17. Referral Order Report

17.1 Purpose

The Referral Order report template can be completed without pre-population or be pre-populated with information from other areas of the assessment which can provide a starting point for the completion of the report. The Referral Order Report module is not compulsory for use in AssetPlus.

It is important for practitioners to note:

- changes made here will not be reflected back in the source section of the information, it is important to ensure that the source sections of the core framework are up to date before starting the Referral Order Report process; and,

- if the report is pre-populated, a review and edit of the material will be required in order to present the information in the form of a coherent report.

Please see section 5 of YJB Case Management Guidance (2014) for specific guidance on how to use reports[63]. There is also guidance available on Referral Orders[64].

17.2 Overview

There following sub-sections are completed for the Initial Referral Order Panel Report:

- **Front page**

- **Sources of information**

- **Offence analysis** (including the impact of the offence on the victim/s)

- **Assessment of the young person**

- **Assessment of the risk to the community** (including the likelihood of reoffending, risk of serious harm to others and any risk to the young person's safety and well-being)

The following sub-sections will be completed at the review and case closure stages:

- **Introduction**

- **Elements of contract and progress**

- **Conclusion**

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[63] How to use reports - Publications - GOV.UK

[64] Young offenders: referral orders - Publications - GOV.UK

17.3 Section guidance

17.3.1 Front page

Young person's details are pre-populated from the Core Record and Offending and Anti-Social Behaviour sections where information is available. However, there is an additional question that will not pre-populate:

Q. Date of Panel

There is a pre-populated message in this sub-section stating:

'Young person will turn [age] / was [age] on date of panel'.

17.3.2 Sources of information

Sources of information details are pre-populated from the Core Record where available.

17.3.3 Offence analysis

Offence analysis details can be pre-populated from several questions within the Offending and Anti-social Behaviour section including the questions on what happened and the young person's attitudes to offences.

17.3.4 Assessment of the young person

Relevant information can be pre-populated from all completed text boxes in Personal, Family and Social Factors. You should also consider any safety and well-being concerns in this section.

17.3.5 Assessment of risk to the community

This section will include the likelihood of reoffending, risk of serious harm to others and risks to the young person's safety and well-being.

Information and analysis can be pre-populated from the factors affecting desistance, future behaviours and young person's safety and well-being sub-sections of Explanations and Conclusions.

17.3.6 Introduction

This is only displayed in Review and Case Closure stages if there is an active Referral Order.

You should provide contextual information to set the scene for the Referral order Panel on the status of the Referral Order.

17.3.7 Elements of contract and progress

This is only displayed in Review and Case Closure stages if there is an active Referral Order.

You should outline the elements of the contract and the progress which has been made at the point of review or case closure against each element.

17.3.8 Conclusion

The conclusion should ensure that the report has both addressed the type of interventions that are most likely to reduce reoffending or address risk of serious harm to others and is tailored to the particular circumstances of the young person and the offences committed.