

# 13. Leaving Custody

## 13.1 Purpose

The purpose of the Leaving Custody module is to compile relevant details for the licence documentation and arrangements for the young person's release from custody. The module will usually be used for sentenced young people as it is triggered by the Pre-Release from Custody stage, however where the release arrangements are known for remanded young people they can be entered in the module.

The approving authority for licences (either the YJB Placement Service or NOMS) can access the module as part of finalising the licence documentation

**Note:** Pathways and Planning is used to set the targets and actions for the young person's resettlement and any relevant progress or issues affecting release should be taken into account when completing the Leaving Custody module.

AssetPlus enables users to print the Leaving Custody module to enable physical signatures for the release arrangements.

For additional guidance see the Custody and Resettlement section of Case Management Guidance 2014<sup>58</sup>.

## 13.2 Overview

There are four sub-sections of this module to complete:

- **Young person's details**
- **Parents or carers' details**
- **Notice of Supervision or Licence**
- **Release arrangements**

## 13.3 Section guidance

### 13.3.1 Young person's details

Young person's details are pre-populated from the Core Record where available.

### 13.3.2 Parent or carers' details

Parent or carer details are pre-populated from the Core Record where available.

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<sup>58</sup> [Custody and resettlement - Publications - GOV.UK](#)

### 13.3.3 Notice of Supervision or Licence

This sub-section allows you to record specific details of licence conditions and curfew conditions. The details will differ depending on the sentence disposal type and the type of secure establishment the young person has been placed in.

#### **Q** Sentence type

Trigger question for further exploration

#### **Q** Are additional conditions required?

##### Further exploration

##### **Please provide as much detail as possible here:**

Any conditions in addition to the standard set that should be placed upon the young person under the Notice of Supervision or Licence should be recorded here. You should consider the appropriateness and practicality of the licence conditions to ensure their effectiveness and that the young person can actually abide by them in the community. The proposed conditions should be proportionate to the offence and any risks to the public and should not increase the likelihood of failure to comply. The appropriateness of licence conditions should be discussed between YOT and secure estate practitioners to ensure that any chances of breach, including unintentional breach, are highlighted. You should demonstrate how any additional condition will have an impact on reducing likelihood of reoffending.

For young people serving custodial sentences in Secure Children's Homes or Secure Training Centres the Youth Justice Board for England and Wales (YJB) has a statutory function to create and authorise a Notice of Supervision for children and young people who are subject to a Detention and Training Order (DTO). The Notice specifies any requirements with which, until the end of the order, the child or young person must comply. Currently this function is completed within the YJB Placement Service.

For young people serving a custodial sentence in a Young Offenders Institution the National Offender Management Service (NOMS) creates and authorises the Notice of Supervision which specifies any requirements with which, until the end of the order, the child or young person must comply.

For further guidance on additional conditions please see: How to request additional licence conditions<sup>59</sup>.

Trigger question for further exploration

#### **Q** Are curfew conditions required?

If 'Yes' is selected, you should answer the further exploration question.

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<sup>59</sup> [Request additional licence conditions - Publications - GOV.UK](#)

## Further exploration

**Please provide as much detail as possible of curfew requirements here including:**

- locations (including any maps or postcodes),
- dates; and,
- times

Curfew conditions should be discussed between YOT and secure estate practitioners to ensure that they appropriate based on their knowledge of the young person.

### 13.3.4 Release arrangements

Important details about the young person's release arrangements should be recorded here.

A printed version of this sub-section of the module should be signed by those present at the young person's Final Review meeting. This sub-section should also be printed so that a copy can be given to the young person.

**Q Is the young person's release address different to their main address?**

**Q If yes, please provide details of the young person's release address below**

You should record the full address and postcode. This should be consistent with the young person's details recorded in the Core Record.

**Q What appointments should the young person keep when they return to the community?**

For each appointment record:

- date,
- time,
- location; and,
- details.

**Q Any urgent actions to be completed following the young person's release**

Record any actions relating to the young person's resettlement, the management of risks or to completing essential interventions that were not fully progressed or concluded in custody. Some of these actions could be taken from the Pathways and Planning section.

## Practice Point

The YOT should consider the seven resettlement pathways and ensure appropriate action is in place to ensure the young person is sufficiently supported on release to be resettled into the community (see Appendix 5).

**Q. Support network for the young person on their return to the community**

Record the name, address, postcode, telephone number and relationship to the young person for each person in the young person's support network. You should refer to the parent/carer details sub-section of the Core Record and the family and wider networks sub-section of Personal, Family and Social Factors for appropriate details.

**Q. Who will collect the young person?**

Record the release day arrangements, including:

- name of the person collecting them,
- their telephone number,
- collection time; and,
- mode of transport, e.g. public transport or own vehicle.

**Q. Chair of the meeting**

**Q. YOT Case Manager**

**Q. Establishment Representative**