

Kent out of court disposal

Operational Guidance

Updated

May 2021

Review due May 2023

**KENT YOUTH JUSTICE**

**Out of Court Disposal Operational Guidance**

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# What are Out of Court Disposals?

Out-of-court disposals ‘*allow the police to deal quickly and proportionately with low-level, often first-time offending which does not merit prosecution at court’* (Home Office).

The police have a range of pre-court options to deal with offences committed by a child or young person:  
  
Out of Court Disposals

* No Further Action
* Community Resolution (informal)
* Youth Caution (formal)
* Youth Conditional Caution (formal)

## Kent’s approach

In Kent, the decision about which Out of Court Disposal is most appropriate is made by the Police Youth Justice Team. Typically, once Adolescent Services (Early Help, Youth Justice or Adolescent Support Team) have made an assessment and a recommendation via a Report to Police (RTP). Cases which meet specific criteria are discussed at a multi-agency Youth Justice Panel, whilst others are dealt with by a member of the Police Youth Justice Team.

The Police Youth Justice team will decide the outcome based on our assessment and recommendation. A well written proposal will help the Police team to understand the young person’s behaviour and to make their decision.

For first time offences, Police will sometimes give an Informal Community Resolution (CR) (described below) without an assessment. When an informal Community Resolution is imposed, Adolescent Early Help (AEH) should still contact the young person and their family to make an assessment and offer appropriate support.

In Kent, all young people notified by an e-YOT should be assessed to understand if they would benefit from support to address any underlying issues linked to their offending. Kent Adolescent Services will offer support to all young people who have received any type of Out of Court disposal, and the support will be for the young person and their family. The support the young person and their family receives as part of an Out of Court disposal may be no different to any other Early Help referral. What works to prevent offending is to identify and build on existing strengths and protective factors, improve family relationships, and help the young person develop a positive identity and future aspirations.

In the resource list you will see a link to our Report to Police Assessment template which sets out clearly the information required to complete a comprehensive assessment and to provide an appropriate recommendation to police. All RTP assessments should be read and signed off by a manager before submission to police.

## Timescales

The assessment and Report to Police must be completed within 15 working days of the notification being received in the District or Area mailbox. If there is a delay the Police Youth Justice team should be contacted, by either the manager or the practitioner (with managers agreement), at the first opportunity to discuss the delay and agree a reasonable completion date. The Police YJ team can be contacted via this email address: [Youthjusticeteam@kent.police.uk](mailto:Youthjusticeteam@kent.police.uk)

All assessments and the Report to Police must be quality assured by a Unit Lead/Team Manager and a case note to evidence this should be entered onto the relevant case management system.

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# Decision Making

# The decisions made by Kent Police will be influenced by:

1. The seriousness of the offence
2. Eligibility criteria for each disposal
3. Whether a young person has made a full and frank admission

## Offence Seriousness

The Association of Chief Police Officers provide guidance on offence seriousness, and mitigating and aggravating factors, which help to inform decisions to charge a young person or to use an Out of Court disposal, and which Out of Court disposal might be most appropriate.

|  |  |
| --- | --- |
| FINAL SCORE | ACTION |
| 4 | Normally result in charge. |
| 2/3 | Normally a Youth Caution. If the offending behaviour cannot be satisfactorily addressed by a caution, consider Youth Conditional Caution. If neither of these addresses the offending behaviour or provides the necessary support, then charge. |
| 1 | Always the minimum response applicable to the individual offender, i.e., Community Resolution or Youth Caution, Youth Conditional Caution or charge. |

**Aggravating factors** indicate either a greater culpability of the offender or greater impact on the victim, and **mitigating factors** indicate less culpability of the offender or less impact on the victim.

# Types of Out of Court Disposal

## No Further Action (NFA)

A well-written Report to Police can argue for no further action to be taken, if it is in the interests of the young person; the offence gravity is low; there is mitigation; no risk of harm to others; and there is a low likelihood of future offending.

If the Police choose to take No Further Action, this does not mean that support from Adolescent services will end. Any support should only end when there are sufficient protective factors in place.

## Informal Community Resolution

An informal Community Resolution is delivered by a Police Officer at the time of the incident. If the Officer believes that an offence has taken place, the young person admits it, the victim is willing to accept an apology and the officer feels that a Community Resolution is appropriate, a Community Resolution can be given on the spot.

In Kent, all Informal Community Resolutions are referred to AEH, this should be explained to the young person and family by the Officer and contact from AEH should be expected by the family.

## Community Resolution (CR)

A Community Resolution is primarily aimed at first-time, low level offences, where there has been an admission of guilt, and where the victim does not support a more substantial outcome. Practitioners can propose a Community Resolution in the RTP if appropriate.

Community Resolutions will be given to the young person at a Police clinic (described below) which takes place within 2 weeks of the report to Police being received. All community resolutions must be recorded on AEH and local Police systems.

According to Kent Police Policy, Community resolutions will **not** be used for **Sexual offences; Adolescent to Parent Violence and Abuse** without authority from the Police Youth Justice Team Supervisor; young people that are **subject to an existing court order**, on **bail** for other offences or are **wanted on warrant; or** diverting suitable cases from court.

## Youth Caution (YC)

Youth Cautions aim to provide a proportionate and effective resolution to offending and support the principle statutory aim of the youth justice system of preventing offending by children and young people.

**Eligibility:**

A Youth Caution may be given by the police for any offence where the child or young person makes a **full admission**; there is sufficient evidence for a realistic prospect of conviction, but it is **not in the public interest to prosecute.** The young person receiving the caution does not have to provide consent to receive a Youth Caution.

*Under no circumstances should anyone suggest that a child or young person should admit to an offence to guarantee receiving a Youth Caution.*

When proposing a Youth Caution, the RTP author must also suggest actions that should be taken to reduce the likelihood of re-offending, or to support the young person and their family. These actions are voluntary, however failing to cooperate with intervention to undertake actions can be cited in any future criminal proceedings.

Children and young people must be accompanied by an Appropriate Adult (parent/carer) when the Youth Caution or Youth Conditional Caution is administered. If the child or young person is in the care of the local authority, a representative from the accommodation or the social worker should attend as an Appropriate Adult.

Children, young people and their parents/carers or other Appropriate Adults should have access to information about the options available, including Youth Cautions, so that they can make an informed decision before the question as to whether they admit the offence is put to them.

## Youth Conditional Caution (YCC)

The Youth Conditional Caution is a formal out-of-court disposal, that has compulsory conditions attached to it. It has the same eligibility criteria as a Youth Caution. There are some important aspects to remember when recommending a YCC:

* The assessor should include appropriate conditions; these can be reparative, rehabilitative or punitive. *(Punitive conditions should only be used where rehabilitative and reparative conditions are not suitable or sufficient to address the offending).*
* The police/panel should not set conditions without prior agreement.
* The practitioner is responsible for monitoring compliance with conditions and advising on non-compliance (details of which can be found in the Engagement policy).
* ***The child or young person must agree, in advance of the Report to Police being submitted, to accept both the Youth Conditional Caution and the conditions attached.***

Youth Justice Board guidance on YCCs states:

*The child or young person must understand that failure to comply with any of the interventions may result in prosecution for the offence. They must then sign a document admitting the offence and giving consent to the Youth Conditional Caution and to the conditions attached.*

*All children and young people given a Youth Conditional Caution must comply with the conditions of their out-of-court disposal, and the worker is responsible for monitoring compliance. All conditions imposed must be achievable within 16 weeks of the date of the original offence. Failure to comply fully with these conditions within 20 weeks of the Caution being issued can lead to prosecution for the original offence if the YOT report willful non-compliance. In this case, the police may re-arrest the child or young person and prosecute under the original offence if seen as in the interests of justice.*

## Police Clinic

The Police Clinic is where the disposal is administered by the Police to the young person. This is the formal venue when the decision is made and then will be added to Police records. The young person and their parent or carer will attend the clinic and meet with a Police Officer (usually a Police Sergeant).

If the young person does not attend the clinic, another clinic date will be set. If the young person consistently fails to attend the Police have the authority to ask that the young person is charged, and the case is heard in Court, similarly if they fail to admit guilt at this stage the case could go to charge.

# Impact of having a criminal conviction.

Practitioners should reinforce the information given to young people by Police that any Out of Court Disposal, including both formal and informal options, will:

* Be kept on record by the police,
* Be considered “spent” immediately, but may be disclosed to employers in certain circumstances,
* Be possibly cited in criminal proceedings,
* when given in relation to an offence in Schedule 3 of the Sexual Offences Act 2003, require the young person to comply with the notification requirements in that Act.

Employment requiring an Enhanced Disclosure and Barring Service (DBS) check may necessitate the person declaring their offending to the employer, and the employer may receive this information via the checking process. Having a record of offending can stop people from being allowed to enter some countries such as the USA or Australia. It can also affect the insurance of the home in which the young person lives.

Unlock and NACRO provide up to date guidance on how having a conviction might affect someone. Links to the websites: [Unlock](http://hub.unlock.org.uk/information/disclosing-to-employers/); [NACRO](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)

# Victims

Victims of crime where an Out of Court disposal has been given, are supported by Restorative Solutions, a service commissioned by Kent’s Police and Crime Commissioner. They will become involved should a victim request an opportunity for restorative justice. Restorative Solutions are a victim led service so will not accept a referral purely on the basis that a young person is willing to make an apology, the victim must be willing to accept this.

Our Victim Voice Service will contact victims prior to panel to gain their views and wishes so that this can inform the Report to Police and the panel. This service will also discuss RJ with the victim and will refer on to Restorative Solutions if the victim would like further intervention. If the Victim Voice service are unable to gain the views of the victim, proxy victim statements should be used in reports ([Proxy victim workbooks and statements](https://teams.microsoft.com/_#/school/files/Youth%20Justice%20Resources?threadId=19%3A0da61ad1b579449ca61a615b0e76cc60%40thread.tacv2&ctx=channel&context=Proxy%2520victims&rootfolder=%252Fsites%252FCYEHPS-KentYouthJusticeResourceHub%252FShared%2520Documents%252FYouth%2520Justice%2520Resources%252FProxy%2520victims)). Information gained from the victim should also inform any planned intervention with young people.

# Assessment

When assessing young people for an Out of Court disposal, there are different assessment tools available, dependant on whether the assessment is being carried out by an Adolescent Early Help Unit practitioner, or a Youth Justice practitioner. Youth Justice practitioners will use the Asset+ tool. Early Help Unit practitioners will use the Signs of Safety assessment framework and will record the assessment on the Early Help Module.

If a Youth Conditional Caution is being proposed/has been imposed or a young person is assessed as posing a high risk of offending or of causing harm to others, the case must be transferred to Youth Justice for a full Asset+ assessment. If the young person has a positive relationship with a practitioner in the Adolescent Early Help Unit, Managers may decide that the intervention will be completed with the AEH practitioner with YJ oversight and assessment.

Kent Adolescent Early Help will use the Ceredigion Screening Tool to determine at allocation whether the risks identified indicate that a young person should:

* Be supported by an Adolescent Early Help Unit
* Be supported by a Youth Justice Team
* Be supported by an Adolescent Early Help Unit with advice and guidance from a Youth Justice practitioner

Practitioners should always recommend an outcome that diverts a young person away from the criminal justice system **if** this is appropriate. Research identifies that young people who are kept out of the youth justice system achieve better outcomes than those within it. A conviction will have implications for young people accessing jobs in the future or travelling to certain countries, so every effort should be made to identify alternatives to the youth justice system *as long as this will provide appropriate support to a young person* ***and*** *manage the risks posed.*

# Children in Care, Children In Need and those subject to Child Protection

For young people open to Children’s Social Care, the assessment and report should be completed by the Adolescent Early Help practitioner, who **must** discuss any areas of concern and areas of strength with the Social Worker and any carers supporting the young person. The Social Worker must be involved in decisions regarding actions and who will be responsible for them.

The assessment and action plan should be informed by Social Care assessments and should complement any existing plan that exists for the young person.

|  |  |
| --- | --- |
| Adolescent Early Help Unit | Youth Justice Team |
| * Out of Court Parent/Carer Full Self-Assessment * Out of Court Young Person Full Self-Assessment * Signs of Safety assessment and plan * Report to Police for an Out of Court Disposal | * Asset+ Parent/Carer Self-Assessment * Asset+ Young Person Self-Assessment * Referral in (OOCD) Asset + * Report to Police for an Out of Court Disposal |

Adolescent Early Help practitioners will only complete an assessment on EHM when a plan is to be written. In cases where there is an assessment completed but the young person and family do not want any support, then the Report to Police should be used to record the assessment, and this should be signed off by a Unit Lead and then attached to EHM. The young person and family should be given advice on how to access support in the future, and the case should be closed as ‘Advice and Guidance’. All young people being supported within Youth Justice will require a full Asset+ assessment and plan which will be quality assured and countersigned by the Team Manager.

The oversight of cases should continue past the point of assessment. Unit Leads/Team Managers should maintain regular oversight of progress and regularly review how the young person is doing. Any reviews with the young person should include family members and any other relevant professionals.

## The purpose of the assessment is to:

* identify and assess desistance factors,
* identify strengths and protective factors which can be built upon,
* assess the potential risk of harm the child or young person poses to the public,
* assess the young person’s well-being and identify safeguarding issues,
* determine whether an intervention programme is necessary, and if so, the nature and content of that programme,
* explore the child or young person’s attitude to intervention and assess and encourage the likelihood of them engaging with an intervention programme,
* explore restorative justice with the child or young person,
* ensure a holistic approach which considers wider family factors including parenting.

This assessment should be written clearly so it can be understood by young people, their families, and others supporting them. Recommendations will be made to the Youth Justice Panel to help inform decision making. The aim in Kent is to offer an assessment to every young person referred via an E-YOT.

## Assessment Process for AEH

## Assessing a young person

All assessments should be strengths based and must actively consider factors for and against desistance so that a clear plan can be implemented if support is required. There should be clear analysis of the offence(s) with the young person’s views regarding their motivation and their thoughts about the impact of their behaviour. The victim’s voice should be central to the assessment and if there is no victim impact statement available there should be mention of how victims of this type of offending have reported feeling. Proxy victim workbooks and statements can be found here: [Proxy victim workbooks and statements](https://teams.microsoft.com/_#/school/files/Youth%20Justice%20Resources?threadId=19%3A0da61ad1b579449ca61a615b0e76cc60%40thread.tacv2&ctx=channel&context=Proxy%2520victims&rootfolder=%252Fsites%252FCYEHPS-KentYouthJusticeResourceHub%252FShared%2520Documents%252FYouth%2520Justice%2520Resources%252FProxy%2520victims). Opportunities for Restorative interventions should be actively explored in every case.

The assessment should also consider the wider familial and social context of the young person, using information from other services and professionals where appropriate. Key structural barriers faced by the YP should be explored, as should barriers such as their maturity, ability, and motivation to engage with a disposal. The assessment should also use information from other services, where relevant, to identify and assess risk posed to others by the YP and also risk posed to the YP from others.

# Capturing the voice of the Young Person and Family

The Youth Justice Board have produced a self-assessment form for parents and carers, and a self-assessment form for young people which should be used as part of all Out of Court assessments. (links below). The information gathered in these should be used to inform the written assessment.

The self-assessment forms ask questions about different aspects of a young person’s life and includes questions about the offence. It is important that the assessment includes the young person’s views surrounding the offence. This may identify underlying reasons for the behaviour which may need to be the focus of the intervention.

The aim of any intervention offered to the young person is to support them to be successful in the future, actions or interventions should focus on the feedback from the young person and parent/carer to enable them to

* build on identified strengths.
* identify or develop positive/protective factors and support networks.
* develop problem-solving skills.
* strengthen the relationships they have with significant others (parent/carer/others).

Assessors should consider with the young person whether a Restorative Intervention, between them and the person harmed, is possible. The assessor should also support the young person to consider what impact their offence has had on others, and how they might make amends.

In all cases, including where the outcome has already been decided practitioners should:

|  |
| --- |
| 1. Utilise the self-assessment tools to obtain the young person’s, and their family’s views. 2. Explore with the young person and their family, what happened, why, who has been affected and how, and how the young person feels about what happened. 3. Explore what needs to change so that the young person can do well in the future and won’t get into trouble with the Police again. 4. Ascertain the young person’s willingness to access support to make that change. 5. ExpIain that our assessment will help Kent Police make that decision. 6. Inform the young person of the options available. 7. Explain the recommendation you are making and elicit views about this. 8. Explain that the final decision is made by the Police, but if a young person is willing to accept support, the Police may be more likely to agree with our recommendation. 9. Remind the young person of the impact of having a criminal record and of accepting an out of court disposal. |

# Assessing Offending Behaviour

When considering offending behaviour, it is important to gather and analyse the information in a structured way. When analysing the offence consider:

|  |  |
| --- | --- |
| What | What happened, before, during and after? Was there pre-planning? |
| When | When did it happen? Was it day or night, did it follow an event/trigger? |
| Why | Why did it happen? Were there triggers, other influences? Ask the young person what their motivation was. Is there a pattern? Were they under the influence of any substances? |
| Where | Where did it happen? Is it a place that can be avoided in the future? |
| How | How have people been affected? The young person, the victim, family, peers. |
| Who | Who was involved? Any co-defendants?  Who was affected? Named victims and other members of the community |

When assessing the young person and their needs consider:

|  |
| --- |
| What is going on for the young person? |
| What need is the young person trying to meet? |
| How likely is it that the young person will offend again? |
| What support does the young person already have in place to avoid offending again? |
| How can we build on that support/strength? |
| Are there any underlying issues that need to be addressed? |

Assessors should consider past harm, and any previous offending behaviour. Any barriers or complicating factors which will make it harder for the young person to achieve well in their life should be considered. The assessor could use tools to encourage the young person to consider the offence and its impact. Using the ripple effect tool, supports the assessor to understand how the young person perceives the impact of their actions, and those affected. It also allows the young person to be thought of as a possible victim not just an offender. The reasons for offending may well be linked to harm that has been caused to them. By asking how they have been affected, the report writer can draw some of this out. The ripple effect can be found within resources on page 16.

**What, So What, Now What?**

It is important to think beyond the above questions when developing an intervention plan, and the ‘What, So what, Now what’ tool can assist with this.

|  |  |  |
| --- | --- | --- |
| **What?**  *What is the presenting need or difficulty?* | **So what?**  *What does this mean for the young person?*  *How is this difficulty negatively impacting on their life?* | **Now what?**  *What can be done to minimise or reduce this negative impact? What strategies need to be put in place? Who else needs to know of these strategies?* |

Diagram

Description automatically generated

## The Plan

The plan should be informed by the assessment, and an understanding of desistance factors, which have the strongest link with a move away from offending and into a more positive way of living.

A good plan should:

1. Encourage the development of trust with the practitioner.
2. Build on the strengths that the young person has or could have if things changed.
3. Demonstrate a belief in the young person and promote their ability to do positive things.
4. Identify a support network that will help them to overcome barriers.
5. Focus on getting the young person into mainstream services such as education, training, youth hubs or other community activities.
6. Focus on keeping the young person safe.
7. Focus on keeping other people safe.

## When to Close

Because Out of Court disposals are voluntary, there is no formal end date. The ending of support should mirror that of support provided to any other young person, and in the case of an OOCD should end when there has been sufficient progress in achieving desistance. In cases where young people are open to Children’s Social Work Services, it is the responsibility of all involved to agree who will be responsible for making sure individual actions are completed. It is then the Early Help practitioner’s responsibility for ensuring that change is sustainable. The practitioner’s, young person and the family should be confident that the young person will continue to do well.

In the case of Youth Conditional Cautions the conditions should be completed within a three-month period. Progress must be reported back to police and if there are issues with completing conditions police should be notified at the earliest opportunity. Kent Youth Justice engagement policy must be adhered to. This can be found here: [Kent YJ Engagement Policy](https://teams.microsoft.com/l/file/AA9DC709-8806-4915-A090-24A2FE226AE9?tenantId=3253a20d-c735-4bfe-a8b7-3e6ab37f5f90&fileType=doc&objectUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub%2FShared%20Documents%2FPolicies%2FKent%20Youth%20Justice%20Engagement%20Policy%20.doc&baseUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub&serviceName=teams&threadId=19:0f3faa7763f948328d7af54fa9af3c6f@thread.tacv2&groupId=38047968-0fe5-405d-87ac-e057e7a1208e)

# Offending whilst on an OOC disposal

If a young person offends whilst receiving support as part of an Out of Court disposal, an eYOT will be produced. The process will be the same as for any other young person and the young person will need to be reassessed so that any new information can inform the outcome decision, and any plans can be adjusted.

If the new offence is a more serious one, or the assessed risk increases, it may be necessary for the Unit Lead and YJ Team Manager to agree who is best placed to support the young person and oversee the disposal. In most cases it would not be appropriate to change the practitioner, but there will be some instances where Youth Justice expertise is required.

## Transfers In from Another Local Authority

Some young people will move into Kent with a request for an Out of Court disposal, or an existing Out of Court disposal having been given. It is the responsibility of Kent to assess and then oversee this disposal and any work that has been agreed. The work will be done by the Youth Justice Unit unless a local discussion identifies that the risks are low and that support from an Early Help Unit is more appropriate.

## Transfers and Medway

Kent and Medway Youth Justice Services have agreed that all Children in Care are the responsibility of the placing authority for the completion of assessments and reports. The support the young person receives will be provided by the host service (i.e., the service in the district where the young person lives).

All Kent Children in Care who require an assessment as part of an Out of Court disposal will need to be assessed by the Adolescent Early Help Unit from the district where the young person usually resides.

## 

## Recording and reporting

Records of assessments, case notes and management supervision will be held on the case management system that the worker ordinarily uses. For Adolescent Early Help practitioners this is the Early Help Module (EHM), and for Youth Justice this is Core+. Practitioners will use the relevant assessment tool (EHM = Signs of Safety; Core+ = Asset+) and the Report to Police template will be used by all as the summary of the assessment and recommendations for the most appropriate outcome. The RTP must be uploaded onto the relevant recording system.

Reporting of data for returns to the Ministry of Justice (MoJ) will be informed by information held on Core+. This information will be recorded by Youth Justice practitioners holding a case or, where an Adolescent Early Help Unit is case holding, by the Youth Justice Senior Support Officer.

Information required for Core+ and reports to the MoJ is:

* eYOT
* Offence Type and CJS code
* Outcome of Police decision and Police clinic
* PNC ID
* Date of closure of Youth Conditional Caution
* Accommodation and ETE status of young person (YCC) at time the Caution ends

1. **Youth Justice Outcomes Scrutiny Group**

A scrutiny group meets bi-monthly with senior managers from KCC, Medway and Kent Police toscrutinise and review Youth Justice outcomes and services.

The role of this group is to continually improve and enhance the implementation of the OOC process and ensure proportionate, child centred justice is maintained throughout Kent & Medway. The group will review, action and direct the strategic implementation of Youth Justice outcomes including Community Resolution, Youth Caution, Youth Conditional Caution & NFA. This group will also review and scrutinise identification processes for early help and analyse key youth justice data to develop root cause analysis and support trauma informed approaches. This group should seek to produce best practice for youth restorative justice with both a victim and offender focus, fully engaging with ‘voice of the child’ principles. Support established protocols for youth justice and regularly QA these for effectiveness.

This group should act as a central point to discuss all projects, feedback, gaps and opportunities related to youth justice, access to diversion schemes and restorative justice services and related workstreams.

**Agenda:**

The agenda invites additional topics under Any Other Business. The standing agenda items are:

* Youth Justice Stats & Trend changes
* Outcomes Update (use of CR, YC & YCC)
* Thematic Data Review (Repeat NFA, Repeat Outcomes & BAME disproportionality)
* Gaps & Opportunities within Youth Justice (Process Map Review)
* Higher Scrutiny Feedback
* Best Practice Identification & Lessons Learned

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# List of resources

# Self-assessment for parent/carer: [Out of Court parent/carer self assessment](https://teams.microsoft.com/l/file/D5161FCF-0B42-47EF-8D91-3FA55140AA8D?tenantId=3253a20d-c735-4bfe-a8b7-3e6ab37f5f90&fileType=doc&objectUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub%2FShared%20Documents%2FYouth%20Justice%20Resources%2FAssessment%20Tools%2FOut%20of%20Court%20Parent%20and%20Carer%20Full%20Self%20Assessment.doc&baseUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub&serviceName=teams&threadId=19:0da61ad1b579449ca61a615b0e76cc60@thread.tacv2&groupId=38047968-0fe5-405d-87ac-e057e7a1208e)

Self-assessment for young person: [Out of Court young person self assessment](https://teams.microsoft.com/l/file/059AE234-A99B-4CA0-B652-3F0B3C9976A7?tenantId=3253a20d-c735-4bfe-a8b7-3e6ab37f5f90&fileType=doc&objectUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub%2FShared%20Documents%2FYouth%20Justice%20Resources%2FAssessment%20Tools%2FAssest%20Plus%20-%20Out%20of%20Court%20Young%20Person%20Full%20Self%20Assessment.doc&baseUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub&serviceName=teams&threadId=19:0da61ad1b579449ca61a615b0e76cc60@thread.tacv2&groupId=38047968-0fe5-405d-87ac-e057e7a1208e)

Report to Police: [Report templates](https://teams.microsoft.com/_#/school/files/Templates?threadId=19%3Aac80534fceaf4155ba5cf0aba262fe25%40thread.tacv2&ctx=channel&context=Report%2520templates&rootfolder=%252Fsites%252FCYEHPS-KentYouthJusticeResourceHub%252FShared%2520Documents%252FTemplates%252FReport%2520templates)

QA Checklist for RTP: [Quality assurance Tools](https://teams.microsoft.com/_#/school/files/Managers%20area?threadId=19%3A0e1b8604f16e4c8e81bc10e61bba0742%40thread.tacv2&ctx=channel&context=Quality%2520Assurance%2520tools&rootfolder=%252Fsites%252FCYEHPS-KentYouthJusticeResourceHub%252FShared%2520Documents%252FManagers%2520section%252FQuality%2520Assurance%2520tools)

Spent and unspent convictions leaflet: [Spent and unspent convictions leaflet for young people](https://teams.microsoft.com/l/file/CB58F69C-7190-4D20-A716-ACF363FB790E?tenantId=3253a20d-c735-4bfe-a8b7-3e6ab37f5f90&fileType=docx&objectUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub%2FShared%20Documents%2FYouth%20Justice%20Resources%2FCriminal%20Records%20and%20Spent%20Convictions%20Leaflet%20Dec%202020.docx&baseUrl=https%3A%2F%2Fkentcountycouncil.sharepoint.com%2Fsites%2FCYEHPS-KentYouthJusticeResourceHub&serviceName=teams&threadId=19:0da61ad1b579449ca61a615b0e76cc60@thread.tacv2&groupId=38047968-0fe5-405d-87ac-e057e7a1208e)

For further information and links to additional guidance, use the link below: [Youth Justice Board guidance - Out of Court disposals](https://www.gov.uk/government/publications/use-out-of-court-disposals/use-out-of-court-disposals-section-1-case-management-guidance)

Restorative Solutions: 01772 842 109; [enquiries@restorativesolutions.org.uk](mailto:enquiries@restorativesolutions.org.uk) Link: [Restorative Solutions](https://www.restorativesolutions.org.uk/news/restorative-justice-in-kent)

Ripple effect tool - 