

Leicester City Youth Offending Service – Pairing Arrangements

1. Pairing Arrangements – Staff Guidance

Pairing arrangements are necessary to maintain consistent service delivery to both young people and their parents and carers.

The key principles of successful pairing arrangements as agreed:

- To ensure that there is a continuous operational delivery of service to service users particularly in the period of staff planned and unplanned absence.
- To provide additional support and opportunity for peer reflection on cases.
- To provide opportunities to learn from each other about different approaches/perspectives to our work which enhances service delivery.

Successful pairing requires the close co-operation of all parties and the responsibilities towards each other are set out below;

2. Staff Responsibilities

Planned absences

- Where an absence is known about and can be planned for, staff will provide their pair and Team Manager with full details of all National Standard contacts during the period of absence for each young person on caseload planned absence template (Appendix A).
- Information with regard to the enforcement status (i.e. what previous warnings have been issued) of each case must also be provided to enable the pair to issue warnings or instigate breach proceedings where appropriate.
- Information regarding safety and the wellbeing and future harmful behaviour must also be provided on a written template.
- Pairs must meet and discuss the above at least 5 working days prior to a planned absence.

- The completed case template must be forwarded to both the pair and team manager prior to going on annual leave.
- For absences which are longer than two weeks, the staff members and the Team Manager must meet with the Pair at least 10 working days prior to the planned absence.
- Team Managers and Specialist staff must meet with their Pair and discuss and agree areas of work which requires prioritisation during their absence. Any areas of work agreed will require prior authorisation from their respective line managers.
- All planned contacts must be entered on Capita database and indicate who the appointment is with (i.e. specialist worker, Youth Advocate group work, attendance centre, police officer, Connexions, Paired worker etc). Pairs will be required to update Capita contacts during the period of absence

Unplanned absences

- Where absences are unplanned, the importance of forward planning and documentation of future Events on CAPITA Database becomes even more important.
- Pairs will be required to contact young people/service users in the event of sickness as instructed by their Team Manager.
- If an unplanned absence persists for longer than a week pairs will send out arrangements for additional contacts and enter them on Capita including who they are with.
- Pairs will not normally be required to fulfil/facilitate all N.S contacts of their pair but this will be necessary for cases where there is a high risk of harm/re-offending or safety and well-being.
- Pairs should seek management support to ensure that National standard contacts can be fulfilled in particular if the absence is expected to be more than a week.

All actions taken during the absence period by the pair or the team manager must always be documented on Capita Database.

3. Other responsibilities

- Pairs will use the information provided to check the compliance of young people on the caseload each day of the absence period, follow up absences within 24 hours (by phone or letter) and issue warnings where appropriate.
- The Pair will be required to discuss missed appointments with the Team Manager to respond appropriately to compliance and engagement.
- In some circumstances the pair may also be requested to complete a Court update, pre-sentence report or panel report provided they are deemed to have the capacity.

- Pairs must have access to their electronic diaries and these must be regularly kept up to date.
- Pair will be required to update their pair following a period of unplanned or planned absence.
- Pairs are required to set up out of office auto reply with pairs and line manager's details.
- Pairs should coordinate their annual leave with each other.

4. Manager's responsibilities

- All Team managers must ensure that pairing arrangements in their team are in place.
- Managers will ensure that such arrangements are made available to staff both within their own team and across the YOS.
- This will include temporary pairing arrangements where staff is on medium to long term sick leave.
- Managers will also agree pairing arrangements amongst themselves and ensure that these are freely available to staff across the service.
- When managers receive notice that someone is sick they will inform the person's pair
- All managers will individually have a pairing arrangement.
- Managers will ensure all staff are aware of their pair and when an absence is known inform their pair of work that needs to be overseen in their absence.
- Managers will seek to look at alternative arrangements if the absence from work is long term.
- Managers will also notify business support in the event of long-term absence
- Managers must keep pairing arrangements under review and ensure they are updated where necessary.
- Where both or one members of a pair are absent other arrangements must be put in place by the team manager and circulated.
- Special thought should be given to the pairing arrangements of part time staff to ensure that they work for both members of staff.
- Consideration should be given to staff being linked in a group of three in some instances.
- Managers will co-ordinate their leave with their pairs.
- Managers pairs can authorise leave, toil and sign expenditure but must ensure they inform the line manager of any decisions that have been made in their absence.
- For unplanned absences the pair must ensure all the above takes place and staff are notified of cover arrangements.

The following pairing system is in place – please notify Service Manager if Service when any change to pairs occurs (i.e. leavers/change of job within the service etc)

Derrick Kabuubi (Team Manager)	Kelly Summerfield/Carol Hughes
Rajesh Thanki (YOS Officer)	Karamvir Kaur
Mark Sheehan (YOS Officer)	Chris Eastwick
Claire Disney (Offender Management coordinator)	James Mcgarvey/Angela Feavoyour
Angela Feavoyour (Police Officer)	James Mcgarvey (Police Officer)
Ayesha Desai (Education Coordinator)	Andrew Betts (14-19 YOS Inclusion Partnership Coordinator)
Caroline Trimmingham (Educational Psychologist)	Karen Manville/Derrick Kabuubi
Sue Bradley (Personal Advisor)	Karen Manville/Derrick Kabuubi

Kelly Summerfield (Team Manager)	Carol Hughes/Derrick Kabuubi
Sherelle Roberts (YOS Officer)	John Fisher (YOS Officer)
Sima Ghari (Probation Officer)	Jasvir Gill (YOS Officers)
Brian Simmonds (advocate)	Roger Hayton (advocate)
Lisa Sawyers (advocate)	Ashok Patel (advocate)
Roger Hayton (Groupwork Co-ordinator)	Kelly Summerfield

Carol Hughes (Team Manager)	Derrick Kabuubi/Carol Hughes
John Clarke (YOS Officer)	Chris James (YOS Officer)
Chris James	John Clarke
Hasan Ahmed (YOS Officer)	Andrea Wissett (YOS Officer)
Parisha Pujara (Restorative Justice and Volunteer Co-ordinator)	Carol Hughes/ Duty Function
Adrian Giles (Victim Contact officer)	Carol Hughes/Team Manager
Clive Woods (Attendance Centre Officer in Charge)	Carol Hughes/Team Managers