

Bolton Council

Youth Offending Team Resettlement Policy



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Introduction

1. Resettlement of children from custody is a statutory responsibility of local authorities and is carried out in partnership with agencies including Police, National Probation Service, Health and the Youth Custody Service.

Purpose of the Document

2. The purpose of this Policy is to provide a guide to the resettlement of children and young people in Bolton, with reference to the underpinning principles of constructive and effective resettlement based on recent research and guidance.
3. This Policy will sit alongside the [YJB Custody and Resettlement: Section 7 Case Management Guidance](#) (published May 2019). The case management guidance supports Youth Justice staff in planning for effective resettlement. In addition, there is local guidance (Appendix 1) providing Bolton Youth Offending Team (YOT) with local practice guidance to assist in providing a high standard of resettlement practice for children and young people in Bolton. The Policy will assist in the service delivery in line with National Standard 4 'In Secure Settings' and National Standard 5 'On Transition and Resettlement'.

Implementation, Responsibilities and Review

4. The policy will be stored and be accessible to all staff on the Council intranet page and within the service settings where there is limited access to IT.
5. Managers should ensure that staff are aware of this policy and where it is available.
6. All staff are responsible for complying with this policy.
7. Managers are responsible for monitoring compliance with this policy.
8. The policy will be reviewed annually by the relevant YOT management team.

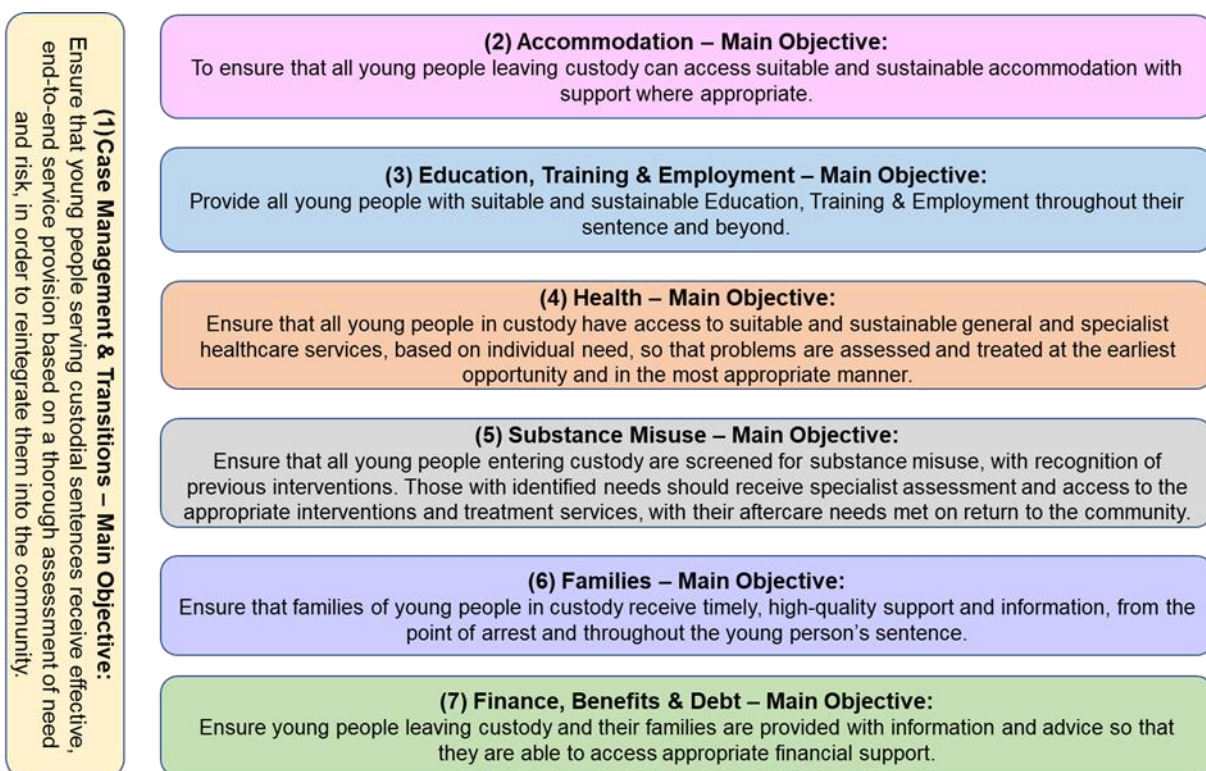
Background

9. The Youth Justice Board (YJB) 'How to make resettlement constructive' document states "By the very definition and nature of custody, children within the secure estate (SE) are the most vulnerable and damaged. Also, the behaviour of these children often holds greatest impact for the communities in which they live". Over the years there have been a number of research projects and initiatives to improve resettlement outcomes for children yet despite these outcomes remain poor. It is crucial therefore that the lessons to be learned from the findings are used to develop the best and most effective practices designed to support young people, their families and the community if we are to achieve better outcomes for all. This has taught us that crucial elements for effective support include:
 - A continued focus on resettlement throughout sentence
 - Early preparation for release
 - Effective communication between institution and community agencies
 - A co-ordinated holistic response involving multi-agency partnerships

10. The research is clear that resettlement must be seen as a journey for the child rather than a single transition event. There must also be support for the child to facilitate a shift in identity for the child, away from a pro-offending identity towards a pro-social identity, keeping in mind the YJB's guiding principle of 'Child First, Offender Second'.

Pathways to Resettlement

11. In order to achieve effective and sustainable resettlement for children and young people the resettlement journey must begin at the earliest point therefore the process begins at point of sentence.
12. The 7 Pathways for Resettlement (below) should be considered as part of all intervention planning alongside any individual needs of the young person and should be considered right from Initial Planning Meeting.

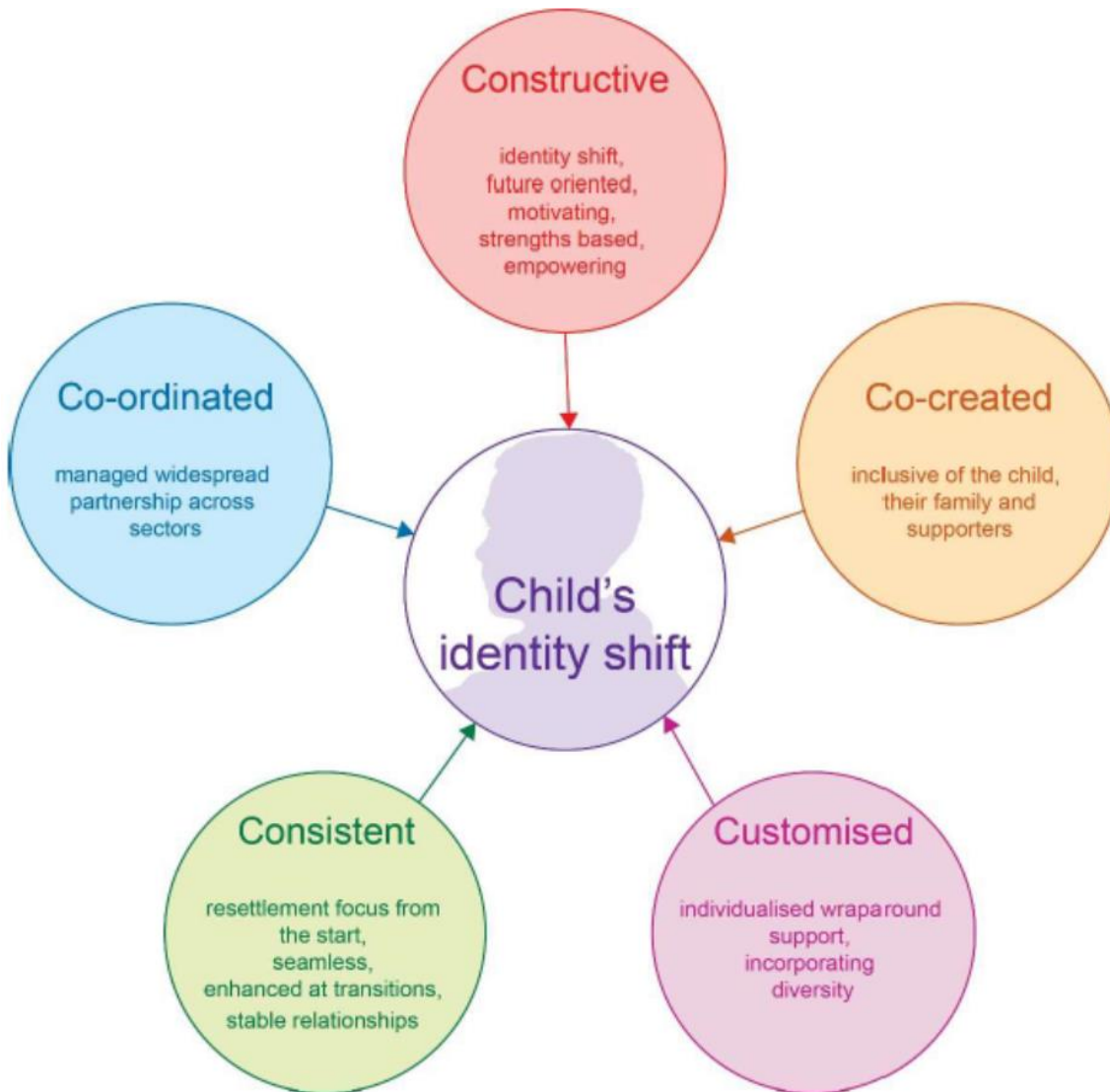


NB: *Adult National Reducing Reoffending Action Plan* (HO 2004) had 'Attitudes, Thinking & Behaviour' as Pathway 7 – Incorporated into ETE Pathway for YP

Further understanding of the above pathways can be seen here [Section 7 Annex Pathways to Resettlement](#).

Five Principles

13. Constructive Resettlement reflects the evidence that all work with a child needs to follow the following 5 Principles:



14. In addition, the principle of 'Child First, Offender Second' promotes the development of individual strengths and capacities to develop their pro-social identity for sustainable desistance. It requires a move away from a deficit model of practice. All work should be future-focused and built upon empowering the child through supportive relationships allowing them to fulfil their potential and make positive contributions to society.
15. Based on the 5 principles, Bolton YOT should deliver work that is:

Constructive – focused on the future, positive and useful, with an emphasis on strengths within the family and of the child. In addition, the resettlement of children and young people in Bolton will be mindful of the need to work in a trauma informed way, taking into account the Adverse Childhood Experiences that a child may have experienced and the impact of these ACE's upon behaviour and needs.

Co-created – assessment and effective planning produced in collaboration with child, family and social and professional network. The voice of the child and parents should be evidenced throughout the whole journey with the child – in each stage of assessment, planning, intervention delivery and reviewing.

Customised – individual plans and interventions that are tailored to meet the needs of the individual child, designed to be delivered in the way that suits their needs and at a level that best supports them to make a positive identify shift

Consistent – planning for Resettlement will start at the first opportunity when a young person enters custody and continues throughout the journey. The resettlement work should be a fluid process which provides a seamless transition through custody, into the community and throughout the life transitions that the child will experience. The structure of the team will allow for consistency of worker from assessment throughout sentence.

Co-ordinated – working in partnership across agencies and with the child and their family to dovetail with any additional agency plans and interventions for the child. The YOT will work alongside partners to ensure that resettlement work complements and is complemented by the work of other agencies. This will be particularly important when looking at the 7 Pathways in planning for resettlement.

Service Development

16. In order to ensure that service delivery around resettlement is dynamic and responsive to need, a number of monitoring processes will be written into the local Appendix to ensure that any disproportionality, local offending trends and recidivism factors are tacked and factored in to service delivery. Bolton YOT is part of the Greater Manchester Resettlement Group which provides an opportunity to share practice and develop collaborative approaches. Greater Manchester YOTs also provide funding for a Greater Manchester Safeguarding Social Worker based in Wetherby Young Offender Institution (YOI) who provides the Resettlement Group with data around young people from Greater Manchester in Wetherby YOI.

Governance

17. The YOT Head of Service will provide quarterly data to the YOT Management Board representatives including outcome measures for young people in custody and resettlement. This will provide an opportunity for a multi-agency response to changing need which will ensure a collaborative approach across services.

Bolton YOT Resettlement Practice Guidance

18. If Young Person is at risk of entering custody:

- YOT complete Assetplus PSR, Bail Recommendation, or Placement Notification Stage including Custody Module and send to YJB. This should be done no later than the day before sentence.
- Refer to YOT Health Practitioner to complete CHAT health assessment prior to Court where possible.

19. Once Young Person is sent to custody:

- Young person to be seen in Court cells and assessed for safeguarding/risk concerns.
- Complete Post Court Section of Assetplus ensuring any concerns from Post Court interview are recorded clearly.
- Notify YJB Placement Team and send Assetplus – also verbally advise if there are concerns.
- Ensure Parents are aware of sentence and placement details.
- Notify other relevant agencies e.g. Social Care if young person is a Child Looked After (CLA).
- YOT Case manager to book slot in Custody, Resettlement and Transition Panel (and book case into Gateway and Permanence Panel if child is CLA or at risk of becoming homeless) date to be discussed within a month of outcome.
- Notify YOT Education worker who will begin their process.

20. Youth Justice Application Framework (YJAF):

- Once Young Person arrives in Secure Establishment (SE) the Assetplus should be reviewed and updated by SE and Bolton YOT Case holder should follow Bolton YOT YJAF guidance for the process throughout Young Person's time in SE. It is important to use YJAF to access information from the SE including case notes and any assessments completed and these should be recorded into IYSS records.
- Where there are issues with SE not using YJAF these should be addressed initially by a discussion with SE caseworker and if this is not effective then should be discussed with manager who can escalate.

21. Initial Planning Meeting:

- Initial Planning Meeting to be held within 10 working days – this should be face to face meeting unless this is not logistically possible, due to distance for example, but any change to this would need to be by exception and only with agreement by a manager.
- YOT Caseworker will invite parents/carers to the meeting and facilitate their journey by taking them with them. If this is not possible this to be agreed by manager.
- Relevant external agencies/internal Bolton YOT specialists will be invited to meeting.
- Resettlement Planning begins at this meeting as per Bolton YOT Resettlement Policy. Sentence Planning should include expectations on Young person whilst in Custody, management of risk and safeguarding across custody and community, and should have a focus on the Resettlement Pathways from the start.

- Sentence Planning dates (future meetings) should be agreed at this meeting and recorded in IYSS as forward meetings.
- Record of details of meeting in IYSS and Assetplus review should take place. Assetplus Review to be completed as per YJAF guidance. Bolton YOT Case manager is responsible for ensuring that Pathways and Planning document meets our Resettlement Policy requirements.
- The Pathways and Planning section of Assetplus is the Resettlement Plan. This will focus on the 7 Pathways with a specific additional objective around Offence Focused work. Each will have an objective of the relevant Pathway with an additional objective that covers Compliance expectations and Interventions. Workers can use the template provided to ensure that the model is followed and this will in turn ensure that all aspects of Resettlement Planning are in line with the Policy. This plan will then be discussed at Custody, Resettlement and Transitions (C,R&T) Panel to ensure we have met the needs of the Young Person.

22. **Review Meetings:**

- Review meetings to take place at a minimum of three-monthly intervals. These to be face to face as above.
- Where sentence is less than 6 months; Review meeting to take place in line with SE guidance.
- Assetplus Review to be completed as per YJAF guidance. Bolton YOT Case manager is responsible for ensuring that Pathways and Planning document meets our Resettlement Policy.

23. **Pre- Release Meetings:**

- Release Preparation Meeting – penultimate meeting which must be no later than one month prior to date of release. This should trigger the opening of the Assetplus Release from Custody stage which should be completed prior to Final Release Meeting. This meeting will finalise arrangements for the Community element of Resettlement (notice of supervision/licence) ensuring that Resettlement Plans are focused on the Resettlement Pathways, promote Desistance, and support the Young Person in a positive identity shift using a model of Child First, Offender Second.
- Final Release Meeting – this should take place no less than 10 working days before release date. This meeting will agree transport arrangements for release, YOT contact on release and remind of final licence conditions.
- Assetplus Review to be completed as per YJAF guidance. Bolton YOT Case manager is responsible for ensuring that Pathways and Planning document meets our Resettlement Policy.

24. **Additional Support:**

- YOT Case Manager will visit Young Person at least monthly unless this is not logistically possible. Where this is the case (and has been agreed with manager) other methods of contact should be used to maintain regular contact with Young Person. These visits will focus on the Resettlement Pathways and Resettlement Planning.

- YOT Resettlement Support Worker will visit Young Person additionally and separately from the visit by Case Manager. This is to increase level of contact by YOT during time in SE. These sessions will be structured sessions focusing on the Resettlement Planning and delivering interventions to support the plan. These visits will be no less than monthly unless this is not logistically possible at which point other methods of communication will take place.
- YOT Case Manager will visit parents/carers at least monthly for duration of time in SE. The focus of these visits will be to engage parents/carers in the Resettlement Pathways planning for Constructive Resettlement. This may include an offer of parenting programme which would be delivered by Support Worker in YOT.
- Resettlement Support Worker will support YOT Case Manager and YOT Education Worker, alongside any additional specialist workers, to ensure that all identified aspects of Resettlement Planning are in place. This may include setting up appropriate positive activities/mentors ready for release.
- All Young People who are sentenced to Custody will be assessed by Bolton YOT SALT unless it is agreed that there is a recent/relevant assessment (within last year) hence a new assessment is unnecessary. If decision is made not to complete a new assessment this should be recorded along with rationale in Pathways and Planning document. Follow up support in custody can be done by YOT SALT as required.
- YOT Health Practitioner will liaise with SE and YOT Case Manager to agree what health support will be given during time in SE. This may include visits to Young Person, liaison with SE Health staff, liaison with community health provision and will include completion of CHAT/input into CHAT done by SE. All identified needs will be planned for as part of resettlement plan in order that there is smooth transition into services in the community.
- YOT Emotional/Mental Health Practitioner will visit Young Person for initial well-being check and will continue to offer monthly well-being checks which may be by visits, telephone calls. Any concerns will be addressed by direct support or intervention, liaison with SE or community provision. All identified needs will be planned for as part of resettlement plan in order that there is smooth transition into services in the community.
- YOT Victim Worker will work with Young People in SE to provide opportunities for Restorative Justice if appropriate.

25. On release:

- If YOT are transporting Young Person from SE it is likely that they will take the Young Person home at the end of the journey. If, however the Young Person is subject to Intensive Supervision and Surveillance (ISS) Licence they must attend the YOT in order to be given the timetable and meet the ISS worker.
- If the Young Person is not being collected from SE by YOT the Young Person must be seen at the YOT that day – appointment will be given at Pre-Release Meeting.
- Contact for all Young People released from custody will be a minimum of twice per week regardless of length or risk levels. This is to provide support around the Resettlement Plan.
- Case Manager will carry out Home Visit within 5 working days of release, speak to Parents/Carer twice per week and have ongoing face to face contact at least once every two weeks.

- If a Young Person has become 18 years old whilst in custody before the mid-point of their sentence, they will be subject to an extended period of supervision which will be in place for 12 months from the mid-point of sentence. This extended period is a rehabilitative support measure not punitive and any decision to breach should be balanced with overall progress and be in the best interest of Young Person and public.
- Planning meeting for resettlement should take place within 5 working days of release. This must include young person, parent or carer, YOT workers and any other relevant professional where possible.
- A review of progress should take place within 1 month of release and no less than three months thereafter. The reviews should focus on progress against Resettlement Pathways and Planning which should be reviewed fully in order to be responsive to progress made, changes in circumstances and the needs of the Young Person/Parents and Carers/ Desistance factors/ risk and safeguarding concerns.

26. **Enforcement:**

- Process will be the same as in community orders. Young person may receive a first then a final warning, followed by a breach review chaired by a manager to try to re-gain compliance. As in community orders, if the Case Worker considers that the breach is so serious that this should result in breach action outside of the warning process this will be discussed with a manager.
- Greater Manchester Breach paperwork will be completed.
- Breach proceedings can be brought to Court even after the order has ended as long as the summons or warrant was issued whilst the order was in force.
- The Court can issue a period of detention or a period of supervision of three months starting from the date of the failure to comply. This can run concurrently to the licence and further periods can be imposed for further breaches.

27. **Recording / IYSS:**

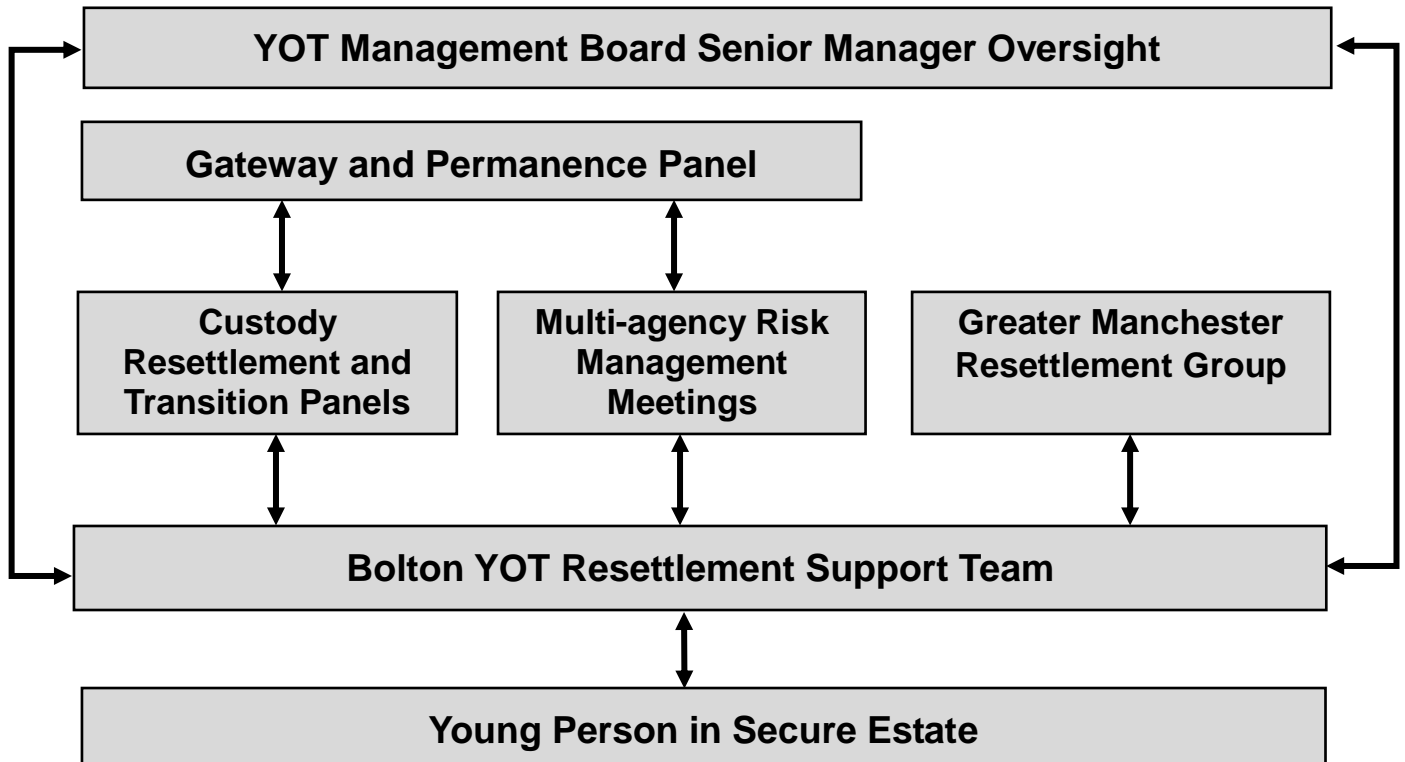
- Ensure all meetings are recorded in IYSS.
- Record meetings as planning meeting or review meeting not as a prison visit. Prison visits should be recorded as such.
- Record evidence of all contact with young people, parents/carers and other relevant contacts in IYSS.
- Ensure all information from SE is recorded in IYSS, and also upload assessments, reports, minutes from meetings or other documents into IYSS Multimedia saved with title and date. If you record 'minutes to follow' these need to be then added. If there are minutes to follow please record the key points and actions from the meeting so that these can be carried out.
- Copies of sentence plans and reviews should be sourced and stored in IYSS Multimedia. If there are issues accessing these plans, this should be discussed with a manager.
- When recording meetings or contacts please ensure you record who was present including, YP and parent/carers.
- When recording contacts/meetings please include strengths and positives however small.
- A review of Assetplus and Pathways and Planning must take place at each transition. This includes entering or leaving custody, move to another SE, change from Remand to Sentence or Bail, Case Closure.

- Remand cases – Pathways and Planning in Assetplus needs to also plan for possible bail application and outline any community planning to manage risk and safeguarding as a contingency until P&P reviewed within Assetplus review on transition.
- Bail cases – Pathways and Planning in Assetplus needs to include plan for community and also custody, including planning for management of risk and safeguarding for each contingency. If this is Bail Recommendation Assetplus and outcome is remand, a strong plan at this stage will allow worker to use that plan for first month of custody. Assetplus review should then be done at 1-month stage to incorporate Initial Planning Meeting information.
- Ensure Pathways and Planning reflects the Resettlement Pathways and is strengths based, supports identity shift, recognises diversity needs and manages risks to young person and community. Try to build some enjoyable experiences in P&P for young person where possible based on their views.
- Evidence the use of the Planning tool in the recording of Planning process. This should be used with every young person/parent as part of the planning process. This should be uploaded into Multimedia and saved with name, title, and date.
- Ensure actions from Multi-Agency Risk Meetings (Marms) are evidenced in P&P and case recording.
- Transition planning should be done prior to any transition/move – for example pre-release for transition from custody to community to ensure plans are in place before release.
- Transition planning should show how the Resettlement Pathways will continue through the journey from custody to community or vice versa.

Appendix 1 – Local Model of Delivery

1. This appendix details the model of local processes for the resettlement of children and young people in Bolton. It is designed to be read in conjunction with the Bolton YOT Resettlement Policy, the Youth Justice Board Case Management Guidance on Custody and Resettlement and Bolton YOT National Standards 4 and 5 (Appendix 2).

Bolton YOT Local Delivery Model



2. **YOT Management Board** – YOT Head of Service will present data to the Board on a quarterly basis – to include short brief on each Young Person in custody – offences, journey to custody, bail applications, any risk or safeguarding issues in custody, update on resettlement planning, feed in info from the Custody, Resettlement and Transitions Panel. Board will provide a multi-agency opportunity to remove blockages to effective and constructive resettlement. In addition, the YOT Head of Service will discuss children and young people who are Children Looked After within the Senior Leadership Team Meetings.
3. **Gateway and Permanence Panel** – Children Looked After – children and young people who are Looked After, and, believed to be at risk of remand or sentenced to custody, remanded to custody if no prior planning has been possible, and in custody will be discussed at Gateway and Permanence Panel as part of the resettlement planning journey. This will apply to any child who is a Child Looked After or is thought to be at risk of having no accommodation after custody. This is to ensure a multi-agency approach to resources available, including consideration of accommodation and education needs. Discussion can take place where the child may otherwise be released on bail if suitable accommodation were available. In addition, the needs of any Child Looked After who is at risk of or in the secure estate will be discussed in order to ensure that we meet the needs of Children Looked After who are over-represented in the secure estate. Gateway and Permanence Panel will be attended by Operational Manager and YOT Case Holder.

4. **Custody, Resettlement and Transitions Panel** – monthly multi-agency panel which will discuss all children and young people placed in the secure estate and all cases preparing for transition into adult provision (Appendix 3). Extraordinary meetings will be convened when children and young people are remanded into custody to ensure response is swift. Cases will return to Custody, Resettlement and Transition Panel for review a month after release, in order to discuss progress and identify any barriers to effective resettlement which will be escalated to YOT Head of Service / Management Board if necessary.
5. **Multi-Agency Risk Meetings (Marms)** – Marms will be held on children and young people in custody. These will take place in the secure estate and will include the young person and parent/carer plus additional relevant agencies as appropriate. These will be chaired by Operational Managers.
6. **Greater Manchester Resettlement Consortium** – YOT Operational Manager and YOT Education Worker will continue to attend the Resettlement Group and ensure initiatives and learning from that group is incorporated into Bolton YOT practice.
7. **YOT Resettlement Support Team** (Appendix 4) – whilst this is not a dedicated team or change to roles, there will be several individuals who take a key role in the resettlement of young people in addition to the role played by the YOT Case Holder.
 - Operational Manager – to oversee processes and provide feedback to YOT Management Team/HOS. This Operational Manager will also chair Custody, Resettlement and Transition Panels.
 - Individual YOT Officer (Case holder) – this will be regular case holder of the case to ensure consistency.
 - Resettlement role for an existing Support Worker – to build a relationship to children and young people in custody by undertaking additional visits, delivering interventions in custodial environment, identify and develop links to resources in the community for constructive resettlement, support case holder to plan for effective resettlement.
 - YOT Education Worker – this is a key role and the Education worker will follow current process when children and young people enter secure estate (Appendix 2)
 - YOT link Nurse – to complete CHAT (Health Assessment) when children and young people are at risk of entering into secure estate. To share that assessment with the Secure Estate and to monitor the health needs of those in the Secure Estate. To ensure the smooth transition of health needs as we prepare for transition back into the community.
 - YOT Emotional/Mental Health Practitioner – to provide consultation and support to YOT staff in managing the Emotional/Mental Health needs of children and young people in the Secure Estate. To provide a link between Camhs in the community and Secure Estate as appropriate. To support the resettlement planning to ensure the emotional/mental health needs of children and young people are met. To support all staff to work in a trauma informed way to ensure consideration is given to Adverse Childhood Experiences throughout the resettlement journey.
 - Other relevant workers for example Serious Youth Violence Worker will also play a role within the process

Appendix 2 – Bolton Youth Offending National Standards 4 and 5

Appendix 3 – Bolton YOT Custody, Resettlement and Transitions Panel

Monthly Custody, Resettlement and Transitions Panel

Panel to include: Operational Manager (Chair); YOT Police Officer; YOT Education worker; YOT Health worker; YOT Officer (independent of case who will be YOT Duty Worker), YOT Resettlement Support Worker, Victim worker

Attendees at Panel: YOT Case holder; Intensive Supervision and Surveillance Worker (if applicable); Local Authority Social Worker (if applicable); Probation Officer (if transitions case); other relevant workers as applicable.

Panel will sit on monthly basis in regular slot.

A member of the admin team will be responsible for management of the panel process and will manage the agenda, type up the notes into key summary of discussion and action points and record in IYSS (YOT Case Management System).

Chairing of panel will be done by Operational Managers. Case Managers will be responsible for referral of young people into panel process.

Purpose of Monthly Panel

To discuss any case where:

- The young person receives a custodial sentence (custody review and resettlement planning)
- The young person begins a transition process from youth to adult provision

NB: where a young person is remanded into custody the case will be discussed at an extraordinary panel (see below).

Custodial Sentences

The purpose of the panel in relation to young people who have received a custodial sentence is twofold:

1. To review the Pre-Sentence Report (PSR) proposal along with PSR, and to consider whether the YOT has managed the case effectively; to identify any areas where we could have worked differently, which may have impacted upon the outcomes for the young person and to use these to drive development of future practice; to identify any gaps in provision that may have provided opportunities to change the outcome and to examine how these gaps may be addressed in future.
2. To discuss the resettlement process in preparation for release from custody. The Resettlement Plan which focuses on the 7 Pathways will be drawn up as part of the Assetplus and including information from the Initial Planning Meeting and any Marm, and then will be brought to the initial C,R&T Panel and any gaps identified and actions agreed. Any additional input from specialist workers can also be agreed alongside any victim safety issues and RJ options. If accommodation is a concern or the YP is LAC this will trigger referral for discussion at Gateway and Permanence Panel. The worker can then take away any agreed actions and make amendments to Pathways and Planning Plan. The Resettlement Plan will support the Pathways throughout sentence and for shorter sentences focus on Resettlement in the community from initial C,R&T Panel, whilst for longer sentences the Resettlement Plan will support the Pathways through the sentence and from 6 months prior to release focus will move to specific actions to prepare for release. This will ensure that resettlement is effective (refer to [YJB Constructive Resettlement Guidance](#)).

Transitions from youth to adult provision

The majority of these cases will be those young people who are approaching 17 years and 6 months and are ready to begin the transition process from YOT to Probation Service. There may also be young people who as a result of age (18) and length of custodial sentence will be transitioning from the youth to adult secure estate. The panel will be used for both these groups.

Young people on Community based sentences - see Appendix to National Transitions Guidance (available in the service shared drive) for local arrangements on which young people are eligible for transition who are approaching 17 years and 6 months should be booked into panel for discussion. The panel will discuss the needs and interventions relating to the young person and determine whether it is our view that they should begin the transition process as per the local protocol. The outcome of this will be recorded and shared with National Probation Service / Community Rehabilitation Centre at the quarterly transition planning meeting by YOT Head of Service and YOT seconded Probation Officer and a consensus will be agreed.

Discussion will take place at panel to form the basis of the draft transition plan (see transition planning guidance for Bolton YOT Plan for Transitions to Bolton Probation available in [Appendix 10 of the Operational Guidance](#)). The YOT Officer will then work to transition planning guidance to include any actions or decisions from panel.

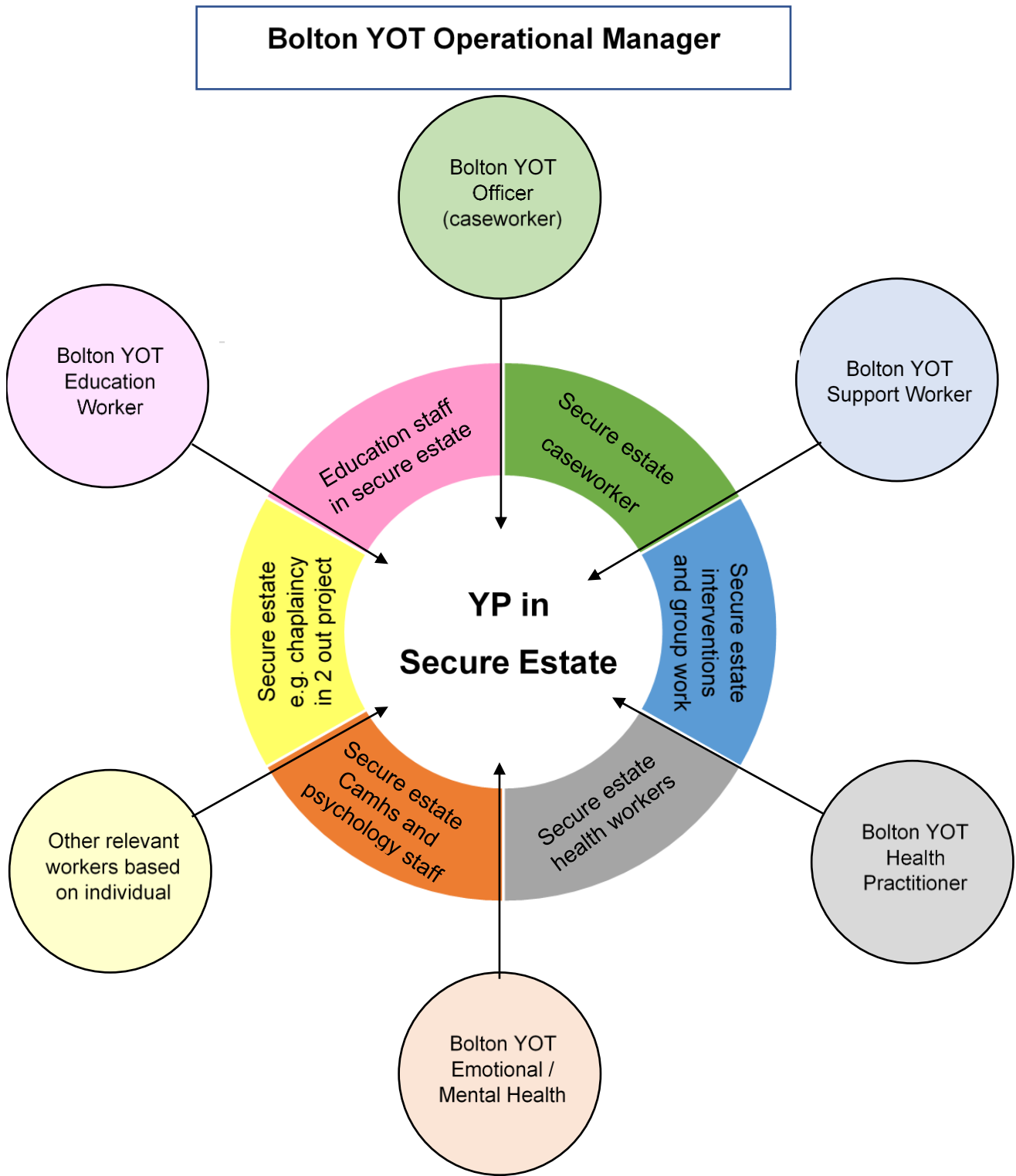
Remands into Custody – extraordinary panel to be convened within five working days of initial remand

All cases appearing in Court at risk of remand into custody should be assessed at initial stage at Court for suitability and availability of possible bail packages to avoid remand into custody unless risk is too great. It may not be possible to source the resources available to support a bail package at the time of the initial Court hearing and in these instances the case should be booked into the next panel and the process below followed.

The purpose of the panel in relation to young people who are remanded into custody is to review the case to examine possible interventions or placements that may provide an opportunity to support a bail application and to support release into the community which may not have been possible at time of remand. Panel should be held within 5 working days of the remand to ensure that action to support bail is taken as soon as possible. Workers should not wait until the panel to liaise with family and other agencies to determine possible addresses that may be available for a bail package and should attend panel with this information. If it may be necessary to request funding for a placement in the community, this discussion should take place with line manager immediately after remand in order that that this can be discussed with Assistant Director of People and steps taken to identify possibilities prior to panel.

If resources or addresses become available through the remand period which were not initially available but may provide a new opportunity for the young person to be released on a bail package the case should be booked into a second extraordinary panel.

Appendix 4 – Bolton YOT Resettlement Sub-Team



Appendix 5 – Role of YOT Education Worker when Young Person enters custody

Resettlement ETE Process

