

Bolton Council

Reparation Process Guidance

1. The purpose of this guidance is to advise members of the Youth Offending Team of the process for tracking reparation for a young person.
2. **Initial Referral**
 - 2.1. Case Worker or Support Worker will complete a Reparation Referral form (see Appendix 1) which will be saved in the young person's folder. The naming convention should follow be as follows; Name/Form Type/Date of referral (e.g. John Smith Referral 01.01.2021)
 - 2.2. The form should be emailed to Reparation Co-ordinator and YOT Administration
3. **Tracking Referral**
 - 3.1. YOT Admin will record the young person's details on the Reparation Tracker
4. **Reparation Co-ordinator**
 - 4.1. Is responsible for;
 - Ensuring all health and safety requirements are followed for each reparation activity as outlined in the risk assessments for each activity
 - Discussing the young person including any concerns highlighted with the case worker
 - Arranging to see the young person either at home or at YOT Office and discuss the reparation work
 - Discussing the Reparation Behaviour Agreement (Appendix 2) with the young person and obtaining signature
 - Scanning and uploading the Behaviour Agreement to the young person's case file
 - Recording the initial contact with young people on relevant IYSS record as Reparation Contact
 - include level of engagement
 - work undertaken
 - date and time of the contact/s
 - compliance with the session
 - Recording the sessions on the Reparation Tracker to monitor the number of hours completed against the number of hours allocated for the order
 - Informing the Case Worker when the young person has completed all their reparation hours

Appendix 1

Reparation Referral Form

Name	Click or tap here to enter text.
Address	Click or tap here to enter text.
Telephone Number	Click or tap here to enter text.
Emergency Contact and Tel Number.	Click or tap here to enter text.
DOB	Click or tap here to enter text.
Ethnicity	Click or tap here to enter text.
Case Worker/Support Worker	Click or tap here to enter text.
Order and Offences	Click or tap here to enter text.
Preferred reparation project	Allotment <input type="checkbox"/> Food bank <input type="checkbox"/> Card Making <input type="checkbox"/>
Are there any times the young person is not available for Reparation. i.e attending Training or employment.	Click or tap here to enter text.
Number of Hours	Click or tap here to enter text.
Risk issues	Rosh level Click or tap here to enter text. Safety and wellbeing issues Click or tap here to enter text.
Associates that present risk issues	Click or tap here to enter text.
Interpreter needed.	Click or tap here to enter text.
Overview of young person	Click or tap here to enter text.
Health issues (including physical/ emotional or speech and language)	Click or tap here to enter text.
Any other relevant information.	Click or tap here to enter text.

Appendix 2

Reparation Behaviour Agreement

The rules below are to help keep everyone who goes to reparation safe and well and not to get injured in any way and so are for everyone's benefit.

1. You must wear the correct clothing and footwear when doing reparation. This helps to protect you from getting injured and your clothes from damage.
2. You must use the right tools needed for the job you are doing. If you are unsure what tool to use, please ask the Reparation Supervisor.
3. It is important that you treat each other and staff with respect and not be abusive or call each other names.
4. You must follow the instructions of the reparation supervisor when completing your reparation session.
5. It is important that you arrive on time for the reparation session.
6. You must not leave the place where you are doing your reparation without permission of the Reparation Supervisor.
7. You must pay attention to the reparation supervisor when you are being shown how to do certain tasks such as lifting heavy equipment, materials or learning to use tools.
8. You must not attend reparation under the influence of drugs or alcohol. If you do you will not be allowed to join the session and will be asked to leave. Your case manager will also be informed of this.
9. You should only use garden tools, including any power tools when you have been fully shown how to use them.
10. You must follow all safety rules when using garden tools such as using safety guards, using gloves, using masks, making sure no one is near you when using power tools and not leaving garden tools or equipment unattended.
11. You must tell the Reparation Supervisor if any of the garden tools you are using get damaged or are faulty to check they are safe to use.
12. You must behave in an acceptable way when attending any reparation project.
13. Never remove or disable safety devices or ignore danger signs attached to equipment.

I agree to the rules needed to keep everyone safe while doing my reparation.

Signed

Reparation Supervisor.