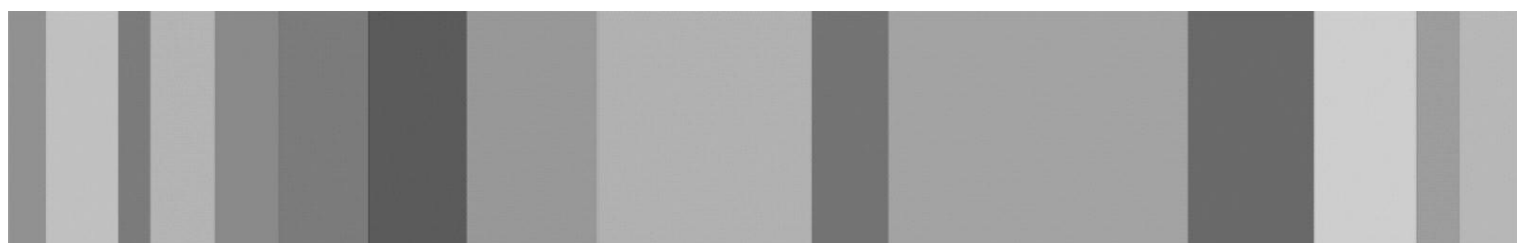


**Bolton
Council**

**Youth Offending Team
Operational Guidance**



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Introduction

1. Bolton Youth Offending Team (YOT) offers a specialist service for young people up to the age of 18 and their families. The team's aim is to reduce offending by young people.
2. The Youth Offending Team complies with statutory requirements of the Crime and Disorder Act 1998, and follows national guidance set out by the Youth Justice Board.
3. The purpose of the policy is to outline guidance for operational processes and to clarify the roles and responsibilities. The policy applies to all staff within the Youth Offending Team and other partners.

Purpose of the Document

4. The policy is intended to outline guidance for operational processes. The policy has been written to comply fully with legislation, national guidance and to endorse the practices in Bolton Youth Offending Team and links to Greater Manchester Youth Justice protocols.

Guidelines Applicable to Staff

5. Operational guidelines for Youth Offending Team processes are found in the appendices to this policy.

Related Policies

6. Other relevant policies and guidance are available in [Bolton Children's Social Care Procedures Manual](#) (tri.x online).
7. This policy is also to be read in conjunction with applicable legislation, national guidance and Greater Manchester Youth Justice protocols.

Implementation, Responsibilities and Review

8. 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.
9. Managers should make it clear in team meetings and supervision that there is a YOT Operational Guidance policy and direct staff to it.
10. All staff are responsible for complying with this policy.
11. Managers are responsible for monitoring compliance with this policy.
12. The policy will be reviewed annually by the relevant YOT management team.

Appendix 1 – 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.

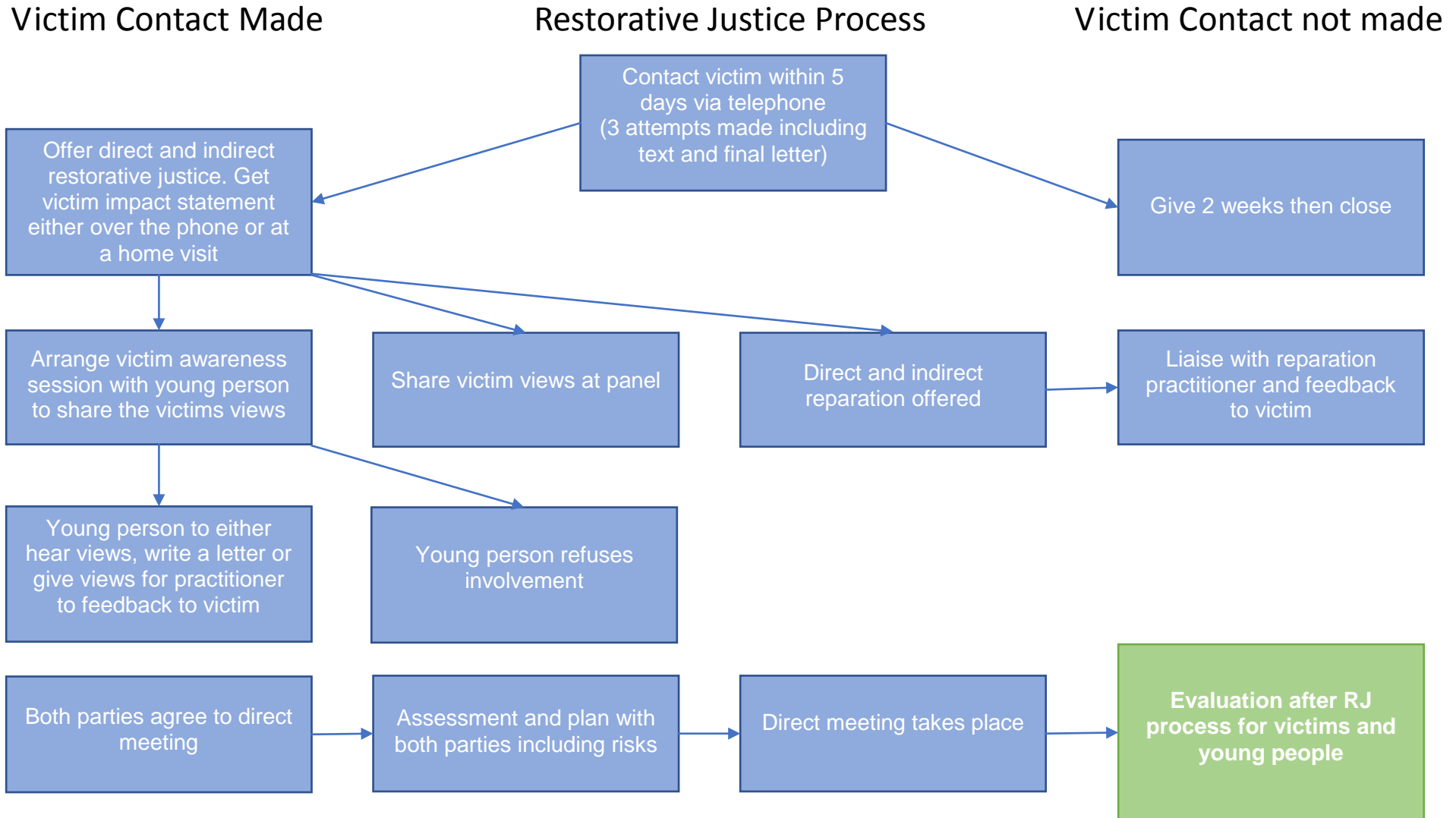
17. The YOT worker is to sign the Breach Report, with adequate copies available on file.

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.

Appendix 2 – Restorative Justice Process



Appendix 3 – CAMHS (Child and Adolescent Mental Health Service) Services for Young People / YOT

1. Access to consultation line at CAMHS is between 1-2pm daily. This is staffed by the Single Point of Access Team (SPOA) who also do risk assessments and screen referrals to the service.
2. If young people have a GP then referral to CAMHS for initial assessment should come via their GP, the YOT can support this referral.
3. If the young person does not have a GP, in the absence of another more permanent option, a request for a quick access referral to CAMHS can be made from The Parallel. This would be done by the YOT Nurse, following a request and discussion from case worker.
4. There needs to be a formal process in place for access to CAMHS for those young people that do not have a GP. Following discussion with CAMHS who has spoken to Commissioning Leads for NHS Bolton, we are advised that:
“A young homeless person should be able to register at any GP practice and access the same services as anyone else” If we find there are issues with this we need to go back to CAMHS and he will liaise with the Commissioning Manager.
5. Over 14's who are hearing voices can go straight to the Early Intervention Team but CAMHS can triage if necessary.
6. Functional Family Therapy (FFT) – if this is thought to be needed there would need to be a referral to CAMHS. Young person and family need to be motivated to undergo FFT. Referral would be made via GP or SPOA.
7. A YOT Emotional Mental Health Practitioner has been appointed and the development of the emotional mental health provision within the YOT will continue.

Appendix 4 – Mentally Vulnerable Offenders (MVO) Panel Guidelines / Process (Liaison and Diversion)

1. The following guidance / process 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 or YOT Police Officer or Deputy Team Leader at Bolton Liaison and Diversion Team.
3. Actions to be taken;
 - Request YOT admin open a client case file on YOT service shared drive / file
 - Liaise with YOT Police Officer for offending history/current charges/position in the criminal justice system. Include precons and outcomes.
 - Information to be kept on client's case file (on YOT service shared drive / file)
 - Check with YOT Police Officer if home is safe to visit, who have authority to forward these details for YOT and other agency's use for home visit.
 - Check if there is an open Early Help Assessment in place by ringing the Integrated Working Team on 01204 331394. If there is then liaise with the author of that assessment who will be lead professional for the case.
 - Set up case discussion/planning meeting with YOT Operational Manager and YOT Speech and Language Therapist to agree ongoing actions and timescales. NB: Currently Early Help is agreed as the assessment tool to be completed for an MVO assessment (if one is already open you would need to liaise with the lead professional to feed into their assessment). The Early Help Assessment should be completed before panel, with planning section completed after panel once outcome is known.

Arrangement of Home Visits

4. Actions to be taken;
 - Make contact with the family via home visit. Obtain contact telephone number from Liquid Logic or YOT Police Officer. Explain purpose of visit and MVO procedure and obtain signed consent from parent / young person.
 - Consent form (available in the service shared drive) to gather further information from relevant agencies – 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. LD Specialist at CAMHS may be able to help if advice is required.
 - Request contact names and details of relevant agencies involved currently and previously with the family as per the consent form.
 - Gather basic family information, being mindful of using age appropriate language and endeavour to understand the context of what occurred.

Liaise with relevant agencies

5. Obtain relevant information from sources including;
 - Education (School via YOT Education Training and Employment Worker)
 - Social Care (social worker name if in place)
 - CAMHS
 - 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
6. Note; It may be helpful to generate a template email briefly outlining the context of what has occurred and the information gathering process for MVO purposes and request that agencies then forward a summary of their input / assessment.
7. It may also be useful to request a chronology if there has been previous input with social care and if there is a current social worker their perspective around diversion within the context of what has occurred regarding the offence.
8. 360 can do report of their involvement and progress for you on request. This has been agreed with the 360 Team Manager.
9. Explain that this then informs the panel decision as opposed to this resting with them.
10. When liaising with YOT Education request a summary of school attendance, academic achievement, conduct, peer and teacher relationships etc.
11. Reports and information to be kept in client case file.

CAMHS

12. If CAMHS are involved with young person, the caseworker at CAMHS will do a report which will then be fed into the YOT report for panel. This will be the case even if the involvement is purely around ADHD.
13. Actions to be taken;
 - On receipt of request for MVO assessment YOT MUST evidence consent from young person or parent to access CAMHS information to inform assessment report for MVO panel (see consent form within home visit section above)
 - Once consent has been received, the E/MH practitioner will contact the Single Point of Access team to ask whether Young Person (YP) is known to CAMHS. If YP is known and open to CAMHS, E/MH practitioner or YOT worker to liaise with relevant worker to request their written information for the panel report. If YP is not open case – consider whether they need to be. This may form part of your recommendations in your report or may be something that you feel needs to happen more urgently. Use above processes to refer to CAMHS unless emergency and then advice will be given by on call clinician as to actions. If YP has been previously known to CAMHS and case is closed, E/MH practitioner or YOT worker to send written request for information providing the completed consent pro-forma. You may be able to send this via secure email but check with CAMHS at point of referral.

- Timeframe around this process will be: Once CAMHS have received the signed consent form, SPOC team will advise as to whether young person is known to CAMHS within 5 working days. CAMHS will then provide verbal information about the young person by phone within 5 working days; to give a brief summary of relevant information to allow YOT to guide the information gathering process. CAMHS will provide written information if necessary within 15 working days of request.
- Advice on concerns can be sought from CAMHS specialists in Learning Disabilities. (More acute concerns around mental health need to be addressed through regular safeguarding procedures and consultation with CAMHS duty worker or access via A & E)

14. Liaise with MVO Coordinator regarding guest invitation

15. If inviting guests (CAMHS or education) to Panel it will be necessary to request this via MVO Coordinator in advance.

Generate report and YOT recommendations

16. Actions required when generating report and YOT recommendations;

- During and following information gathering, meet with YOT Operational Manager and YOT Speech and Language Therapist regarding YOT recommendations, and provide rationale for appropriate plan to ensure all safeguarding issues and relevant further referrals occur along with named individual responsible for these. Agree who will attend panel and present report.
- The panel report must be electronically returned to MVO Panel Coordinator at least 24 hours prior to the Panel date to allow time to consider it.
- A panel letter template (within service shared drive) should be used for YOT report and recommendations. YOT recommendations can include all diversion options available using Out Of Court disposals, alongside options of complete diversion from CJ system or charge.
- Attend panel
- Record panel decision and meeting on IYSS and complete plan on Early Help Assessment. Send EHA to the Integrated Working Team (IWT) remembering to get it signed by the parents.
- Note; if the outcome is Youth Conditional Caution or prosecution then AssetPlus is to be completed using the information gathered through the process along with those in EHA. Completion of other areas of the AssetPlus including risk assessments etc. is required.

Appendix 5 – Guidance for the Management of Child Criminal Exploitation (CCE)

What is CCE?

1. The criminal exploitation of a young person involves someone who has power over them encouraging and/or coercing them via a number of different methods to commit offences that they would otherwise not have committed.
2. The criminal exploitation of children is not new, but it is becoming a more commonly seen phenomenon and is a tool used by Organised Crime Groups (OCG) to further the profit of their groups.
3. County Lines (the movement of young people to deal drugs) is one form of CCE. More information can be found at;
www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines
4. GMP have a dedicated team tackling organised crime called Challenger. They have a project called Trapped that deals specifically with young people as the victims of CCE. For more information about Trapped go to www.itsnotokay.co.uk/trapped
5. Many young people don't understand that they have been groomed and that what is happening to them is abuse.

Modern Slavery/Trafficking

6. Often young people who have been exploited will have been trafficked which means they have been moved from one place to another (this is not necessarily great distances and may be from one house to another or one street to another within the same town). As their travel will have been arranged and facilitated for the purpose of them being exploited it is classed as trafficking even if they have consented to go.
7. The definition of human trafficking in the Modern Slavery Act 2015 is as follows:
 - A person commits an offence if they arrange or facilitate the travel of another person with a view to them being exploited.
 - It is irrelevant if that person consents to travel (whether a child or adult)
 - A person may arrange or facilitate another's travel by recruiting, transporting, transferring, harbouring or receiving them or by transferring or exchanging control over them.
 - A person arranges another's travel with a view to them being exploited on if they intend to exploit them during or after the travel or if the person knows or ought to know that another person is likely to exploit them during or after the travel.
 - Travel means arriving in, or entering any country, departing from country or travel within any country.

CCE Vulnerabilities

8. Young people can be particularly vulnerable to being exploited as it is part of a teenager's natural development to begin to separate from their families and caregivers and seek new associations and experiences. Unfortunately, some young people have additional risk factors and it is this group that are particularly vulnerable to CCE.
9. These risk factors may include:
 - Child/individual – If a young person is looked after, has learning difficulties, substance misuse issues or mental health issues

- Home/Family – If there is neglect/abuse, exposure to or experience of violence, parental substance misuse, mental health, poverty, lack of positive relationship with a protective and nurturing adult, homelessness or insecure accommodation.
- Peers – If a young person is exposed to other young people known to be exploited or exposed to peer on peer abuse.
- Schools – If a young person is excluded from school and is not in Education, Training and Employment (ETE).
- Neighbourhoods – If the young person is exposed to violent crime and lives in a deprived area.

10. Risks to a young person and their family and friends can include:

- Physical injury
- Emotional and psychological trauma
- Sexual violence
- Debt bondage
- Going missing
- Neglect – basic needs not being met/living in unclean and/or dangerous environments
- Poor attendance at education

11. Warning Signs:

- Frequent missing episodes and/or found out of area/and or returning with injuries or looking disheveled
- Found with large amounts of drugs or weapons.
- Unexplained amounts of money, mobiles, credit, clothing, jewellery, new hair cut or other items/gifts.
- Change in behaviour; more secretive / withdrawn/isolated from peers or not mixing with usual friends
- Unexplained absences from, or not engaged in school/ college/ training/ work.
- Increasingly disruptive, hostile or physically aggressive at home or school Including use of sexualised language and language in relation to drug dealing and/or violence.
- Expressions around invincibility or not caring about what happens to them.
- Increased interest in making money.
- Reports being taken to parties, people's houses, unknown areas, hotels, nightclubs, takeaways or out of area by unknown adults.
- Increasing use of drugs or alcohol.
- Having multiple mobile phones, sim cards or use of a phone that causes concern – multiple callers or more texts/pings than usual
- Possession of hotel keys/cards or keys to unknown premises
- Disclosure of sexual/physical assault followed by withdrawal of allegation
- Self-harm or significant changes in emotional well-being
- Agencies unable to engage
- New peer groups and/or relationships particularly with controlling /older individuals or groups
- Parental concerns
- Increase in offending behaviour/frequency and/or seriousness

12. If you are worried that a young person may be the victim of CCE follow the action checklist below:
- Discuss concerns with a Manager ASAP.
 - Speak to other professionals and the young person/their family or carers to gather more information. You should use the risk indicator tool in the National Referral Mechanism (NRM) referral document (see below) to inform decision making around CCE concerns.
 - If following discussions concerns remain contact the Barnardo's ICTA Service for advice/support (24/7 Referral and Support Line 0800 043 4303)
 - Refer young person to NRM (24/7 Helpline 0370 496 7622) if it is suspected they are the victim of modern slavery (the ICTA can support with this). The referral form can be found in the YOT shared drive.
 - Refer young person to Referral and Assessment (R&A) if there is a safeguarding concern and they are not already open to Children's Social Care (CSC). CSC may convene a strategy meeting and undertake a Child and Family (C&F) assessment.
 - If the young person is not opened by CSC and they are in the EH process this assessment should be reviewed and a CAM should be called to update all partners about the concerns. If the young person is not in the EH process they may require an EH assessment completing and CAMs convening.
 - Share intelligence (names, addresses etc.) with the YOT PC and Challenger Team at Challenger.bolton@gmp.pnn.police.uk
 - If missing episodes are a feature of behaviour, consider referral to Sexual Exploitation and Missing (SEAM) group.
13. Barriers to Engagement - It is likely that a young person who is being criminally exploited will deny this or not see it as a problem. This should not be taken to mean that CCE is not a concern. There are several reasons why a young person (and possibly their families too) would deny this which could include;
- Fearing reprisals
 - A loyalty or sense of attachment to their abusers
 - Lack of recognition of the risks involved
 - Benefitting financially
 - Believing that they are working autonomously
14. There can also be barriers to other professionals recognising CCE as a safeguarding concern. At times it may be viewed as a "life style" choice particularly if the young person already has a criminal record or that the young person is "making choices" Remember that although the young person may appear to be a willing participant they are being controlled by others with more power than them.
15. Within Bolton Youth Offending Team, it is expected that where CCE is suspected/proven that it is viewed as a safeguarding concern and appropriate child protection actions are taken.

Appendix 6 – 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. 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
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

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. Process from point 11 to be followed as above.

Appendix 7 – YOT Lone Working Policy

This is specific guidance for YOT which is in place alongside the Corporate Lone Worker Guidance and Procedure and in conjunction with the YOT specific risk assessments

1. Staff are to use the book held in admin to record details of ALL lone working contacts regardless of the time that they are due to finish.
2. The information logged must include the young person's name, full address and estimated time of return.
3. Where workers complete a visit before 5pm and are not returning to the office they should phone in to admin who will cross them off in the book and update the board accordingly.
4. Where workers complete the visit after 5pm they must contact the duty manager and let them know that they have finished.
5. A member of the admin team will check the book at 5pm and contact the duty manager with details of all workers out working after 5pm.
6. If after 5pm a member of staff decides that they need to undertake a contact out of hours and the book held in admin has been locked away they should contact the duty manager directly to inform them of this before going on the visit.
7. If a member of staff is undertaking a lone contact on their way into work in the morning, they must ensure that this is also logged in the book along with an estimated time that they expect to arrive in the office.
8. Staff should always ensure that they have their work mobile, charged, in their possession when undertaking lone working.

Appendix 8 – QA Processes

1. Bolton Youth Offending Team are committed to delivering a high quality support service. The service has quality assurance processes in place which provide a method to evaluate and review practices. These processes are to ensure effective and consistent practices are in place and that there is continuous improvement in the delivery of the services.
2. The YOT processes are linked to national standards and departmental quality assurance processes and procedures.
3. The processes at the YOT include learning from outcomes including;
 - Review of External Audits including HMIP Inspections (full or thematic)
 - Greater Manchester Youth Offending Teams Peer Reviews
 - Review of previous inspections within the service and local authority
 - Review of performance management information and case data
 - Feedback from partners and users of the service
4. Other QA practices in YOT include;
5. **Staff Supervision** - staff receive regular supervision/review meetings. These are a method of providing personal support and communication; of achieving accountability and performance monitoring; learning and development.
6. **Gate Keeping Meetings** – these meetings agree an appropriate and proportionate sentencing option for Pre-Sentence Reports.
7. **Manager QA of Pre-Sentence and Referral Order Reports**
8. **Asset Plus** - The standard assessment tool used by YOTs is Asset Plus. This assessment requires manager sign off at the end of the 2 main sections, E&C (Explanations and Conclusions) and P&P (Pathways and Planning). This is required every time a new stage is opened (at least every 3 months or in the event of a change of circumstances). An Operational Manager will QA every assessment, initial and review regardless of risk levels to ensure that the assessment is good quality and the risk ratings are correct. Once an officer has completed their assessment they will send a sign off request to their manager, when manager is satisfied with the assessment, an oversight comment to agree the risk ratings for ROSH, LOR and S&W, sign E&C and P&P will be added and complete the stage at which point it is locked and cannot be changed.

If the manager feels that the assessment requires more work the sign off request will be rejected, and QA actions are placed in the red bubbles at the side of each section. Once a comment is added the bubble turns green so that the officer can easily see where action is required. The officer will complete these actions and resend the sign off request at which point their manager will check that the actions are completed and sign and complete the assessment. At the moment there is no record within IYSS of rejected sign off requests, so we rely on noting the fact that this assessment is outstanding elsewhere. There is a reporting mechanism in IYSS that enables us to run reports periodically to highlight any assessments that may still be open (E.G. not completed by a manager and therefore not ratified).

9. **Case Audit Process** - The YOT have recently developed a formal case audit process to ensure that areas of service delivery aside from the assessment and plan are subject to QA. A template has been devised using the HMIP standards and this is applied to a sample of cases each month. This task is undertaken by a member of the management team and at present approx. 3 cases are sampled each month. The completed QA template is then shared with the relevant officer and their manager and actions are agreed where required.

10. **Reciprocal Peer QA** – An arrangement with the Leaving Care Team to undertake reciprocal case audits is currently under discussion. It is felt that there is benefit to managers from other teams having input into our QA process to have our case work scrutinised by “fresh eyes”, with the aim to encourage the sharing of good practice and lead to creative thinking around case recording.

Appendix 9 – Multi Agency Risk Management (MARM) process

1. Youth Justice Standards state YOTs must have arrangements in place to ensure multi-agency planning for cases that are assessed as high risk of causing serious harm to others, likelihood of reoffending or to their own safety and well-being. At Bolton YOT this standard is met via the convening of meetings called Multi Agency Risk Management Meetings (MARMs).
2. YOT Officers should identify when cases open to them need to be reviewed in the MARM process using the criteria below and ensure that all relevant professionals are invited to the meeting. A YOT Operational Manager will usually chair the meeting and a member of the YOT Business Support Team will take minutes. These meetings should take place on at least a 3-monthly basis.
3. Following the meeting that YOT Officer will ensure that any new information shared, and/or new actions are included in their asset plus/plan and send this assessment/plan to their **own** manager sign off.

Criteria for referring to the MARM process

4. **High Safety and Well-being only cases** – These cases will not be overseen by the YOT MARM process as there will be other multi agency meetings in place to manage safeguarding concerns. The type of meeting will depend on the level/type of risk presented; but will fall into either the Early Help, Child in Need, Child Protection or LAC arenas. The YOT Officer has responsibility for ensuring that the YOT is represented at these forums and there will be management oversight of this via supervision and the QA process. If a case is high S&W **and** high in either LOR or ROSH these cases will be managed via the MARM process.
5. **High LOR/ROSH cases** – These cases will be managed via the YOT MARM process.
6. **High LOR/ROSH AIM cases** – Where there has been an AIM ratification meeting and there are on-going AIM reviews these may replace MARMs, but this will be agreed on a case by case basis.
7. **DTO/other custodial sentence cases** – Whilst the young person is in custody DTO/other multi agency sentence planning meetings will take place, and these will replace MARM meetings for this period.

Appendix 10 – Transitions from Bolton YOT to Bolton NPS and CRC

The [Joint National Protocol for Transitions in England](#) will be adopted in full by Bolton NPS, CRC and YOT. This has been agreed with all parties. However, the protocol provides for some local flexibility and localised arrangements which are detailed below.

1. Bolton Youth Offending Team has agreed to produce a local transition plan template in accordance with Sec 6.3.4 of the Joint National Protocol. This template is to be used by YOT, NPS and CRC.
2. The requirement laid down in section 6.3.18 of the Joint National Protocol for Transitions will be undertaken by all parties (YOT, NPS and CRC). It has been agreed that locally in Bolton the process of reviewing previous transition work to identify good practice, lessons learnt and continuing improvement will be incorporated into the existing quarterly transitions meetings held between YOT, NPS and CRC.
3. With regards to section 9.2 of the protocol, which details the transfer of specific order, it has been agreed locally that Bolton YOT will retain all case management responsibilities for both Referral Orders and licences with ISS.
4. With regards to Sec 9.7.2 of the Protocol, Bolton YOT have also agreed to retain case management responsibilities for Detention and Training Orders (DTOs) and S.91; Extended Supervision cases.
5. Seconded NPS worker in YOT will complete RSR, CAS and Maturity Assessment on all young people open to YOT at 17yrs 6mths and will complete OASys at point of transfer.
6. Seconded NPS worker and YOT Officer will complete transition plan at 17yrs 6mths following completion of RSR/CAS and Maturity Assessment. Transition plan will be shared with NPS/CRC as appropriate who will allocate worker to case. Seconded NPS worker will send Transition Plan plus copies of PSR, Assetplus and other relevant documents to either SPO National Probation Service or SPO Community Rehabilitation Company as required (determined by outcome of RSR/CAS).
7. A multi-agency meeting will be held on all young people who will transition to NPS/CRC at 17yrs 9 months. For those who fit the Marm (Multi agency risk meeting) process at Bolton YOT a Marm will be convened and the relevant NPS/CRC team invited. If the young person is not in the Marm process a multi-agency Transitions Meeting will be held. YOT Officer will be responsible for co-ordinating the meeting. Young person and parent should be invited to this meeting.
8. Proposals for Pre-Sentence Reports on young people aged 17yrs 9mths onwards to be discussed with a Court Team Probation Officer via Court Team Admin.
9. NPS/CRC cases aged 18-25 who have not been through a transitions process will require a telephone call from NPS/CRC to Seconded PO in YOT to get relevant information.

Task/Activity: Bolton YOT Out of Office Work	Date assessment completed: 19/09/2018	Review Date: 19/09/2019
Brief Details of Task/Activity Work that takes place with young people and families outside of the office as part of YOT duties	Assessment completed by: Sarah Dawson Operational Manager, Maria Clugston Office Manager with guidance from Paul Hutchinson and H&S Team.	Signature:

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
Risk of violence or aggression from young people or families during home visits	YOT staff - physical injury/threats of violence may cause emotional distress and fear	1. Use of police checks for some home addresses/family members who may present risk to staff 2. Home visits recorded in home visit book 3. YOT specific Lone Working policy in place alongside Corporate Policy and manager duty cover for times when office is closed but staff are working	1. Lone working training will be delivered to all staff who have not yet accessed this, and staff will be advised that this must be renewed every three years. 2. Managing aggression training will be delivered across the team 3. Consider use of 'code word' to indicate staff member requires assistance from police Ensure all staff are	E	LW & MA training to be delivered to relevant staff		MA training date set for 29/11/18 or 4/12/18 for full team.

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		<p>4. YOT staff ring in after visit has ended to advise they are safe. This is followed up in line with lone working policy if this does not happen</p> <p>5. Use of co-working in cases where risk is thought to be an issue</p> <p>6. Staff have mobile phones provided by YOT</p> <p>7. Emails across team sent to advise of risks from particular cases.</p> <p>8. Staff have access to Social Care database to do address/person check re any warning hazards</p> <p>9. YOT IYSS system used to record specific risks.</p> <p>10. Home visits suspended where there are identified risks to staff</p> <p>11. Police action in event of aggression or threats - staff supported to report matters if</p>	<p>aware of this if agreed.</p>				

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		appropriate					
Risk of violence, aggression or damage to staff cars when transporting young people/families	Physical injury, damage to vehicle	<ol style="list-style-type: none"> 1. Decisions made not to transport families/young people in cars in cases where there are known risks 2. Police action in event of aggression or damage - staff supported to report matters if appropriate Staff to use de-escalation techniques and skills in reducing risks. 	See above for training needs Consider use of 'code word' to indicate staff member requires assistance from police. Ensure all staff are aware of this if agreed.	E	See above actions		
Risk of violence and aggression when working in Court/other buildings/in community	YOT staff	<ol style="list-style-type: none"> 1. Two YOT staff at Court 2. If we have identified a possible risk to particular member of YOT during Court proceedings we have used another YOT/member of staff to deal with the case and building and ensure that staff usually based in the building are aware of the potential risk - done on case by case basis 3. Use of security staff/police 	See above for training needs Consider use of 'code word' to indicate staff member requires assistance from police. Ensure all staff are aware of this if agreed.	E	See above		

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		if required 4. If working in other buildings staff to be aware of risks and how to manage incidents depending on building 5. Staff record location and time expected back in signing out book. This should be specific re location not generic like 'around town' 6. Duty Manager cover in place for times when office is shut and workers are working					

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. <u>Work should not be started or continued until the level of risk has been reduced.</u>
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.

Task/Activity: Office based work	Date assessment completed: 19/09/2018	Review Date: 19/09/2019
Brief Details of Task/Activity Bolton Youth Offending Team work taking place within YOT office building	Assessment completed by: Sarah Dawson Op Manager/Maria Clugston Office Manager with support from Paul Hutchinson H&S Team	Signature:

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
Aggression or violence towards staff from young people or public	YOT Staff - possibility of verbal abuse, physical assault, threats to harm	1.Panic alarms installed in interview rooms. Periodic testing of alarms and systems takes place. 2.Cotags fitted to doors restricting access to building unless granted access by staff 3.Glass screen fitted in reception is first line of contact 4. Restrict access to particular staff if there have been threats or aggression or there are concerns about these in relation to individuals; this may include re-allocation of	1. Panic alarm has been ordered for admin room 2. Lone working training will be delivered to all staff who have not yet accessed this and staff will be advised that this must be renewed every three years. 3. Managing aggression training will be delivered across the team 4. Lock to be fitted to reception room in admin to create safe space for staff should a young person gain access to the admin office	D	LW & VA training to be delivered to relevant staff		MA training dates set for 29/11/18 and 4 ^{12/18} for all staff.

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		<p>cases</p> <p>5. Allocate a co-worker in identified cases</p> <p>6. Restriction of access to building where there have been incidents or fear of incidents (sessions done elsewhere for example in public place, other buildings)</p> <p>7. Use of enforcement/warnings in the event of unacceptable behaviour</p> <p>8. Support for staff to make complaint to police in the event of aggression/threatening behaviours in appropriate cases</p> <p>9. No young person or family granted access to building if member of staff alone in building</p> <p>10. Advise member of staff of young person coming to building for scheduled appointments if there are known risks so that access is</p>	<p>and present a risk to staff.</p>				

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		<p>restricted</p> <p>11. Inform police/security if there is an incident of violence or risk to staff/building where appropriate</p> <p>12. Staff do not physically restrain or attempt to physically manage young people at any time</p> <p>13. Managers warnings can be given to young people to try to manage behaviour prior to further enforcement action if appropriate, this includes Head Of Service if appropriate.</p> <p>14. Signage in reception spaces to warn that violence and aggression will not be tolerated.</p> <p>15. CCTV cameras and signage in place</p> <p>16. Staff to remove themselves from the environment where there is risk if possible using de-escalation techniques and</p>					

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		personal safety methods 17. Use of staff care scheme available to staff on self-referral or manager referral basis					
Violence from young person to young person	Young person(s) - physical injury, fear, emotional distress Staff- physical injury/emotional distress	<ol style="list-style-type: none"> 1. Cotags fitted to doors restricting access to building unless granted access by staff 2. CCTV cameras and signage in place 3. Signage in reception spaces to warn that violence and aggression will not be tolerated 4. Restrict opportunities for contact between certain young people if there have been threats or aggression or there are concerns about these in relation to individuals; this may include re-allocation of cases. 5. Restriction of access to building where there have been incidents or fear of incidents (sessions done elsewhere for example in public place, other buildings 		D			

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		6. Use of enforcement/warnings in the event of unacceptable behaviour 7. Support for young people to make complaint to police in the event of aggression/threatening behaviours from another young person in appropriate cases 8. Inform police/security if there is an incident of violence or risk to young person where appropriate 9. Liaise with parents/carers to advise of any incidents 10. Staff not to physically intervene in event of incident between two young people. To use de-escalation techniques verbally and from a safe place.					
Young person accessing unauthorised areas of building	1. Data protection breaches	1. Cotags fitted to doors to restrict access to building unless granted by staff	1. Notice to be fitted to Plant Room door reminding anyone accessing the room to lock the door at all times. Any breaches of this to be reported to Corporate	E	All staff have responsibility for ongoing management of these		Notice fitted to plant room door 20/9/18. Breach

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
	2. Theft of property 3. Risk of physical or verbal abuse to staff or young people 4. Young person accessing Plant Room - risk of injury 5. Young person accessing admin team room by door from reception	2. Staff must not allow access to building unless appropriate and to be aware of need to ensure doors close behind them to avoid young people coming in behind them 3. Staff to use police or security and response team in the event that they are unable to get a young person to leave using their own skills. 4. Staff are not to leave computers unlocked when leaving their desk 5. Office to adhere to GDPR regulations in terms of data protection Plant room is kept locked at all times. YOT staff do not have key	Property Services. 2. Cotag being fitted to door from reception room to admin team room. 3. Green emergency door release box being removed from reception. Doors will release automatically in the event of a fire alarm. 4. IF THERE ARE ANY VISITORS/YOUNG PEOPLE IN THE RECEPTION AREA/WAITING ROOM THE ADMIN TEAM ROOM MUST NOT BE LEFT UNSTAFFED AT ANY TIME. A MEMBER OF THE ADMIN STAFF MUST REMAIN IN THE OFFICE AT ALL TIMES. IN THE EVENT OF A FIRE ALARM THEY MUST ENSURE THAT ANYONE IN THE RECEPTION/WAITING ROOM EXITS THE BUILDING EITHER BY THE MAIN ENTRANCE OR THROUGH THE OFFICE IF THE MAIN ENTRANCE IS BLOCKED.		actions Maria Clugston will action the notice onto Plan Room door. Maria Clugston to document the staffing of admin office and to go through with admin team then admin team to sign to say they have understood.		reported Oct 18. Green emergency release box removal completed 11/10/18

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
Young Person having access to weapons within YOT building	YOT Staff, young people - risk of physical harm	<ol style="list-style-type: none"> 1. Staff must not leave any sharp knives/kitchen implements in the kitchen and these must be locked away in staff lockers 2. Cotag fitted to kitchen door and no access to young people into kitchen 3. Staff report any suspicion/knowledge that a young person is carrying a knife/weapon to police 4. Sessions are delivered as appropriate with young people where weapons may be a risk, YOT Police Officer can be involved in these 5. Young people would not knowingly be allowed access to building in possession of a knife/weapon 	<ol style="list-style-type: none"> 1. Reminder email will be sent out to advise staff to remember to remove knives/sharp implements from kitchen and lock the away each time they use them 	E	Sarah Dawson to send email. All staff to take responsibility for these actions		Email sent 25/9/18
Public/staff/young people entering building from street into an ongoing incident Incident where staff are prevented from leaving building by main exit due to incident	Any visitor to YOT/staff member - risk of physical harm/emotional distress	<ol style="list-style-type: none"> 1. Admin staff ring agencies located within to building to advise of any incident 2. Staff advise people to leave the building 		E			

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
		3. Staff should not intervene and should leave the building if possible and phone police if this has not been done. 4. Staff can use rear fire door situated in team room in event of needing to leave building in emergency due to an incident.					
In the event of a fire/fire alarm sounding	YOT Staff, young people, any visitor to office	1. All to follow Fire Evacuation Procedure as per fire signs, emergency exit signs and fire evacuation procedures shown in office.		E			

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work should not be started or continued until the level of risk has been reduced.
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D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.