

Bolton Council

Breach Process Guidance

1. Breach processes are now in line with Greater Manchester court processes.
2. When Young Person has breached, the YOT worker will inform the YOT Admin who will create an electronic folder with all the appropriate documentation and start a blue breach file.
3. The details are to be added to the Breach Summons Warrant Tracker and be updated as and when.
4. YOT Admin will then ring the court listings and ask to list a breach. Ideally this should be for 12 days' time, to allow for the summons to be signed by court and posted to the Young Person. Court day is always on a Thursday. If it is urgent, then this should be stated that it is an urgent breach that needs to be listed. (Sometimes the worker will ask for a specific date). Court will usually give the date and time straight away.
5. The Young Person must receive the summons 7 days before the court date.
6. The relevant 'Summons Breach' form will be completed and saved on file, then notify Admin that this has been done.
7. Admin are to format the summons (instructions on this have been given). The formatted summons is saved on file and emailed to the YOT worker to let them know it is ready for approval.
8. Once it is approved, it is then emailed to court (gm.wiganmadmin@justice.gov.uk) from the YOT secure email address.
9. Wigan will then email the summons back to the secure YOT inbox (this needs to be at least 10 days prior to court date).
10. The signed summons should be printed, with a copy saved in the breach file.
11. The YOT worker will advise on how and when the summons is to be delivered to the young person. The appropriate section of 'The Certificate of Service' will be completed depending on the method of delivery (either in person or by post). When the Certificate of Service has been signed, this is to be scanned and saved in the client case file, with two copies being kept in the blue breach file within the relevant section.
12. A Summons Check List is to be kept within the blue breach file.
13. YOT Worker will then complete a Breach Report and other paperwork needed and saved on file.
14. A copy of all documents that are saved on the Young Person's client file should be printed and then kept in the blue breach file. The blue breach file may contain the following;

- Breach Report (copy of order or licence)
- Evidence (warning letters, G4S printouts, timetables or appointment letters, signed induction slip)
- AD's and Pre-Cons
- Summons and Warrant Risk Assessment
- Past reports (PSR, Stand Down, Ref Order Report)
- Solicitors AD Bundle (Copy order, YOT Pros document, evidence, mags information document)
- Breach checklist

15. The documentation will be passed to the YOT Manager to QA.

16. YOT Admin will then ensure that the documentation is filed correctly within the blue breach file. All the paperwork within the file (except the checklist) should be photocopied and be kept within the Solicitors bundle.

17. The YOT worker is to sign the Breach Report, with adequate copies available on file.

18. The Court Officer/Worker should be notified that the file is ready.

19. The process is also to be detailed and monitored on the whiteboard in the YOT office.

20. Paperwork must be completed in the correct format, and further instruction will be given by managers.