

3. Core Record

3.1 Purpose

The purpose of this section is to provide an overview of the essential information required about the young person. It provides:

- a summary of key information about the young person, ensuring that practitioners and managers have the most up to date information to hand. The Core Record includes:
 - a summary of the young person and parent/carer details,
 - a summary of the young person's offending/anti-social behaviour details,
 - information about critical points identified relating to needs, safeguarding and public protection; and,
 - key action points from the young person's intervention plan.
- a summary for practitioners to quickly familiarise themselves with a case: and,
- a summary for managers overseeing cases to quickly identify priorities.

The information in Core Record will be populated through a combination of:

1. information from the case management system, e.g. young person and parent/carer details and offences details,
2. information from other sections of AssetPlus, e.g. judgements from Explanations and Conclusions and an intervention summary from Pathways and Planning,
3. information that is calculated, e.g. age at first conviction and sentence; and,
4. information that is entered directly by the practitioner, e.g. previous contact with other services and their details.

3.2 Overview

The Core Record includes the following sub-sections:

- **young person's details,**
- **parent/carer details,**
- **offending and anti-social behaviour/anti-social behaviour,**
- **offending and anti-social behaviour history,**
- **civil measures and other informal outcomes,**
- **alerts and flags,**

- **contact with services,**
- **personal circumstances,**
- **intervention summary: and,**
- **stage details.**

Questions that are required for the calculation of the Youth Offender Group Reconviction Score (YOGRS) are indicated by ^{YOGRS} further information on the calculation of YOGRS can be found at Appendix 4.

3.3 Section guidance

Q. Assessment Stage

The current AssetPlus stage is highlighted here. For more information about assessment stages please refer to the Using AssetPlus section.

Q. Date of Hearing

This question will only be displayed for the following stages where a date of hearing is relevant, these are: Placement Notification, Bail Recommendation, Sentenced (No Report), Pre-Sentence Report, Pre-Sentence Report (All options), Post-Court and Entering Custody (for secure estate).

If a stage that has the same date of hearing as a previous one, it will be pre-populated with any hearing specific information from that previous stage, e.g. court details, solicitor details, objections to bail.

Q. Date of Panel

This question will only be displayed for stages where a panel date is relevant, these are: Referral Order Panel Report and Review (if the active disposal is a Referral Order).

3.3.1 Young person's details

This section will be pre-populated where the information has already been entered either in a previous AssetPlus stage or in the case management system. The questions and alerts in this section are:

Q. Surname

Q. First name(s)

Q. Other names/alias

Q. Gender ^{YOGRS}

Q. Date of birth

Q. Age ^{YOGRS}

This is calculated from the date of birth and is displayed in years and months.



Young person will turn 18 whilst subject to the active disposal.

This alert is calculated using date of birth and the end date of the active disposal to alert you that the young person turns 18 during the disposal. This may have implications for transfers out to adult services.

Q. Age at time of sentence YOGRS

This is calculated from the date of birth and the sentence hearing date.

Not applicable for prevention and Out of Court Disposals (OOCDD).

Q. Current young person ID

This is the case management system generated ID for the young person.

Q. Police National Computer (PNC) number

The PNC number should appear on the police charge sheet and on any list of pre-convictions that come from the police.



Young person currently in custody

This alert appears if the young person is currently in custody, based on a calculation of their custodial disposal end date, and triggers the two fields below:

Q. Custody ID

This question is only displayed if the young person is in custody.

The custody ID is the unique ID attributed to the young person in the secure estate.

Q. Earliest possible release date YOGRS

This question will only be displayed if the young person is in custody.

You need to specify the earliest possible date the young person would be released from custody:

- for remanded young people this will be the date of their next remand hearing,
- for sentenced young people this date will be the estimated early release or Home Detention Curfew release date (where applicable) or the date of their actual release (where early release does not apply): and,
- for young people serving indeterminate sentences, this date will be their tariff date (until further notice).

Q. Address/Postcode

This should be the young person's current address or the address to which they plan to return to if in custody. If the young person lives between several addresses, this should be the main address where they spend most of their time.

Q. Telephone numbers

Contact telephone numbers for the young person can be added. If multiple numbers are added, a preferred number should be indicated.

Q. Ethnic classification

The ethnic classification should be the young person's definition of their own ethnicity and not what you think it is or what has been recorded on other documentation.

Some young people may wish to classify themselves more specifically than the given classifications, for example they may wish to describe themselves specifically as Welsh rather than British. If the categories do not easily accommodate the group the young person identifies with, e.g. Travellers, select 'any other background' and provide additional information in details below.

Where there is a significant difference between your view and that of the young person, also indicate this in details at the end of this section.

Q. Nationality

The young person should be asked to define their own nationality.

Q. Preferred language

The young person should be asked to define their preferred language.

Q. Religion

The young person should be asked to define their own religion.

Q. Immigration/asylum status issues

Describe the immigration or asylum status of the young person and issues that are associated with this such as any immigration hearings or deportation concerns.

Q. Interpreter required

This should also include whether a signer is required.

Q. Details

For the above questions, the details box should be used to provide information on any specific requirements the young person may have in relation to:

- ethnic classification,
- nationality,
- religion,
- preferred language,
- immigration or asylum status: and,
- interpreter requirements.

3.3.2 Parent/carer details

This section will pre-populate where the information has already been entered either in a previous AssetPlus stage or in the case management system. Multiple details can be entered where the young person has more than one set of parents or carers.



Emergency contact

You should only include details of someone who is able to be contacted in an emergency.



Medical consent

You should indicate if the person can give medical consent on behalf of the young person. It is important to ensure this is correct, so that information is shared appropriately.



Parental responsibility

You should indicate if the person has parental responsibility for the young person.



Contact approved

You should indicate whether the parent or carer is an approved contact for the young person, whilst acknowledging that The Human Right Act 1998 indicates that *in effect everyone is approved unless restriction can be justified, such as though a bail condition, lawful order, legally enforceable restriction conditions etc.*



Relationship to young person



Additional information

For the questions above, additional information should be used to provide information on:

- issues regarding contact with the young person, e.g. injunctions or bail conditions preventing contact,
- diversity factors, e.g. health needs, requirement for an interpreter or signer, learning needs, disability; and,
- information to be aware with regards to contacting parent/carers, e.g. times of the day.

3.3.3 Offending and anti-social behaviour

This section will pre-populate where the information has already been entered either in a previous AssetPlus stage or in the case management system.

3.3.3.1 Active disposal

This question is not applicable to prevention cases.

 **Disposal type**

 **Start date**

 **End date**

 **Requirements (where YRO)**

 **Start date**

 **End date**

3.3.3.2 Offence(s)

This question is not applicable to prevention cases.

 **Episode**

 **Offence(s)** YOGRS

All of the young person's current offences for which guilt has been established will be displayed here. The list of offences in AssetPlus is based on the Police National Legal Database and is more comprehensive than those previously used. The seriousness score relates to the most serious of the current offence(s). It is a 1-8 scale and is not the same as the gravity score currently used by the police. Please refer to appendix 2 for list of offences and their seriousness scores.

You can create an episode from this sub-section by grouping related offences together. Offences and anti-social behaviour incidents are always analysed separately so they **cannot** be grouped together in the same episode.

Definition – Episode

An 'episode' is defined as a group of **related offences** (an offending episode) or **related incidents** (an anti-social behaviour episode) for the purposes of completing offence/incident analysis in AssetPlus.

You must use professional judgement to decide how offences are grouped together into episodes that will lend to more effective analysis. Offences should only be grouped together if there is sufficient similarity between them in terms of their circumstances and where the influences, motivations and attitudes of the young person can be analysed collectively. Offences that are grouped for the purpose of a hearing or order would not necessarily be considered a single episode if this does not apply. Once the offences have been grouped into an episode, the episode can then be analysed in the Offending and Anti-Social Behaviour section which will include adding details characterising the offences and completing details of what happened.

Offence episodes will also continue to remain flexible in AssetPlus. Offences can be added to existing episodes or removed and added into a different episode. You need to ensure that the analysis associated with the episode in the Offending and Anti-Social Behaviour section is updated if offences are added or removed in this way.

Once all interventions associated with all the offences in the episode are ended, the episode will become historical and can no longer be updated. Any offences associated to an immediately spent disposal will become historical once they have been analysed in an episode and the stage is completed.

For further information about episodes please see the Using AssetPlus section.

3.3.3.3 Anti-social behaviour incident(s)

Episode

Incident(s)

Any anti-social behaviour incidents that the young person has been involved in can be entered here or will be displayed in this section if previously entered.

It should be acknowledged however that anti-social behaviour is a complex area, with information potentially being received from a variety of sources. Some of that information may arise from sound, reliable sources, based on good evidence, whereas it may also come from less clear or well-proven sources. As such, YOT practitioners will need to decide in each instance what will be recorded on the basis of professional judgement and proportionality and aim toward locally agreed consistency in such practice.

Anti-social behaviour episodes can then be created by grouping related incidents together. Offences and anti-social behaviour incidents are always analysed separately so they **cannot** be grouped together in the same episode.

You must use professional judgement to decide how incidents are grouped together into episodes that will lend to more effective analysis. Incidents should only be grouped together if there is sufficient similarity between them in terms of their circumstances and where the influences, motivations and attitudes of the young person can be analysed collectively. Once the incidents have been grouped into episodes, the episodes can then be analysed in the Offending and Anti-Social Behaviour section which will include adding details characterising the offences and completing details of what happened

Incident episodes will also continue to remain flexible in AssetPlus. Incidents can be added to existing episodes or removed and added to a different episode. You will however need to ensure that the analysis associated with the episode in the Offending and Anti-Social Behaviour section is updated if offences are added or removed in this way.

Once all interventions associated with all the incidents in the episode are ended, the episode will become historical and can no longer be updated (subject to the case management system this may be done manually, see your case management system guidance for details).

For further information on episodes please see the Using AssetPlus section.

3.3.3.4 Outstanding charges

Offence(s)

An offence is outstanding where the young person has pleaded not guilty or has not entered a plea. Breaches and offences associated with remand cases are dealt with in this way until the young person is convicted. Outstanding charges cannot be added to episodes and are therefore not analysed as part of an episode but must be considered in relation to risks, future behaviours and planning.

Date of last court report

Date PSR requested

This question does not display if a PSR has not been requested.

Q. Date PSR due

This question does not display if a PSR has not been requested.

3.3.4 Offending and anti-social behaviour history

This section will pre-populate where historical offence and anti-social behaviour information has been entered but will not be relevant to cases where no offending history exists.

3.3.4.1 Previous disposals and interventions

Q. Disposal/Intervention

This section is for the recording of previous disposals and interventions. The information entered here will also be populated into the graph in the Explanations and Conclusions section to help analyse interconnections and past behaviour.

3.3.4.2 Offending history

This section is not applicable to prevention cases.

Q. Age at first official sanction YOGRS

Calculated based on first official sanction date and the date of birth.

Q. Age at first conviction YOGRS

Calculated based on first official conviction date and the date of birth.

Q. Number of previous convictions YOGRS

Calculated based on the number of convictions recorded.

Q. Episode

Q. Offence(s)

Offending episodes will become historical and be displayed in this section once the associated intervention has completed for all offences in the episode. The episode will then be listed in this sub-section and can no longer be modified.

3.3.4.3 Anti-social behaviour history

Q. Episode

Q. Incident(s)

Anti-social behaviour episodes will become historical and be displayed here once the associated intervention has completed for all the incidents in the episode (subject to the case management system this maybe done manually). The episode will then be listed in this sub-section and can no longer be modified.

3.3.5 Civil Measures and other informal outcomes

Q. Type

Q. Date

Q. Details

After adding the type, e.g. Criminal Behaviour Order, Civil Injunction and the start and end dates of any civil measure or other informal outcomes you should record any further relevant details here such as:

- specific conditions or interventions delivered,
- compliance details; and,
- engagement issues.

3.3.6 Alerts and flags

Alerts and flags are divided into 'Risks and Concerns' and 'Status'. Where the questions are pre-populated into this section from other areas of the framework, guidance on completing those questions is found in the relevant sections of this guidance.

3.3.6.1 Risks and concerns

Q. RoSH judgement

This judgement will be populated from the Explanations and Conclusions (future behaviour) section. This question can only be modified by YOT practitioners.

Q. YOGRS

This question is not applicable to prevention cases.

This will be automatically calculated where relevant based on a number of static factors.

Q. Likelihood of Reoffending

This judgement will be populated from the Explanations and Conclusions (future behaviour) section. This question can only be modified by YOT practitioners.

Q. Assessed as a risk to children?

This question will be populated from the Explanations and Conclusions (future behaviour) section. This question can only be modified by YOT practitioners only.


Q. Previous safeguarding or public protection incidents and details

You should check YOT records and previous community safety public protection incidents (CSPPi) to determine whether any previous safeguarding or public protection incidents have been recorded for the young person.


Q. Overall safety and well-being concerns

This judgement will be populated from the Explanations and Conclusions (young person's safety and well-being) section.

Q. Risk of self-harm

An alert flag:  Risk of physical harm has been identified will be presented if physical harm is selected as an adverse outcome in the Explanations and Conclusion (young person's safety and well-being) section.

Q. Risk of suicide

An alert flag:  Risk of Death has been identified will be presented if 'Death' is selected as an adverse outcome in the Explanations and Conclusions (young person's safety and well-being) section.

Q. Gang associations

This will be calculated based on response to a gang association question in the Personal, Family and Social Factors (family, parenting and relationships) section.

Q. Concerns regarding a specific known victim and details

Refer to the Offending/Anti-social behaviour section and the Explanations and Conclusions (future behaviour) section when answering this question.

Q. Staff safety concerns or considerations and details

Refer to the potential victims identified in the Explanations and Conclusion (future behaviour) section when answering this question.

Q. Other (locally-defined) risks associated with the young person and details

Refer to the Personal, Family and Social Factors section and the Explanations and Conclusions (future behaviour) section when answering this question. Examples could include child sexual exploitation or concerns over extremism or radicalisation.

Q. Physical health concerns or disability

This will be calculated based on responses in the Personal, Family and Social Factors (young person development) section.

Q. Mental health concerns

This will be calculated based on responses in the Personal, Family and Social Factors (young person development) section.

Q. Substance misuse concerns

This will be calculated based on responses in the Personal, Family and Social Factors (lifestyle, identity and behaviour) section.

Q. Speech, Language, Communication and Neuro-disability concerns

This will be calculated based on responses in the Personal, Family and Social Factors (young person development) section.

Q. Allergies

Identify if the young person has any known allergies.

Q. Dietary needs

Identify if the young person has any special dietary needs.

Q. Please provide as much detail as possible here

Specify any allergies the young person has or dietary requirements (either medical, cultural or religious).

3.3.6.2 Status

Q. Scaled Approach level

This question is not applicable for OOCd disposals or prevention cases.

This will be populated from the Pathways and Planning (intervention indicators) section.

Q. MAPPA category

This will be populated from the Explanations and Conclusions (future behaviour) section.

Q. MAPPA level

This will be populated from the Explanations and Conclusions (future behaviour) section.

Q. Integrated Offender Management (IOM) status

This question is not applicable to prevention cases.

Definition – Integrated Offender Management

Integrated Offender Management (IOM)⁷ brings a cross-agency response to the crime and reoffending threats faced by local communities. The most persistent and problematic offenders are identified and managed jointly by partner agencies working together.

Local IOM models will vary to reflect local circumstances and priorities, but the common elements are:

- all partners manage offenders together,
- a local response to local problems,
- all offenders can potentially be included,
- offenders face up to their responsibility or face the consequences,
- best use is made of existing programs and governance arrangements; and,
- achieving long-term desistance from crime.

⁷ [Integrated offender management \(IOM\) - Detailed guidance - GOV.UK](#)

Multi Agency Risk Assessment Conference (MARAC)



Definition – Multi Agency Risk Assessment Conference (MARAC)

MARACs are multi-agency meetings where statutory and voluntary agency representatives share information about high risk victims of domestic abuse in order to produce a coordinated action plan to increase victim safety. The role of the MARAC is to provide a forum for effective information sharing and partnership working amongst a diverse range of adult and child focussed services in order to enhance the safety of high risk victims and their children.⁸

Young people are referred to the MARAC by agencies because they have been identified as being at high risk of immediate or future harm as a result of domestic violence.

Young people can be referred to MARAC as a victim, witness or perpetrator of domestic violence.

Is the young person on the sex offender register?

Has or had a child protection plan

This will be populated from the Personal, Family and Social Factors section.

Identified SEN

This will be populated from the Personal, Family and Social Factors section.

Current enforcement status

This question is not applicable for OOCB disposals or prevention cases.

Populates a status for any breach matter.

3.3.7 Contact with services

In this section, you will need to enter details of the young person's current or previous contact with any other services including previous assessments.

Relevant previous assessments (including YOT)

Relevant assessments would be those conducted by specialists such as education, substance misuse or health assessments; excluding previous stages of AssetPlus.

The capture of all relevant assessments is highly important in terms of identifying sources of information and ensuring that assessments are not duplicated.

Other professionals or services involved with the young person

If no other agencies are or have been involved with the young person 'not applicable' should be entered.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/16538/horr55-technical-annex.pdf

The information entered here will be populated into the graph in the Explanations and Conclusions section to help analyse interconnections and past behaviour. It is therefore critical that all information is entered correctly, including start and end dates where known.

Q. GP contact details

Record the name of a doctor or Practice, the address and telephone number. If the young person is not registered with a GP, action should be taken to register them.

Q. Sources of information used in this assessment

You need to ensure that the information included within the assessment is as complete as possible, that the information is verified through multiple sources and that all the sources used are identified. All sources of information that have been used in completing the stage should be recorded here. Sources of information should not reference sources used throughout the history of the assessment but only those sources that have been used in that particular stage.

A specific source of information may also be referenced in other question level responses where key evidence is provided.

Q. Information still to be obtained

There may be pieces of information that are yet to be obtained or verified. Where this is the case you should indicate what are they and which source the information will come from. Any further details such as plans to obtain the information or details of why information is delayed should also be recorded.

3.3.7 Personal Circumstances

Relevant information regarding the young person's personal circumstances will be pre-populated where they have been completed.

Living Arrangements

Q. Young person's current accommodation

Q. Concerns about the young person's current accommodation situation

Young person's current accommodation and any concerns with current accommodation will be pre-populated from the Personal, Family and Social Factors (living arrangements) section.

Learning, Education, Training and Employment (Community provision)

Q. Type of ETE Provision

Q. Total Hours engaged in ETE per week

Q. Attendance/participation issues

Current ETE information will be pre-populated from the Personal, Family and Social Factors (learning, education, training and employment) section.

Caring Responsibilities

Q. Young person's parental status

Parenting status will be pre-populated by the young person as a parent status in the Personal, Family and Social Factors (lifestyle, identity and behaviour) section.

Q. Other Caring responsibilities

This is pre-populated based on responses in the Personal, Family and Social Factors (parenting, family and relationships) section.

Care History

This captures information about the young person's history of care and any involvement with children's services. The information will be pre-populated from responses given in the Personal, Family and Social factors section if this has already been completed. If the questions are completed in the Core Record the responses will populate into the Personal, Family and Social Factors section.

Q Accommodated by voluntary agreement with parents (section 20 of the Children Act 1989)

Once a young person who is accommodated under section 20 goes into custody, they are no longer looked-after by the local authority (although the authority may retain responsibility for providing a leaving care service).

Q Identified Child in Need (section 17 Children Act 1989)

Q Subject to a care order (section 31 Children Act 1989)

Q Remand to local authority accommodation (section 23(1) Children and Young person's Act 1969)

Q Remand to Youth Detention Accommodation - (Legal Aid, Sentencing and Punishment of Offenders Act 2012)

If the young person is 16 or 17 and the response to any of the five questions above is either currently or previously further exploration is required:

Further exploration

Q Is s/he an 'eligible child' (still in care and looked after for at least 13 weeks since the age of 14)?

Q If 'No', is s/he a 'relevant child' (has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)?

These two questions are designed to clarify whether a young person is entitled to leaving care services provided by the local authority under the provisions of the Children (Leaving Care) Act 2000. If so, the entitlement continues when s/he is remanded or sentenced to custody: it is therefore important to obtain accurate information from children's services about a young person's status.

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

Where the young person has had a child protection plan further exploration will be required:

Further exploration

Where the young person has either currently or previously had a child protection plan, state under which categories (emotional, physical, sexual abuse or neglect) and indicate the dates that the plan was in place.

Q Any children's services involvement with siblings?

Q Details of care history and previous children's services involvement

You are required here to enter any relevant information regarding young person's care history and explain the reason for their contact with these services. Include details of:

- any corporate parent,
- age first taken into care,
- details of care periods,
- whether the young person was in contact with parents or family whilst in care: and,
- children's services involvement with siblings.

Q. Known to have been a victim of parental or carer abuse?

This is pre-populated automatically based on responses in the Personal, Family and Social Factors (parenting, care and supervision) section.

Q. Known to have witnessed domestic abuse?

This is pre-populated based on responses in the Personal, Family and Social Factors (parenting, care and supervision) section. If there is any parental involvement in a domestic violence programme this may be an indicator of this.

3.3.8 Intervention summary

A summary of the Our Intervention Plan will be provided here as a quick reference to the work the young person is currently undertaking,

Q. Targets

The targets will be populated from the Pathways and Planning (Our Intervention Plan) section.

Q. Date of next review

The next review date will be populated from the Pathways and Planning (Our Intervention Plan) section.

3.3.9 Stage details

All practitioners that have contributed to the AssetPlus stage will be recorded in this section under other persons involved in the stage. For further information on AssetPlus stages see the Using AssetPlus section.

Q. Stage Owner

Q. Job Title

Q. Proxy Stage Owner and Job Title

Q. Stage Start Date

Q. Stage End Date

Q. Other persons involved in the stage

Q. Name

Q. Job Title

Q. Section