

# DETENTION PLACEMENT PLAN GUIDANCE 2021



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## Introduction

Whenever a court refuses bail to a child/young person (aged 10-17), the court is required to remand the child to Local Authority accommodation unless certain conditions are met, in which case the court may instead remand the child to Youth Detention Accommodation.

This decision may be made at short, or no, notice for the local authority concerned.

**Every** such child (whether remanded to Youth Detention Accommodation or to Local Authority accommodation) will be treated as a **Child in Care** by their designated Local Authority.

This **includes** situations where a child is serving a custodial sentence, during which they are charged and remanded for other offences, known as a 'technical' remand, although in this situation the local authority will not be charged for the remand nights.

In relation to children remanded to local authority or Youth Detention Accommodation, the Care Planning Regulations are, with effect from 19 April 2013, amended by the Care Planning, Placement and Case Review (England) (Amendment) Regulations 2013.

This guidance complies with the above regulations and includes additional, localised, processes and procedures.

## Care Planning For Young People On Remand

### 1. Remands to Local Authority Accommodation

- Where a child is Looked After **only** by reason of being remanded to local authority accommodation, the Care Plan and Placement Plan must be prepared within **5 working days** of the child being remanded;
- The Care Plan does **not** need to include the plan for permanence/long-term plan for the child's upbringing.

Otherwise, the care planning arrangements are the same as for all other Looked After children – see [Decision to Look After and Care Planning Procedure](#).



**Reminder:** SW to seek and upload the YJ Asset Plus assessment and post-court report

### 2. Remands to Youth Detention Accommodation

Where the child was Looked After immediately **before** being remanded:

- A Detention Placement Plan **must** be prepared **instead** of a Placement Plan, within 10 working days of the remand;

**Kent variation:** due to the existing mandatory functions within the Liberi case management system a Placement Plan must be initiated to identify the YDA status. A Detention Placement Plan must then be uploaded as an attachment.

- A copy of the Care Plan **must** also be given to the Governor, Director or Registered Manager of the Youth Detention Accommodation;
- The provisions as to **Health Assessments** do **not** apply.

**Kent variation:** provisions as to Education (PEP) **do** apply.

Where the child was **not** Looked After immediately before being remanded:

- A Detention Placement Plan **must** be prepared **instead** of a Care Plan/ Placement Plan, within **10 working days** of the remand.

**Kent variation:** due to the existing mandatory functions within the Liberi case management system a Care Plan and Placement Plan must be completed to initiate the Child Looked After status and identify the YDA. A Detention Placement Plan must also be completed and uploaded as an attachment.

- The provisions as to Health Assessments do **not** apply, but the responsible authority must take all reasonable steps to ensure that the child is provided with appropriate health care services, in accordance with the Detention Placement Plan including medical and dental care and treatment, and advice and guidance on health, personal care and health promotion issues;

(SW should seek a copy of the Comprehensive Health Assessment Tool (CHAT) from the secure establishment and upload to Liberi)

**Kent variation:** provisions as to Education (PEP) **do** apply.

- In relation to social worker visits to looked after children, the social worker **must** also visit whenever reasonably requested to do so by the Governor, Director or Registered Manager of the Youth Detention Accommodation;
- In relation to looked after reviews, the responsible authority does **not** have to consider whether they should seek any change in the child's legal status, whether there is a plan for permanence for the child, or whether the placement continues to be the most appropriate available and whether any change to the placement agreement is likely to become necessary before the next review;
- The provisions as to avoidance of disruption in education, placements out of area and termination of placements do **not** apply.
- [Pathway Planning](#) - All young people will have a Pathway Plan in place within 3 months of becoming **Eligible\*** and, wherever possible, a Pathway Plan will be in place by the young person's 16th birthday.

**\*Eligible** child - If the remand lasts for **13 weeks** or longer, the child becomes eligible for leaving care services. See Accompanying documents.

Since April 2013, a **Detention Placement Plan** has been **required** for **all** young people who are subject to YDA.



**You should make every effort to combine looked-after reviews with remand reviews, so that the relevant staff can be present and take a holistic view of the child's needs.**

## Detention Placement Plans

The Detention Placement Plan (appendix A) **must**:

- Set out how the Youth Detention Accommodation will contribute to meeting the child's needs;
- Include the address of the Youth Detention Accommodation;
- Be agreed with, and signed by, the Governor, Director or Registered Manager of the Youth Detention Accommodation;
- Include:
  - How, on a day to day basis, the child will be cared for and the child's welfare will be safeguarded and promoted.
  - Any arrangements made for contact between the child and parents/persons with Parental Responsibility/Connected Persons including, if appropriate, the reasons why contact would not be reasonably practicable or would not be consistent with the child's welfare; details of any orders made under sections 8 or 34 of the Children Act 1989.
  - The arrangements made for the child's health (including physical, emotional and mental health) and dental care including any arrangements for the giving or withholding of consent to medical or dental examination or treatment.
  - The arrangements made for the child's education and training.
  - The arrangements made for social worker visits, the frequency of visits and the arrangements made for advice, support and assistance to be available to the child between visits.
  - If an Independent Visitor is appointed, the arrangements made for them to visit the child.
  - The child's personal history, religious persuasion, cultural and linguistic background, and racial origin.

**Kent variation:** 'Pocket money' entitlement - £10 per week

- The name and contact details of:

- The Independent Reviewing Officer.
- The Independent Visitor (if one is appointed).
- The social worker.
- The Personal Adviser appointed if the child is an Eligible\* child.

**\*Eligible child** - If the remand lasts for **13 weeks** or longer, the child becomes eligible for leaving care services.

- The responsible authority **must** ensure:
  - That the child's wishes and feelings have been ascertained and given due consideration.
  - Where the child was Looked After immediately **before** being remanded, that the **Independent Reviewing Officer** has been **informed** of the remand.

## Processes and Procedures

See Appendix B and C: *Remand and Detention Plan - Responsibilities Flowchart and Remand Process Table*

### Youth Justice Service (YJS) Court Officer:

Responsible for **immediately** seeing the child or young person in the cells following the remand order and informing parent / carer and:

#### As soon as possible

- Completing the AssetPlus, Placement Information form (PIF) and Post Court Report (PCR) sharing with social worker (if there is one already allocated)
- Identifying bail package, booking placement with Youth Custody Service (YCS) and arranging transport to placement
- Checking on Liberi whether young person has an allocated social worker and if so contacting them (or their managers) and including any vulnerability information from CSWS in the PIF and:
- Making a referral to Front Door Service (FDS), if not already CLA, and informing YJS Team and IRO Service **within 24 hours**



**As soon as you are aware that there is a young person due to appear in Court/or in Court with a possibility of remand, Liberi checks and liaison with CSWS must commence immediately. This includes with Out of Hours team (OOH) for weekend court.**

### YJS Case Manager:

Responsible for the child once the remand placement has commenced and:

- Completing bail court application (if applicable) within and convening Remand Strategy Meeting / Discussion within **five working days**.
- Convening Remand Review meeting and updating social worker and IRO of any outcome of Judge in Chambers within **10 working days**.
- Convening subsequent **monthly** Remand Review Meetings until child or young person is no longer remanded.

#### Front Door Service (FDS):

Responsible for creating new contact, identifying if existing open case and either sending request for service to existing team, if no open case, within **24 hours**.

#### YJS Team Manager:

Responsible for allocating YJ worker and ensuring that legal status is updated within **24 hours**.

#### Social Worker (existing or newly allocated):

Responsible for carrying out statutory duties for Looked After Child including **statutory visits**, assessments, adding/updating CLA key placement, reports and review consultation. Completes Detention Placement Plan following Remand Review Meeting which takes place within **10 days**.

- **Ensuring** CSWS Business Support send out invitations for all CLA review's and send the consultation booklets to the yp and their families



**Kent variation:** due to the existing mandatory functions within the Liberi case management system a Care Plan and Placement Plan must be completed to initiate the Child Looked After status and identify the YDA. A Detention Placement Plan must also be completed and uploaded as an attachment.

#### Independent Reviewing Officer Service (IRO):

Responsible for all usual IRO duties with respect to a looked after child including convening first CLA review within 20 working days and subsequently following CLA review timetable and:

- Allocating an IRO within **five working days** (existing IRO continues to work with the child and setting a provisional date for CLA Review)
- Ensuring within CLA reviews that all individual episodes of CLA and remands are taken into account when confirming the young person's eligibility to leaving care services.

#### Total Placement Service (TPS):

- Due to the current functionality of mandatory actions within Liberi, TPS will receive notification of the placement plan. No action is required as the 'placement' is custody, and the Local Authority (YJS) are liable for the YDA costs.

## Related Guidance and Information

This guidance should be understood in the context of the below associated policy and guidance.

If young people are eligible for leaving care services, the additional information should be shared.

Title	Document
<b>Policy and Guidance</b>	
Kent Youth Justice Remand Management Guidance	Request copy from YJ worker – held on MS Teams YJ Resource Hub
Joint working protocol around the Youth Justice Partnership responsibilities towards young people in the criminal justice system known to Kent Children’s Social Work Services	Request copy from YJ worker – held on MS Teams YJ Resource Hub
<a href="#">Remands to Local Authority Accommodation or Youth Detention Accommodation</a>	
<a href="#">YJB Manage bail and remands: Section 3 case management guidance</a>	
<a href="#">The Children Act 1989 Guidance and Regulations – Volume 2: Care Planning, Placement and Case Review (2015)</a>	
<b>Care Leavers Service – for young people</b>	
<a href="#">Kent Local Offer – Care Leavers Service</a>	
<a href="#">Leaving Care and Transition</a>	
<a href="#">Pocket money and savings policy</a>	
<a href="#">Useful Documents as you prepare to Leave Care</a>	
<a href="#">It’s all about me</a>	

## APPENDIX A: Kent Youth Detention & Accommodation Detention Placement Plan

To be completed within 10 working days of the YDA.

To be read alongside Asset Plus assessment and post-court report.

<b>Date</b> Looked After status started:	
<b>Charges:</b>	
<b>Summary</b> of incident which led to the remand:	
<b>Name of young person</b>	
<b>DOB</b>	
<b>YDA Placement address</b>	
<b>Has the young person previously been Looked After?</b> When? Why?	
<b>Has the young person previously been YDA?</b> List episodes & dates.	
<b>Parents / carers names and contact details</b> (carer's relationship to YP –if applicable)	
<b>YP's home address</b> (if different from the above)	
<b>YP's last known address in the community</b> (if different from above)	
<b>Secure Estate case manager name &amp; contact details</b>	
<b>KCC Social Worker name &amp; contact details</b>	
<b>Arrangements for the social worker to visit</b> arrangements for advice, support and assistance between visits.	
<b>KCC Youth Justice practitioner name &amp; contact details</b>	
<b>KCC Youth Justice Transition Practitioner name &amp; contact details</b>	
<b>KCC Independent Reviewing Officer name &amp; contact details</b>	
<b>KCC Virtual Head teacher name &amp; contact details</b>	
<b>KCC Personal advisor name &amp; contact details</b> if the YP is "eligible"	
<b>Independent visitor</b>	

<b>name &amp; contact details</b> (if appointed)	
<b>Proposed address on release:</b>	

Detail below how the day-to-day arrangements for the YP's care whilst they are in custody will meet their individual needs, safeguard them and promote their welfare.

<b>Health</b>	<b>Arrangements to meet the YPs needs</b>	<b>Actions</b>	<b>By who</b>	<b>By when</b>
<p>Summary of the YP's health needs (include physical, emotional &amp; mental health; dental care, substance misuse), how health professionals and the establishment will respond to these.</p> <p>How well does the YP understand their circumstances?</p> <p>What are their wishes and feelings?</p> <p>Is there a risk of suicide/self-harm? What has been put in place to minimise this?</p> <p>Outstanding medical appointments? Medication/treatment?</p> <p>Has a comprehensive health assessment (CHAT) been completed? Has it been shared with the KCC Social worker?</p> <p>If not - how have the YP's health needs been assessed?</p> <p>Name of lead clinician</p>				
<b>Education and training</b>	<b>Arrangements to meet the YPs needs</b>	<b>Actions</b>	<b>By who</b>	<b>By when</b>
<p>Name and address of school/college YP was attending.</p> <p>Has contact been made with the school/ college?</p>				

<p>Summary of the YP's education/training needs. Does the YP have an education health care plan (EHCP)?</p> <p>Has this been shared with the KCC Social Worker?</p> <p>Which local authority maintains the EHCP? When is a review needed?</p> <p>Arrangements for meeting the YP's education/training needs whilst detained.</p>				
<p><b>Emotional and behavioural development</b></p>	<p><b>Arrangements to meet the YPs needs</b></p>	<p><b>Actions</b></p>	<p><b>By who</b></p>	<p><b>By when</b></p>
<p>Summary of the YP's emotional and developmental needs – how will the YDA respond to these?</p> <p>Are there any specialist assessments required of the YP whilst detained to inform the care planning? E.g. Psychiatric, Psychological.</p> <p>Does the YP have a learning difficulty or disability? How will these needs be met?</p>				
<p><b>Family and social relationships</b></p>	<p><b>Arrangements to meet the YPs needs</b></p>	<p><b>Actions</b></p>	<p><b>By who</b></p>	<p><b>By when</b></p>
<p>Name of person(s) with parental responsibility for the YP</p> <p>Arrangements for contact between YP and any parent/any person with parental responsibility/and with any other connected person including relatives.</p> <p>Is any support needed to achieve family contact?</p> <p>Is there anyone the YP should not have contact with for the YP's welfare?</p> <p>Are there any persons who should</p>				

<p>not be permitted contact or any reason for post/mail to be intercepted?</p> <p>Are there any known peer affiliations (e.g. rival gangs) that need to be considered in respect to risks, safety and well-being?</p> <p>Is there anyone who it's not reasonably practicable for the YP to have contact with?</p> <p>What are the arrangements for notifying any changes in contact arrangements?</p> <p>Is an independent visitor appointed? Who? What are the arrangements for them to visit?</p>				
<b>Self-care skills</b>	<b>Arrangements to meet the YPs needs</b>	<b>Actions</b>	<b>By who</b>	<b>By when</b>
<p>What will be offered to develop routines, self-care and independent living skills?</p> <p>Does the YP need money, clothing, books or other practical support?</p> <p>Will KCC provide pocket money to the YP whilst YDA? If so, how with the money be made available to the YP? (Postal Order? What will be arrangements be? E.g. Monthly)</p>				
<b>Identity</b>	<b>Arrangements to meet the YPs needs</b>	<b>Actions</b>	<b>By who</b>	<b>By when</b>
<p>How will the YP's personal, ethnic, cultural, linguistic and religious needs be met?</p> <p>Are there issues of immigration or parental responsibility?</p>				
<b>Social presentation</b>	<b>Arrangements to meet the YPs needs</b>	<b>Actions</b>	<b>By who</b>	<b>By when</b>
<p>Does the YP understand their circumstances?</p>				

<p>Has a resettlement plan been produced (due within 4 weeks of YDA)?</p> <p>On discharge, will YP require accommodation by KCC or another authority?</p> <p style="text-align: center;"><b>Or</b></p> <p>will YP require any other KCC services to support them (or their family) on release?</p>				
How will the YP be kept safe -e.g., from bullying or exploitation?				
Will representations be made to the Court to secure a community remand?				

Date and time of next meeting should be set at end of meeting. A record should be kept of who has received and agreed the plan. Add further columns if needed.

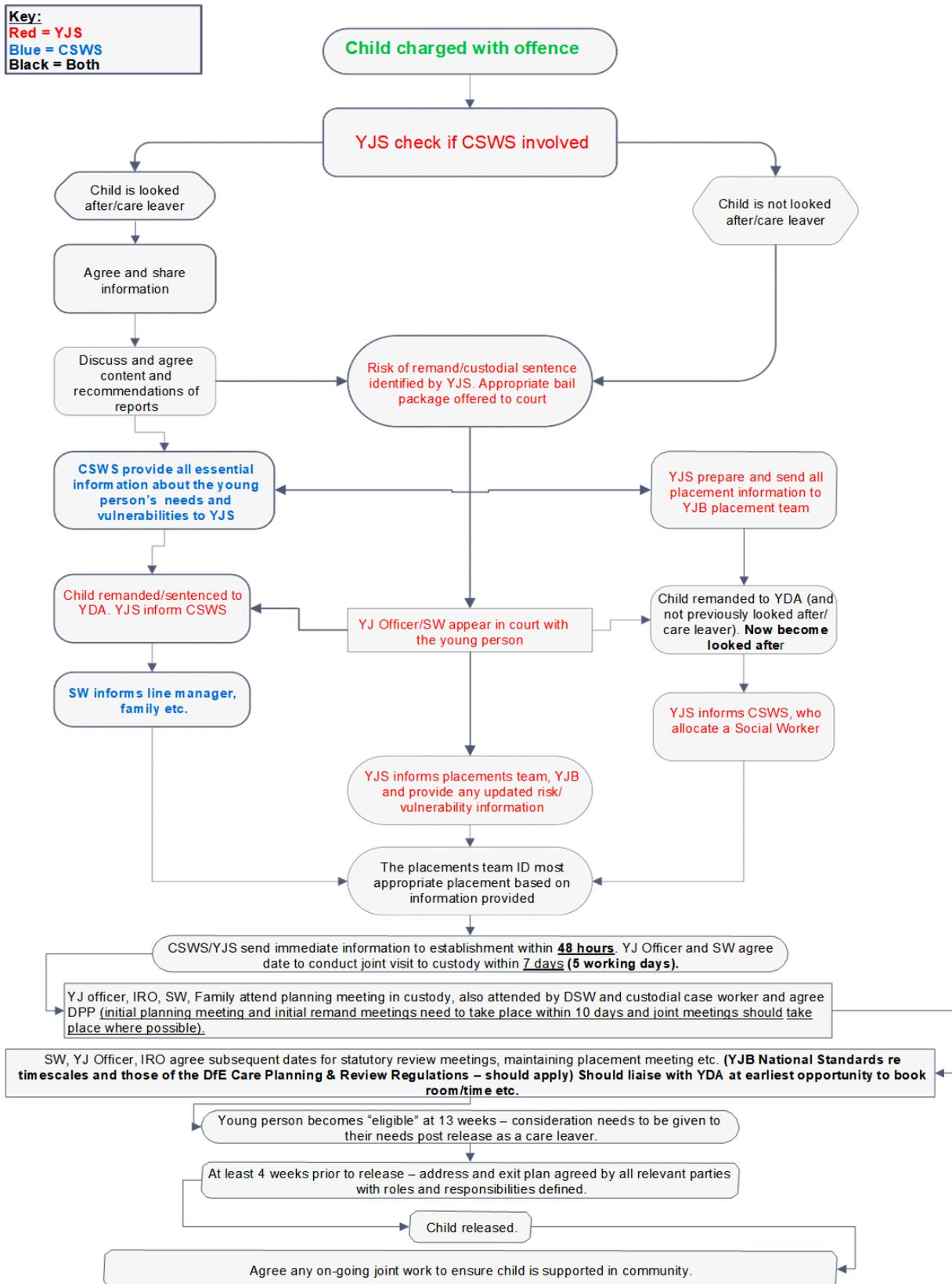
	<b>Planning Meeting</b>	<b>1<sup>st</sup> Review</b>	<b>2<sup>nd</sup> Review</b>	<b>3<sup>rd</sup> Review</b>
<b>Insert Date/time:</b>				
Young Person				
Parents/carers				
The Governor, Director, Registered Manager or other Senior Manager of the Youth Detention Accommodation				
The secure establishment case worker				
KCC Social Worker				
KCC Youth Justice practitioner				
KCC Transition Practitioner				
KCC Independent Reviewing Officer				
KCC Virtual Head Teacher				
Independent Visitor (if appointed)				
<b>Has the YP been offered to speak with their IRO in private?</b>				

**A Resettlement Plan must be completed, by Youth Justice, no later than 4 weeks before planned release, or as soon as possible after sudden release.** Due to the unpredictable nature/duration of remand episodes, resettlement should be considered at each review, to ensure that if the young person is released without notice, they are not homeless and know where to get assistance.

**The following prompts support the assessment and planning of resettlement:**

<p><b>Accommodation:</b>          Where will the young person live when the remand ends? How will they travel there?          Does the YP need to continue to be looked after when the remand ends?          Does KCC need to seek any court orders to secure the YP legally?          Are there risks to the YP/their family in the community, such as reprisals?</p>
<p><b>Support agencies:</b>          What are the factors for and against desistance? What support will be offered by the Transition Practitioner? Who else needs to support? How? When?</p>
<p><b>Leaving Care Status</b> - For YP who are 17 ½ years:          Will they be eligible for Leaving Care Services (<b>accommodated for more than 13 weeks</b>)?          If YES – has a referral been made for leaving care support from KCC?</p>
<p><b>Outstanding court appearances / Orders:</b>          Does the young person need to attend at court?          Is the young person subject of a Youth Justice Order?</p>

## APPENDIX B: Remand and Detention Plan – Responsibilities Flowchart



## APPENDIX C: Remand Process Table (A3)

Guidance for working with a child who is Remanded Children Looked After – February 2021 Please refer to: 1) Detention Placement Plan Guidance 2) Detention Placement Plan Flowchart

Remanded Children looked After	Key Responsibilities and Meetings Timescales	Key Documents	Exit from Remand	When a child receives a custodial sentence	Recording the work on Liberi
<p>Following the commencement of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 (LASPOA), under s104(1), all children and young people who are remanded to youth detention accommodation will be treated as looked after by the Local Authority.</p> <p>The principles when working with these children and young people include:</p> <ul style="list-style-type: none"> <li>Minimising the changes for the child or young person such as <b>retaining existing social worker</b> if we are already involved.</li> <li>Minimising the number of assessments or documents to be completed.</li> <li>Using existing planning and review meetings in order to include all the relevant people and not unnecessarily duplicating meetings.</li> <li>Applying existing timescales for assessment and review.</li> <li>Ensuring effective communication, coordination and joint working between all the professionals within YJS, Children's Social Work Service, IRO service and Youth Custody Service placement colleagues</li> </ul>	<p><b>Youth Justice Service (YJS) Court Officer:</b> Responsible for <b>immediately</b> seeing the child or young person in the cells following the remand order and informing parent / carer and: <b>As soon as possible</b></p> <ul style="list-style-type: none"> <li>Completing the AssetPlus, Placement Information form (PIF) and Post Court Report (PCR) sharing with social worker (if there is one already allocated)</li> <li>Identifying bail package, booking placement with Youth Custody Service (YCS) and arranging transport to placement</li> <li>Checking on Liberi whether young person has an allocated social worker and if so contacting them (or their managers) and including any vulnerability information from CSWS in the PIF and:</li> <li>Making a referral to Front Door Service (FDS), if not already CLA, and informing YJS Team and IRO Service <b>within 24 hours</b></li> </ul> <p> <b>As soon as</b> you are aware that there is a young person due to appear in Court/or in Court with a possibility of remand, Liberi checks and liaison with CSWS must commence immediately. This includes with Out of Hours team (OOH) for weekend court.</p> <p><b>YJS Case Manager:</b> Responsible for the child once the remand placement has commenced and:</p> <ul style="list-style-type: none"> <li>Completing bail court application (if applicable) within and convening Remand Strategy Meeting / Discussion within <b>five working days</b></li> <li>Convening Remand Review meeting and updating social worker and IRO of any outcome of Judge in Chambers within <b>10 working days</b></li> <li>Convening subsequent <b>monthly</b> Remand Review Meetings until child or young person is no longer remanded</li> </ul> <p><b>Front Door Service (FDS):</b> Responsible for creating new contact, identifying if existing open case and either sending request for service to existing team, if no open case, within <b>24 hours</b></p> <p><b>YJS Team Manager:</b> Responsible for allocating YJ worker and ensuring that legal status is updated within <b>24 hours</b>.</p> <p><b>Social Worker (existing or newly allocated):</b> Responsible for carrying out statutory duties for Looked After Child including <b>statutory visits</b>, assessments, adding / updating CLA key placement, reports and review consultation. Completes Detention Placement Plan following Remand Review Meeting which takes place within <b>10 days</b>.</p> <ul style="list-style-type: none"> <li><b>Ensuring</b> CSWS Business Support send out invitations for all CLA review's and send the consultation booklets to the yp and their families</li> </ul> <p><b>Independent Reviewing Officer Service (IRO)</b> Responsible for all usual IRO duties with respect to a looked after child including convening first CLA review within 20 working days and subsequently following CLA review timetable and:</p> <ul style="list-style-type: none"> <li>Allocating an IRO within <b>five working days</b> (existing IRO continues to work with the child and setting a provisional date for CLA Review</li> <li>Ensuring within CLA reviews that all individual episodes of CLA and remands since LASPOA are taken into account when confirming the young person's eligibility to leaving care services.</li> </ul> <p><b>Total Placement Service (TPS):</b></p> <ul style="list-style-type: none"> <li>Due to the current functionality of mandatory actions within Liberi, TPS will receive notification of the placement plan. No action is required as the 'placement' is custody, and the Local Authority (YJS) are liable for the YDA costs.</li> </ul>	<p><b>ASSETPlus Assessment</b> Completed by YJS (Modules: bail &amp; remand, Custody) Will act as Initial Assessment</p> <p><b>Placement Information Form</b> Completed by YJS. PIF acts as initial placement plan</p> <p><b>Post Court Report</b> Completed by YJS</p> <p><b>Remand Plan</b> Completed by YJS</p> <p><b>Child and Family Assessment</b> Updated / completed as required</p> <p><b>Detention Placement Plan</b> Completed by social worker</p> <p><b>Social Work report for CLA review</b> Completed by Social Worker</p> <p><b>CLA Care Plan</b> Completed by Social Worker</p> <p><b>Pathway Plan post 16</b> Completed by Social Worker</p> <p><b>IRO Decisions and IRO Report</b> Completed by IRO</p>	<p>Apart from when a child or young person receives a custodial sentence, they are no longer remanded because outcome of appearance at Youth Courts or at some other point in the process is:</p> <ul style="list-style-type: none"> <li>that they received a community sentence</li> <li>remanded discontinued</li> <li>they were found not guilty</li> </ul> <p><b>If the child or young person was previously Looked After</b></p> <ul style="list-style-type: none"> <li>they retain CLA status and a placement is provided</li> <li>existing social worker continues to manage the case and IRO continues to chair the CLA reviews</li> <li>a decision is made if entitled to Leaving Care PA support (if age 16+)</li> </ul> <p><b>If the child or young person was previously subject to a Child Protection Plan or Child in Need Plan</b></p> <ul style="list-style-type: none"> <li>an Exit Plan is immediately drawn up</li> <li>they return home or are provided with alternative suitable accommodation</li> <li>existing social worker continues to manage the case</li> <li>If CP – Core Group takes place within <b>20 working days</b></li> <li>If CiN – Child in Need Plan Meeting takes place within <b>20 working days</b></li> <li>a decision is made if entitled to Leaving Care PA support (if age 16+)</li> </ul> <p><b>If the child or young person was not previously subject to a social work plan (new referral due to remand CLA status)</b></p> <ul style="list-style-type: none"> <li>an Exit Plan is immediately drawn up</li> <li>they return home or are provided with alternative suitable accommodation</li> <li>Social worker continues to manage the case (could be co-worked with YJ transitions worker)</li> <li>Planning Meeting takes place within <b>20 working days</b></li> <li>a decision is made if entitled to Leaving Care PA support (if age 16+)</li> </ul>	<p><b>If the child or young person was previously looked after prior to remand and receives a custodial sentence</b></p> <ul style="list-style-type: none"> <li>If they are subject to a Care Order, the usual CLA case work and reviews apply.</li> <li>If they were subject to s20 prior to remand and have received a short sentence, a decision needs to be made whether to treat the case as CLA.</li> </ul> <p><b>If the child or young person was <u>not</u> previously looked after prior to remand and receives a custodial sentence</b></p> <ul style="list-style-type: none"> <li>If there was other previous social work involvement prior to remand - a decision will be made about the previous plan whilst in custody</li> </ul> <p><b>When a child or young person is discharged from the Custodial Sentence</b></p> <ul style="list-style-type: none"> <li>YJS transitional worker develops a plan to support the child or young person in the community</li> <li>a decision is made if entitled to Leaving Care PA support (if age 16+)</li> </ul>	<p> <b>Kent variation:</b> due to the existing mandatory functions within the Liberi case management system a Care Plan and Placement Plan must be completed to initiate the Child Looked After status and identify the YDA. A Detention Placement Plan must also be completed and uploaded as an attachment.</p>

## APPENDIX D

### Glossary – including acronyms and abbreviations

**AssetPlus** Assessment and planning framework tool developed by the Youth Justice Board for work with children and young people who have offended, or are at risk of offending, that reflects current research and understanding of what works with children.

**Conviction** When an offender has pleaded or been found guilty of an offence in a court he or she is said to have been convicted. The conviction then appears on the offender's criminal record.

**Custodial Sentences** Sentences where the offender is locked up in a prison, Young Offender Institution or Secure Training Centre.

**Detention & Training Order (DTO)** The Detention and Training Order (DTO) sentences a young person to custody. 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 youth offending team (YOT).

**Personal Education Plan (PEP)** All looked after children have a care plan. A PEP is a statutory requirement to ensure that a record is maintained regarding the child's educational progress and thus it forms an integral part of the child's overall care plan.

**Post Court Report (PCR)** Forms part of the AssetPlus Custody module completed by YJ post remand to YDA/sentence – information includes offence details, emergency contact, risks and vulnerabilities

**Secure Training Centres (STC's)** STCs are purpose-built centres for young offenders up to the age of 17. They are run by private operators contracted by the Home Office.

**YOT/YOS** Youth Offending Team is the term used in the Crime and Disorder Act 1998 to describe a multi-agency team that aims to reduce youth offending. YOSs are known locally by many titles, such as youth justice service (YJS), youth offending service (YOS), and other generic titles that may illustrate their wider role in the local area in delivering services for children.

**Young Offender Institution (YOI)** A prison for young people between the ages of 15 (16 for girls) and 21. Young offenders have to be kept separately from adults, and juveniles (under 18s) separate from 18-21s.

ACRONYM	DEFINITION
CLA	Child Looked After
CSWS	Children's Social Work Service
IRO	Independent Reviewing Officer
LAC	Looked After Child
PIF	Placement Information Form
RLAA	Remanded to Local Authority Accommodation
SW	Social Worker
YDA	Youth Detention Accommodation
YJ	Youth Justice