successful resettlement.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to sentence training plan objectives.</li> </ul>
One month after the initial planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the review meeting</li> </ul>
Every three months after the second planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the review meeting</li> </ul>
Minimum monthly/ bi-monthly (see below)	<ul style="list-style-type: none"> <li>• Complete visits to ensure the young person's welfare needs are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain relationship with young people in custody through visits.</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Promote contact (where appropriate) between the young person and their parents/ carers</li> </ul>	<ul style="list-style-type: none"> <li>• Promote contact (where appropriate) between the young person and their parents/ carers</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that significant information is shared between all involved agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that significant information is shared between all involved agencies</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that referrals are made so that education, training and employment is planned for prior to release</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure parents/ carers are able to plan to meet practical, financial and emotional needs of the young person on release.</li> </ul>
Ten days before release	<ul style="list-style-type: none"> <li>• Review Asset plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to the final review</li> </ul>

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	<ul style="list-style-type: none"><li>• Hold a final review board/release preparation meeting with a resettlement plan that covers the areas identified in the reviewed Asset plus document, utilising the seven pathways to successful resettlement.</li></ul>	board/release preparation meeting and confirm suitable accommodation and the need for ongoing social work support.
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**SECTION 3B: YOUNG PEOPLE RELEASED FROM CUSTODY PREVIOUSLY KNOWN TO CSC OR OPEN AS ‘CHILD IN NEED’ WHERE ONGOING ASSESSED NEED FOR SOCIAL INVOLVEMENT**

**Summary:**

- The YOS will ensure the young person understands their licence and will supervise and enforce the conditions.
- CSC will ensure the young person is settled in their placement and that their needs are being met.
- CSC will attend review meetings chaired by YOS.
- YOS monitors ETE hours and makes relevant referrals to ensure full time engagement.
- CSC provides support needed for successful engagement in ETE.
- CSC and YOS will communicate regularly and immediately if there is significant information
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded.
- Where appropriate YOS and CSC will involve parents in decision making and interventions.

Timescale	Task – YOS	Task – Children’s Social Care
On day of release	<ul style="list-style-type: none"> <li>• Young person seen by member of YOS staff and induction completed, including checking understanding of supervision conditions and rules regarding enforcement and acceptable behaviour.</li> <li>• Ensure that transport arrangements are in place</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure young person is settled in placement.</li> <li>• Assist with transport arrangements</li> </ul>
Within 5 days of transfer to the community	<ul style="list-style-type: none"> <li>• YOS staff member visits home address and confirmed residency and meet with carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Visit placement and ensure young person is settled.</li> </ul>
Within 10 days of transfer to the community	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Exit review Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Attend exit review board.</li> </ul>
For first 12 weeks following transfer	<ul style="list-style-type: none"> <li>• Ensure that National Standard contact is in line with the scaled approach</li> </ul>	
Every three months after the initial community board.	<ul style="list-style-type: none"> <li>• Hold a further review meeting if ISS reviews are not being conducted monthly.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend review meeting.</li> </ul>

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Each month Home visits	<ul style="list-style-type: none"> <li>• YOS staff member visits home address and meets with parents/ carers or placement provider</li> </ul>	<ul style="list-style-type: none"> <li>• Social worker to ensure young person is supported to retain accommodation.</li> </ul>
Throughout the community element ETE	<ul style="list-style-type: none"> <li>• Supervising Officer monitors education and engagement. Report to YOS ETE Single Point of Contact manager if it is not</li> <li>• Attend RALAC meetings</li> <li>• Supervising Officer ensures that a Connexions PA /educational psychologist is allocated to all young people who are post-school age and leaving custody.</li> </ul>	<ul style="list-style-type: none"> <li>• Social Worker supports efforts to provide full time education, training or employment.</li> <li>• Social Worker ensures young person receives appropriate Information, Advice and Guidance from Connexions Service</li> </ul>
Throughout the community element Health	<ul style="list-style-type: none"> <li>• Supervising Officer ensures substance misuse and health services are being delivered in line with the plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Social Worker ensures young person is registered with GP and dentist and is receiving health checks and services as required.</li> </ul>
Throughout the community element Continued assessment	<ul style="list-style-type: none"> <li>• Asset plus is updated in light of new significant information. Contribute toward pathway plans</li> </ul>	<ul style="list-style-type: none"> <li>• Care Plan or pathway plan updated accordingly by Social Worker as appropriate.</li> <li>• Contribute information into ASSETplus</li> </ul>
Within final 10 days of community supervision	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Hold a final community review board and prepare an exit plan.</li> </ul>	<ul style="list-style-type: none"> <li>• GOOD PRACTICE Attend final community board and ensure that care plan/ pathway plan is integrated into the exit strategy.</li> </ul>

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**SECTION 4A: YOUNG PEOPLE IN CUSTODY PREVIOUSLY UNKNOWN TO CSC OR NOT DEEMED A CHILD IN NEED AT TIME OF DTO SENTENCE**

**Summary:**

- The YOS provides the relevant assessments to the secure establishment.
- YOS refers to DAS where a child is suspected as being in need.
- DAS complete assessment where threshold is met.
- YOS will make relevant referrals to support accommodation and EET plans.
- CSC and YOS will communicate regularly and immediately if there is significant information.
- CSC and YOS will ensure that the young person is consulted on any decision made about them and their views recorded.
- YOS and CSC will ensure that parents and carers are, where appropriate, involved throughout the sentence.
- Where child is assessed as “in need” responsibilities in section 3A (above) apply.

Timescale	Task – YOS	Task – Children’s Social Care
Within one day of sentence	Ensure the secure establishment has <ul style="list-style-type: none"> <li>• Assetplus</li> <li>• Post Court Report</li> <li>• Any other reports, including those from health or education being sure to address diversity needs.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DAS begins a single assessment to establish if young person meets thresholds.</li> </ul>
Within ten days of sentence	<ul style="list-style-type: none"> <li>• Visit the young person and undertake an Assetplus if one has not been completed already,</li> </ul>	<ul style="list-style-type: none"> <li>• Notify YOS of outcome of single assessment. Arrange joint visit to young person in custody where threshold has been met.</li> </ul>
Within ten days of sentence	Attend an initial planning meeting at the establishment and encourage the parents/ carers to attend as well. At this meeting the officer must check that: <ul style="list-style-type: none"> <li>• The young person understands the sentence</li> <li>• <i>That a C&amp;YP form has been completed</i></li> <li>• Check that there are no safeguarding or</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in touch with the YOS, E-mail, telephone</li> </ul>

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	<p>vulnerability issues (safety and well-being issues).</p> <ul style="list-style-type: none"> <li>• Raise any concerns regarding risk or vulnerability with unit staff</li> <li>• Keep DAS informed</li> </ul> <p>Where the unit are unable to offer a suitable date within the ten days this should be clearly recorded on Careworks.</p>	
Within 10 days of sentence	<ul style="list-style-type: none"> <li>• In partnership with the secure establishment, draw up a training plan.</li> </ul>	<ul style="list-style-type: none"> <li>• DAS complete single assessment and transfer to CIN</li> </ul>
One month after the initial planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	
Every three months after the second planning meeting	<ul style="list-style-type: none"> <li>• Hold a review meeting; amend the training plan as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend three month review in appropriate cases.</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Promote contact (where appropriate) between the young person and their parents/ carers.</li> <li>• Report any significant issues with arrangements for young person's care on release to Children's Social Care.</li> </ul>	<ul style="list-style-type: none"> <li>• Update single assessment where there is an indication of significant issues with arrangements for young person's support on release.</li> </ul>
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that significant information is shared between all involved agencies</li> </ul>	
Throughout the custodial element	<ul style="list-style-type: none"> <li>• Ensure that referrals are made to ensure that education, training and employment is planned for prior to release</li> </ul>	
Ten days before release	<ul style="list-style-type: none"> <li>• Review Asset plus.</li> <li>• Hold a final review board/final release preparation meeting with a resettlement plan that covers the areas identified in the reviewed Asset plus document, utilising the seven pathways to successful resettlement.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend final review to board/final release preparation meeting where ongoing support is identified through single assessment and plan.</li> </ul>

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**SECTION 4B: YOUNG PEOPLE LEAVING CUSTODY PREVIOUSLY UNKNOWN TO CSC OR NOT DEEMED A ‘CHILD IN NEED’ AT TIME OF SENTENCE**

Timescale	Task – YOS	Task – Children’s Social Care
On day of release	<ul style="list-style-type: none"> <li>• Young person seen by member of YOS staff and induction completed, including checking understanding of supervision conditions and rules regarding enforcement and acceptable behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to any safeguarding issues raised by the YOS.</li> <li>• If young person CIN on LAC follow relevant procedures. See 1B &amp; 2B.</li> </ul>
Within 5 days of transfer to the community	<ul style="list-style-type: none"> <li>• YOS staff member visits home address and confirms residency and meet with carers/parents.</li> <li>• Any safeguarding issues at this stage or during sentence to be reported to Children’s Social Care and Safeguarding.</li> </ul>	
Within 10 days of transfer to the community	<ul style="list-style-type: none"> <li>• Hold initial community board.</li> </ul>	
For first 12 weeks following transfer	<ul style="list-style-type: none"> <li>• Ensure that National Standard contact is in line with the scaled approach</li> </ul>	
Each month	<ul style="list-style-type: none"> <li>• YOS staff visits home address and confirms residency and met with parents/ carers.</li> </ul>	
Throughout the community element EET	<ul style="list-style-type: none"> <li>• Supervising Officer monitors attendance and engagement with education.</li> </ul>	
Throughout the community element Health	<ul style="list-style-type: none"> <li>• Supervising Officer ensures substance misuse and health services are being delivered in line with the plan.</li> <li>• Report to a line manager if they are not.</li> </ul>	

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Throughout the community element	<ul style="list-style-type: none"> <li>• Asset plus is updated in light of new significant information.</li> <li>• Ensure any concerns are shared with SCS</li> </ul>	
Within final 10 days of community supervision	<ul style="list-style-type: none"> <li>• Hold a final review meeting and ensure a comprehensive exit package has been prepared</li> </ul>	

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**Abbreviations and Explanation of Terms**

AC	<p>Standalone Attendance Centre Order</p> <p>An Attendance Centre Order sentences a young person to attend an attendance centre.</p> <p>The main purpose of attendance centres is to put a restriction on young offenders’ leisure time – they are open on Saturdays for two or three hours. Their programmes concentrate on group work to give attendees basic skills – literacy and numeracy, life skills, cookery, first aid and money management, for example - as well as encouraging attendees to make better use of leisure time.</p> <p>The programme also includes victim awareness sessions, which consider the impact of offending on individuals and the community and how the young person might make amends; and sessions on drug and alcohol awareness, and sexual health matters.</p> <p>The order can last up to 36 hours depending on the age of the offender and the seriousness of the offence.</p>
Assetplus	<p>A structured assessment tool used by YOS. The ASSET plus is designed to establish the risks presented by the young person of future reoffending and is a full holistic assessment tool.</p> <p>Asset plus aims to look at the young person’s offence(s) and identify a multitude of factors or circumstances – ranging from lack of educational attainment to mental health problems – which may have contributed to such behaviour.</p>
Children Act 1989 section 20	Voluntary Care
Children Act 1989 section 25	Secure Children’s Home Placement
Children Act 1989 section 31	Full Care Order

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Children Act 1989 section 38	Remand to Local Authority Care
CUSAB	Children Using Sexually Abusive Behaviour. As defined in chapter 9 of the LSCB procedures.
CSC	Children’s Social Care
DAS	Duty and Advice Service
DTO	<p>The Detention and Training Order (DTO) sentences a young person to <u>custody</u>. It can be given to 12- to 17-year-olds. The length of the sentence can be between four months and two years. The first half of the sentence is spent in custody while the second half is spent in the community under the supervision of the <u>youth offending team</u> (YOT). The court can require the young person to be on an <u>Intensive Supervision and Surveillance Programme</u> (ISSP) as a condition of the community period of the sentence.</p> <p>A DTO is only given by the courts to young people who represent a high level of risk, have a significant offending history or are persistent offenders and where no other sentence will manage their risks effectively. The seriousness of the offence is always taken into account when a young person is sentenced to a DTO.</p>
EET	Education, Employment and Training
ISO	ISOs are court orders only available for 10-17 year olds which can be attached to 'stand alone' ASBOs and impose positive conditions on the young person to address the underlying causes of the behaviour that led to the ASBO. An ISO may last up to six months and can require a young person to attend up to two sessions a week under the supervision of the youth offending team (YOT). Breach of an ISO is a criminal offence which may be punished by way of a financial penalty.
ISS – intensive supervision and surveillance	ISS is the most rigorous non-custodial intervention available for young offenders. As its name



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	<p>suggests, it combines unprecedented levels of community-based surveillance with a comprehensive and sustained focus on tackling the factors that contribute to the young person's offending behaviour.</p> <p>ISS targets the most active repeat young offenders, and those who commit the most serious crimes. It can form part of a young person's licence conditions upon release as part of their resettlement plans.</p> <p>The programme aims to:</p> <ul style="list-style-type: none"> <li>• reduce the frequency and seriousness of offending in the target groups</li> <li>• tackle the underlying needs of offenders which give rise to offending, with a particular emphasis on education and training</li> <li>• provide reassurance to communities through close surveillance backed up by rigorous enforcement.</li> </ul>
LAC	Looked After Child/ Children
LASCH	Local Authority Secure Children's Home
MAPPA	Multi Agency Public Protection Arrangements
PACE	Police and Criminal Evidence Act 1984
Parenting Order	<p>Parenting Orders can be given to the parents/carers of young people who offend, truant or who have received a <u>Child Safety Order</u>, <u>Anti-Social Behaviour Order</u> or <u>Sexual Offences Prevention Order</u>. It does not result in the parent/carer getting a criminal record.</p> <p>A parent/carer who receives an order will normally be required to attend counselling or</p>

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	<p>guidance sessions for a period of up to three months. They may also have conditions imposed on them such as attending meetings with teachers at their child's school, ensuring their child does not visit a particular place unsupervised or ensuring their child is at home at particular times. These conditions can last for a period up to 12 months. A parent/carer can be prosecuted for failing to keep the requirements of the order.</p>
<p>Referral Order</p>	<p>A Referral Order is given to a young person who pleads guilty to an offence when it is his/her first time in court.</p> <p>The only exceptions are if the offence is so serious that the court decides a custodial sentence (<u>Detention and Training Order</u> or <u>Section 90/91</u>) is absolutely necessary, or the offence is relatively minor (i.e. a 'non-imprisonable' offence such as a traffic offence or fare evasion), in which case an alternative such as a <u>fine</u> or an <u>absolute discharge</u> may be given.</p> <p>When a young person is given a Referral Order, he/she is required to attend a youth offender panel, which is made up of two volunteers from the local community and panel adviser from a <u>youth offending team</u> (YOT). The panel, with the young person, their parents/carers and the victim (where appropriate), agree a contract lasting between three and 12 months. The aim of the contract is to repair the harm caused by the offence and address the causes of the offending behaviour.</p> <p>The conviction is 'spent' once the contract has been successfully completed. This means that in most circumstances the offence will not have to be disclosed by the young person when applying for work.</p> <p>There is also now the opportunity to be sentenced to a second Referral Order under exceptional circumstances.</p> <p>Strong emphasis as part of the order is Restorative Justice.</p>
<p>Reparation Order</p>	<p>Reparation Orders are designed to help young offenders understand the consequences of their offending and take responsibility for their behaviour. They require the young person to</p>

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	<p>repair the harm caused by their offence either directly to the victim (this can involve victim/offender mediation if both parties agree) or indirectly to the community. Examples of this might be cleaning up graffiti or undertaking community work. The order is overseen by the <u>youth offending team</u> (YOT).</p>
<p>RoH or ROSH</p>	<p>Risk of Harm or Risk of Serious Harm</p>
<p>s.226 and 228 Detention</p>	<p>Detention for Public Protection or Extended Supervision for Public Protection.</p> <p>S.226 is a custodial sentence where the young person will only be released when deemed safe by the Parole Board and may then be on licence for life.</p> <p>s. 228 is a custodial sentence where the young person will be released after a given time but may then be supervised on licence for up an additional eight years.</p>
<p>s.90-91 Detention</p>	<p>If a young person is convicted of an offence for which an adult could receive at least 14 years in custody, they may be sentenced under Section 90/91. This sentence can only be given in the Crown Court.</p> <p>If the conviction is for murder, the sentence falls under Section 90, otherwise the sentence will be under Section 91. The length of the sentence can be anywhere up to the adult maximum for the same offence, which for certain offences may be life.</p> <p>A young person given a Section 90/91 sentence will be placed in <u>custody</u>.</p> <p>If they are sentenced to less than four years, they will leave custody at the halfway point of their sentence and be supervised on licence by their supervising officer until the three-quarters point. If certain conditions apply, the young person may be released on a tag up to 134 days earlier, under the Home Detention Curfew scheme. For young people sentenced to four years or more, if they are successful at their parole hearing, they will leave custody at the half-way point. If they are unsuccessful, they will leave at the two-thirds point. In both cases, they will be supervised by their supervising officer until the three-quarters point.</p>

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Scaled Approach	YOS determine via the ASSET the likelihood of further offending it is on this basis that the level of intervention will be determined, Standard, Enhanced or Intensive.
STC	Secure Training Centre. A privately run LASCH.
YOS	Youth Offending Service
YRO	Youth Rehabilitation Order

Further Guidance can be found in “case management guidance” held by the YOS and available upon request.