

# Bolton Council

## Process when a young person (17 or under) appears in court charged with an offence under Schedule 15 where the victim is under 18 years

1. At first known Court appearance, court worker completes the Notification of Risk to Children offence form (RTC 1).
2. At same time worker begins the Court information running sheet (RTC 2). This will be updated at each subsequent Court appearances so must follow the young person through Court process.
3. Both documents to be either typed and emailed or hand written, scanned in and emailed internally to Head of Service of Child Protection Unit (CPU) and relevant administrator. They should also be sent to; [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk). These forms should no longer be faxed.
4. The initial appearance at Court will mean that a "Hazard" marker is recorded against the young person on the Children's Social Care recording system.
5. Court worker to update via RTC 2 as case progresses ensuring that Head of Service of CPU and relevant administrator are advised when case reaches conviction or young person is found not guilty.
6. On conviction CSC will record the Young person as a "Risk to Children" on the CSC recording system. If the Young person is found not guilty the "Hazard" marker will be removed from the Young person's record.
7. YOT admin worker to record 'risk to children' status on Life Events in IYSS.
8. Once a young person is convicted of relevant offence sentence a full ASSET+ assessment needs to take place for all sentences made.
9. Referral Order – this can be given at court on conviction.
10. For every other sentence a PSR must be requested - **A stand down on the day should not be agreed to.**
11. At point of sentence and full ASSET+ documentation being completed the case worker is to discuss risk with their line manager. If it is felt that there is enough information available at this time, that the young person should not be considered a risk to children and this is agreed, this is to be recorded on IYSS. Worker to fill in the Request for Exemption of Risk to Children Status form (RTC Exemption). This form to be completed with clear reasons as to why this should be an exemption to be sent together with the ASSET+, Referral Order or PSR report to the Head of Service of CPU and email; [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk)
12. Worker to save forms in young person's folder on multimedia in IYSS and YOT drive and record actions and outcomes on IYSS.
13. If at the point of sentence, it is felt that the young person needs work before that decision can be made as to whether they can have the RTC status reviewed, then relevant work to take place. Prior to the end of sentence discussion of RTC to take place again with Manager. If it is then felt that the young person should no longer be considered an RTC then the RTC exemption form to be completed with clear reasons as to why this should be an exemption to be sent together with the ASSET+, Referral Order or PSR report to the Head of Service of CPU and email; [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk)

14. Worker to save forms in young person's folder on multimedia and YOT drive and record actions and outcomes on IYSS.
15. If it is felt that the Young person is a risk to children going forward this to be discussed with HOS for YOT. That decision to be conveyed to HOS Child Protection Unit.

**Process should no initial court paperwork have been completed.**

16. On allocation of a case the case holder checks that the RTC process has been done at court – if it has not then the worker to complete the RTC court notification form in total as the first opportunity and send that to the HOS Child Protection Unit and relevant administrator and email; [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk). Process from point 11 to be followed as above.