

Bolton Council

Bolton YOT Mentally Vulnerable Offenders (MVO) Panel Process

1. This document should be used as a guide to support the process of communicating with young people, their families and practitioners regarding the diversion process.

Notification of MVO referral

2. YOT receives notification of a new potential diversion case from MVO Panel Coordinator Elisabeth Ruddy (Scholey Street) or (YOT Police Constable) or (Alan Mather, Community Mental Health Team). If possible Police to gain consent form family to refer for assessment for diversion.
3. Allocation to YOT Officer and notification of referral to YOT Emotion and Mental Health (E/MH) Practitioner and YOT Speech and Language Therapist (SALT) who will support YOT Officer in process. Request YOT admin to open a client case file.
4. Liaise with YOT Police Constable (PC) for offending history/current charges/position in the Criminal Justice (CJ) system. Include any previous offences and outcomes. Store this info in G drive (YOT local shared drive) in client's case file
5. Check with YOT PC if home is safe to visit. YOT PC has authority to forward these details for YOT and other agency's use for home visit.

Contact with family

6. Obtain contact telephone number from Liquid Logic or YOT PC.
7. NB, if we have received form from Police to say this has already been done this step may not be required.
8. YOT Officer to make contact with the family via telephone to explain referral has been made and request permission to share information with CAMHS for purpose of joint assessment for suitability of diversion from CJ System. As soon as consent is given to share information with CAMHS send MVO referral form through to email box boh-tr.boltoncamhs@nhs.net. This will be triaged by Access Team who will then share with Dr Mark Bowers (Consultation Clinical Psychologist at Bolton CAMHS) for allocation.
9. **YOT MUST** get consent from young person or parent to access Camhs information to inform assessment report for MVO panel – young person can consent from aged 13 upwards but usually if under 16 we would ask for consent from parents also. Workers to speak to a manager if there are concerns about young person's ability to understand the processes/offences. Please note: a parent cannot give consent in lieu of a young person where the young person is aged 13 and upwards without specific Court intervention. Camhs have practitioners specialising in LD work who may be able to help if we need advice.
10. Planning discussion held to include Operation Manager, above three workers and identified CAMHS worker to plan and share out actions, and agree timeframe (get dates of MVOP's from Elisabeth Ruddy) which should prepare for report to be ready for the next MVOP after a minimum of four weeks to allow for assessment/report writing. It may be helpful to include Social Worker (if relevant) in the planning meeting as their information will be significant.
11. Arrange home visit. Explain purpose of visit and MVO procedure and obtain signed consent from parent/young person if aged 16 or over (Consent form in MVO G Drive) to further information gather from relevant agencies. Request contact names and details of relevant agencies involved previously and currently with the family.

12. Gather basic family information. Be mindful of using age appropriate language and endeavour to understand the context of what occurred. For CAMHS input (historically and currently), obtain separate signed consent (see separate consent form).

Liaise with relevant agencies

13. Obtain relevant information in form of brief report from:
 - **Education** (School via YOT ETE Worker) including whether there is an EHCP (access this if so)
 - **Social Care** (Social worker name if in place)
 - **SLT** (assessment from YOT Speech and Language Therapist to inform the panel of any potential disability or problems understanding language)
 - **Voluntary sector agencies** where appropriate.
 - Check on **Liquid Logic** for previous or current social care concerns.
14. It may be helpful to generate a template email briefly outlining the context of what has occurred and the info gathering process for MVO purposes and request that agencies then forward you a summary of their input/assessment.
15. It may also be useful to request a fuller chronology if there has been previous input with Social Care/Camhs and if there is a current Social Worker who has not attended the Planning discussion, gain their perspective around diversion within the context of what has occurred re the offence.
16. Explain that this then informs the panel decision as opposed to this resting with them.
17. When liaising with Education, YOT ETE Worker to request a summary of school attendance, academic achievement, conduct, peer, and teacher relationships etc. Also, check if there is EHCP and access a copy if so. Store reports in client case file.

CAMHS

18. Once consent from family has been gained to liaise with CAMHS the referral form to be sent to CAMHS by YOT E/MH Practitioner. Send to boh-tr.boltoncamhs@nhs.net
19. This will then be triaged by CAMHS Access Team who will have a copy of this process and will refer to Dr Mark Bowers and/or allocated CAMHS.
20. Where there is no current CAMHS involvement CAMHS will allocate a worker to work with the YOT. The YOT will be responsible for gathering information in relation to the young person and writing the report for MVOP, and the role of the CAMHS worker in the MVO process will be to share/provide information in relation to the young person, participate in discussion around analysis of all the information, undertake a joint decision making process in relation to the recommendation in report for MVOP, around whether diversion is felt to be appropriate. If there are concerns around capacity a discussion will take place with CAMHS around this process.
21. Where there is current CAMHS involvement that worker will undertake the role as above.

Generate report and YOT recommendations

22. Prior to the Panel (application 2/3 weeks before) you will receive a file from Elisabeth Ruddy requesting your submission of a report to inform the Panel. This report must be electronically returned to Elisabeth at least 24 hours prior to the Panel date to allow the Police time to consider these.
23. Liaise with MVO Coordinator regarding guest invitation.
24. If inviting guests (CAMHS or Education) to Panel it will be necessary to request this via Elisabeth Ruddy, MVO Coordinator in advance.

25. Set up professional's discussion to include YOT Officer, SALT, YOT E/MH Practitioner, CAMHS and any other representatives who have been involved in process to discuss information, agree recommendation and provide rationale for appropriate plan to ensure all safeguarding issues and relevant further referrals occur along with named individual responsible for these.
26. A panel letter template (see G Drive MVO Folder) should be used for YOT report and recommendations. Recommendations can include all diversion options available, including Out of Court disposals (see G Drive out Of Court Disposals).
27. **ATTEND PANEL AND PRESENT REPORT FOR DISCUSSION AND DECISION**