

Response to Request for Information

Reference FOI 000242
Date 28 June 2016

YOT Policies, Procedures or Guidance

Request:

Under the freedom of information act could you please send me any YOT policies, procedures or guidance that was made available to HMIP on their recent inspection of the YOT. This includes:

- . YOT policy/procedures for the management of risk of harm to others
- . YOT policy/procedures with regard to child protection and managing vulnerability

[In answer to your above two questions, please see information provided on the next page.](#)



Wolverhampton Youth Offending Team
Risk & Vulnerability Management Guidance

2015 v.7 09.10.15

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1. Document Control Sheet for Wolverhampton YOT Risk & Vulnerability Guidance:

- In the first column is the page and original issue number of the page which requires a change. When the manual is produced all pages will have the same issue number, for instance, 00125.2.15, so starting with 001 followed by the date of production. What separates the pages is simply the page number.
- So, when a change is made, a brief description is included in column 2.
- Column 3 records the date the change was made
- And column 4 records the revised issue number (the page number should stay the same but in some cases this could change). So, in the example attached the new issue number is 2, followed by the date of change 0023.2.15

Page and issue number	Reason for Change	Date of Change	Page and revised issue number
Page 1 Issue No 00122.12.14	Changed paragraph 2.1 line 3 by adding 'to include notification to safeguarding'.	3.2.15	Page 1 Issue No 0023.2.15
Page 1 & 2 Issue No 002310715	Content & Control Sheet up-dated	09.10.15	Page 2 Issue No 003091015
Page 10 Issue No 001200415	LAC added @ Note	31.07.15	Page10 Issue No002310715
Page 16 Issue No 00100415	Civil Injunctions & CBO section added.	31.07.15	Page 16 Issue No002310715
Page 17 Issue No 001200415	Gang section updated & Gang Injunction section added	31.07.15	Page 17-18 Issue No002310715
Page 21 & 22 Issue No 001200415	Missing Young People section added	31.07.15	Page 23 Issue No002310715
Page 15 Issue No 001200415	DETER up-dated	09.10.15	Page 15-16 Issue No 002091015

Issue no 003091015

2. Index of key Acronyms L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Acronyms

ASSET	YJB assessment/Planning documentation completed by YOT's
CMOG	Child Sexual Exploitation & Missing Operational Group
CSE	Child Sexual Exploitation
CSPPI	Community Safeguarding and Public Protection Incidents
CYP	Children and Young People (Children Social Care)
DTO	Detention and Training Order
DYO	Deter Young Offender
eASSET	YJB assessment/planning documents completed by YOT's & Secure Estate for young people in custody
HSB	Harmful Sexual Behaviour
LoR	Likelihood of reoffending
MAPPA	Multi-agency public protection arrangements
MARAC	Multi-agency Risk Assessment Conference (Domestic Violence)
MASE	Multi-agency Sexual Exploitation
OOCD	Out of court disposal
ONSET	Youth Justice Board assessment documentation completed by YOT's on OOCD
PPRC	Person Posing Risk to Children
PVE	Preventing Violent Extremism (Channel)
RJ	Restorative Justice
RoSH	Risk of Serious Harm
RMP	Risk Management Plan
SQFA	Screening Questionnaire for Adolescents (CAMHS)
VMP	Vulnerability Management Plan
WDYT	What Do you Think (Self-Assessment Tool from ASSET)
WSCB	Wolverhampton Safeguarding Children's Board
YOT	Youth Offending Team
YJB	Youth Justice Board

Issue no 001200415

3. Reference to Source Documents & the use of hyperlinks

Throughout this guidance there will be hyperlinks which when opened (right click on **hyperlink & select “open hyperlink”**. If it doesn't open click **“select hyperlink” & then select open hyperlink**) will take you directly to the referred guidance documents, templates & further suggested reading.

4. Introduction

Risk is seen as the “probability” that a future event or future behaviour could occur which would be likely to have a negative outcome for the young person or others. This Risk & Vulnerability Management Guidance will address the below 3 domains of risk and provide a risk led approach to the management of all YOT interventions, including Bail and Remand and O OCD. This guidance is relevant to **all** practitioners, from all agencies who are involved in the assessment, delivery and review of **all** interventions.

- Likelihood of Re-offending (LoR)
- Risk of Serious Harm (ROSH)
- Risk of Vulnerability

Aims of Guidance:

- ◆ To define and promote best practice in the assessment and management of risk.
- ◆ To provide **all** staff of the Youth Offending Team with a comprehensive framework for the identification, assessment and management of risk.
- ◆ To provide clear definitions of terms to enable practitioners to share a common language, understanding & promote effective communication.
- ◆ To ensure a coherent and collaborative process of integrated offender management.
- ◆ To work in conjunction with other agencies and relevant individuals, including parents & carers to manage and reduce risk.
- ◆ To ensure the responsibility for decisions taken regarding risk is shared and not held solely by individual team practitioners or managers.
- ◆ To give a clear line of accountability for practitioners and managers in decision-making and recording; also, to define the process of managing high risk offenders.
- ◆ To enable risk-led decisions about resources to be targeted effectively.
- ◆ Embed desistance theory into all future risk management practice. Issue no 001200415

- ◆ Ensure the victim perspective is represented within all levels of risk management practice.

5. Current context/Desistance Theory & Victims

5(a) Current context ASSET/ASSETPLUS:

Wolverhampton continues to use ASSET as the core assessment & planning tool for all 3 domains of risk and ONSET for prevention cases. The YJB has commenced its roll out of AssetPlus which is a new assessment and planning interventions framework to replace Asset and its associated tools, which has been based on up-to-date desistance research. AssetPlus has been designed to provide a holistic end-to-end assessment and intervention plan, allowing one record to follow a young person throughout their time in the youth justice system. Implementation at Wolverhampton is expected during 2016 and will require significant practice change and a further review of this guidance. Further ASSETPlus information is available on: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\ASSETPlus>

5(b). Desistance <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Desistance>

To desist from something is to cease, as from an action, to stop or abstain bringing something to an end. In the field of criminological research, desistance theory is usually defined as the end of a period of involvement in offending (Farral, Calverley, 2006). It is our key focus at YOT to help young people through all the assessment and intervention work we do, to support a desistance process bringing to an end their offending behaviour. It is important to recognise however that the process of desistance is a journey, which can be long and difficult (McNeill, Weaver, 2010), often punctuated with gaps in offending behaviour, which can be short or long. This zig-zagging between offending often relates to relatively persistent and / or serious offenders with relatively established criminal identities (McNeill, Weaver, 2010). This phase is what Maruna and Farrall (2004) describe as primary desistance, whereby criminal identities are established yet there may be some flirtation with the idea of non-offending. Through our on-going assessment and engagement with the young person we need to be aware of the nuances in narrative, and any developing social and human capital that, along with YOT interventions, can support an individual to move into a secondary stage of desistance, which suggests a movement away from offending to the role or identity of a changed person, on a case-by-case basis. In a majority of cases this desistance journey and pathway extends well beyond the scope of criminal justice interventions, so our work at the YOT in partnership with colleagues across Wolverhampton and beyond is to recognise these phases of desistance for those with established criminal identities, and provide integrated interventions where practice is desistance-focused.

5(c). Victims <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Restorative Justice\KEEP RJ source document.pdf>

For the purpose of this guidance a “victim” is a person who has suffered harm, including physical, mental or emotional harm or economic loss which was directly caused by criminal conduct’. Enhanced entitlements are provided to victims of the most serious crime, persistently targeted victims and vulnerable victims. It is important that throughout the assessment, planning and intervention stage of managing risk the above are considered. This document recognises that victims of crime are key stakeholders in the youth justice system. Consequently the guidance aims to ensure that the needs and wishes of victims are considered and taken into account where possible and their wishes and feelings are incorporated into all aspects practice. In managing risk, the personal safety of the victim, offender and staff takes precedence. Thus the protection of information and the maintenance of confidentiality is a priority. Any information about the victim will only be given to the offender with that victim’s specific consent. Likewise any information regarding the offender will also only be given to the victim with the offender’s specific permission. This is with the exception of details regarding the type of sentence received and the progress achieved in the restorative element of the order.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Restorative Justice\Code of Practice for Victims of crime.pdf>

6. Assessment & Intervention Planning Process – Risk Model

ASSET (including Bail ASSET) and ONSET will be the tools used to assess the factors that affect each of the 3 domains of risk and will identify risk factors that increase the likelihood of negative outcomes, while identifying protective factors which reduce, prevent or offset the impact of these risk factors. ASSET or ONSET will be completed in line with National standards at the start, agreed review stages and at the end of all YOT interventions. The key tasks of risk led assessment are:

- collecting information from a range of sources
- recording information clearly and consistently
- analysing information to try and understand the young person’s behaviour and the circumstances in which it occurred
- estimating future behaviour and its potential impact, should it recur
- presenting conclusions to others
- identifying risk and protective factors to inform interventions plans
- sharing information with others
- regularly reviewing assessments

Linked with the risk led assessment and management of these risks the concept of defensible decision making remains central. Within this guidance this refers to:

- all reasonable steps have been taken
- reliable assessment methods have been used
- information has been collected and thoroughly evaluated
- decisions are recorded (and subsequently carried out)
- policies and procedures have been followed
- Practitioners and managers adopt an investigation approach and are proactive.

Further practice information and guidance is available on the below hyperlinks:

YJB Case Management Guidance: <http://www.gov.uk/government/collections/case-management-guidance>

YJB ASSET Guidance: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB ASSET - Full Guidance April 2014.zip>

YJB ONSET Guidance: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB ONSET - Full Guidance April 2014>

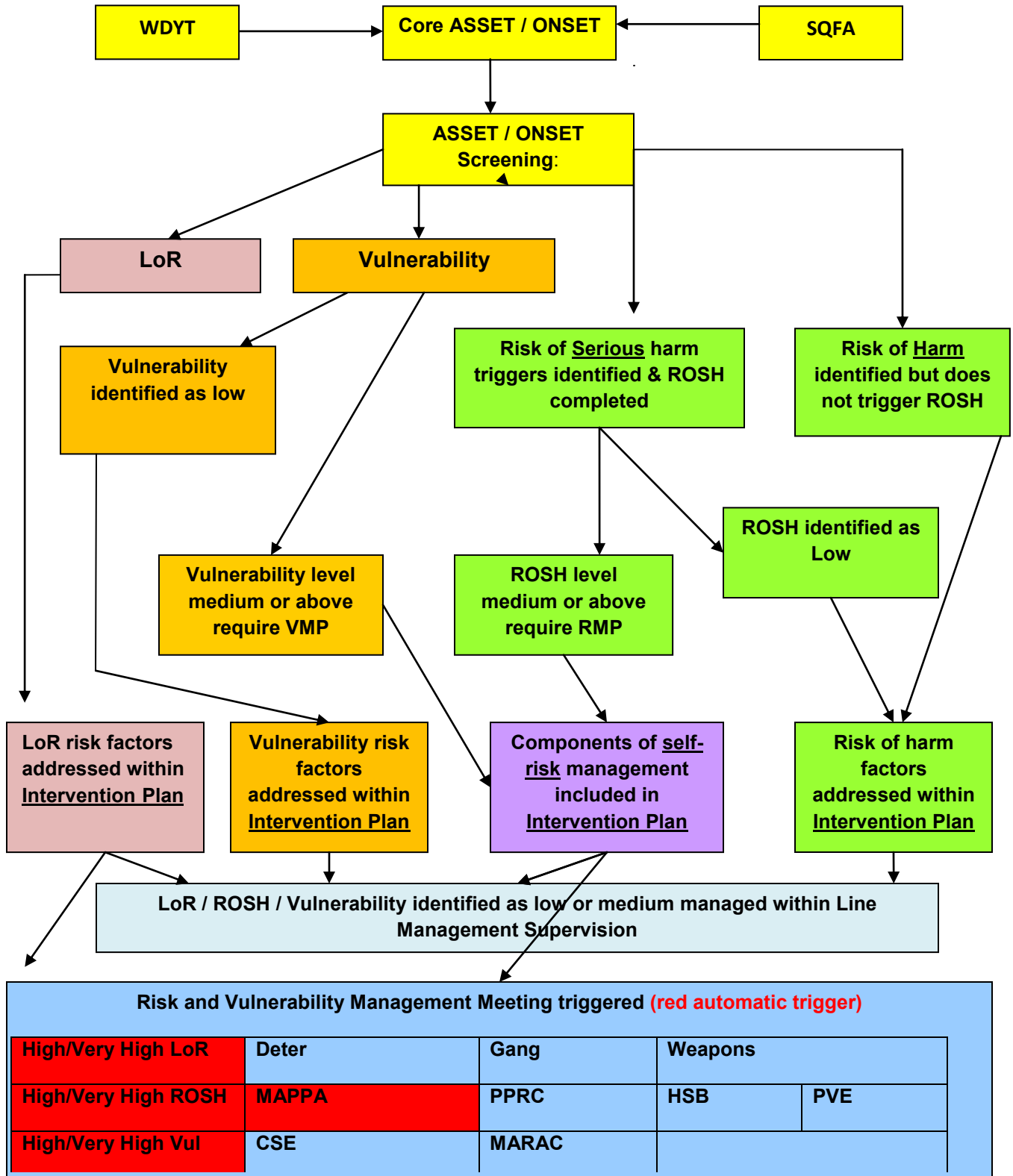
YJB National Standards: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\National Standards 2013\National Standards - April 2013.pdf>

6(a). Risk Model Flowchart:

ASSET and ONSET assessment outcomes will determine the level of intervention and the risk and vulnerability process to be followed. With regard to Bail Interventions the level of intervention and contacts will be identified by the Court. Interventions identifying LoR, ROSH and Vulnerability as Low or Medium will be managed through line management supervision, unless a special risk or vulnerability characteristic triggers a Risk and Vulnerability Management Meeting. This will provide the appropriate forum for the on-going management and oversight of ASSET or ONSET reviews; RMP/VMP (ROSH/Vulnerability assessed as medium); Intervention Plans; Interventions and delivery. If agreed and based on an appropriate assessment review an intervention can be escalated to a full Risk and Vulnerability Management Meeting at any point.

Interventions identified as High or Very High LoR, ROSH, Vulnerability or MAPPA will **automatically** trigger a Risk and Vulnerability Management Meeting. These meetings will be completed on a monthly basis, unless an evidenced –based managerial decision has been taken to change the frequency. Any change in ASSET or ONSET assessment which reduces the assessed risk and vulnerability levels should trigger de-escalation into managing the intervention through line management supervision. Issue no 001200415

Assessment & Intervention Planning Process – Risk Model



7. Risk and Vulnerability Management Meetings

The Risk and Vulnerability Management Meeting will scrutinise and oversee the assessment of risk and/or vulnerability, the RMP and/or VMP, interventions, partnership working and then review progress. It will be chaired by a member of the YOT management Team. It will be a multi-agency meeting attended by the case manager, PPU Offender Manager were required for MAPPA cases; and any other identified professional from within or outside the YOT. Young person and parents / carers should be informed that the meeting will take place but they will not be invited.

The Risk and Vulnerability Management Meeting will be minuted using the Action Recording templates. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Wolverhampton Risk & Vulnerability Action Recording Templates>

NOTE: If a child is subject to Early Help, CIN, LAC, MASE or Child Protection meetings, action must be agreed between the YOT Case Manager and the CYP lead practitioner to agree how meetings can be best aligned. This continues to be a piece of on-going work between YOT and CYP.

8. Likelihood of Re-offending (LoR)

This is the likelihood that a young person will commit further offences. The ASSET and ONSET identifies those static and dynamic factors which will affect the likelihood of reoffending. A plan is drawn up which addresses the highest risks (Plan Tasks Goals). This plan will involve the young person and will include any factors which may 'protect' against reoffending. Best practice guidance <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\ASSET\ASSET Scoring Triangles.pdf>

Under the Scaled Approach the level of intervention provided by the YOT under National Standards is determined by the ASSET score and level of risk of reoffending. (Excludes OCCD & Prevention cases) <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\National Standards 2013\National Standards - April 2013.pdf>

Scaled Approach Intervention Framework: Issue no 002310715

Child/Young Person Profile	ASSET Score	Intervention Level	Contact per month 1 st 3 months	Contact per month for rest of order
Low likelihood of re-offending or low risk of serious harm	0 – 14	Standard	2	1
Medium likelihood of re-offending or medium risk of serious harm.	15 – 32	Enhanced	4	2
High likelihood of re-offending or high risk/very high risk of serious harm.	33 - 64	Intensive	8	4

9 Risk of Serious Harm (ROSH):

YJB definition of Serious harm states that “death or injury (either physical or psychological) which is life threatening and/or traumatic and from which recovery is expected to be difficult, incomplete or impossible” with the below classifications:

Low Risk of serious harm	No evidence at present to indicate likelihood of serious harmful behaviour in the future. No specific risk management work needed.
Medium Risk of serious harm	Some risk identified, but the young person is unlikely to cause serious harm unless circumstances changes. Relevant issues can be addressed as part of the normal supervision process. RMP to be completed.
High Risk of serious harm	Risk of harm identified. The potential event could happen at any time and the impact would be serious. Action should be taken in the near future and the case will need additional supervision and monitoring (e.g. local registration, oversight by middle/senior management) RMP to be completed.
Very High Risk of serious harm	Imminent risk of harm identified. The young person will commit the behaviour in question as soon as they are able to or as soon as an opportunity arises and the impact would be serious. Immediate action is required and is likely to involve intensive multi-agency support and surveillance. RMP to be completed.

Serious harm is not necessarily linked to the Asset score or offence seriousness and may be something that has happened or it may be predicted to happen in the future.

The Serious Harm section of Asset or ONSET (not to be confused with the ROSH) will be completed in **all** cases. This will require the author to consider particular factors such as:

- Is the young person charged or guilty of an offence that caused serious physical or psychological harm?
- Is there evidence of behaviour that has resulted in serious physical or psychological harm but did not lead to prosecution or conviction? e.g. prior to age of criminal responsibility or charges dropped because of victim or witness intimidation.
- Is there evidence of intention to commit serious harm even though this did not happen?

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- Does the young person's behaviour raise safeguarding issues for other children at home or in the community
- Is there evidence of reckless or unintentional behaviour which did or could have resulted in serious harm?
- Are there emotional, social, environmental or cultural factors that point to the probability of the behaviour recurring?

A positive response to questions asked in the Serious Harm section will require the completion of a ROSH countersigned by a Line Manager. Full guidance on the completion of ROSH is available at <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\ASSET\YJB Guidance - ROSH.pdf>

10. Risk Management Plan (RMP)

In line with Nationals Standards a RMP must be completed and reviewed on all YOT interventions screened by ASSET or ONSET assessed as Medium or above. All RMP's must be countersigned by the authors Line Manager. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB ASSET - Full Guidance April 2014.zip>

When completing this plan the case manager should consider:

- Likely future victims especially in cases where specific victims or groups are at heightened risk, e.g. vulnerable victims, domestic violence
- The safeguarding of other young people at home or in the community.
- Those factors that make the risk greater and more likely to occur, eg levels of criminal sophistication, reckless behaviour, use of weapons or trigger factors such as alcohol or drugs.
- Evidence of actual harm and its frequency in the past. The persistence and seriousness of past incidents is a strong indicator of future risk
- Imminence. How immediate is the risk and is it temporary or on-going?
- Escalation. Is the behaviour that is causing concern getting worse or more frequent?

11. (a). Other risk categories: Dangerousness (Public Protection Sentences)

If a young person has committed a specified offence (Criminal Justice Act 2003, schedule 15), offence merits 2 years in custody and the court has assessed that the

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young person poses a potential significant risk a request will be made for the YOT to provide assessment information to assist the court in determining whether they will be deemed as “dangerous” and therefore eligible for a Public Protection sentence. The YOT has a significant role to play in contributing to the assessment of ‘dangerousness’ by providing the court with detailed information regarding the young person and their level of risk of serious harm to others. This should be based on a comprehensive assessment made using *Asset*. Where appropriate other specialist assessment tools – for example in relation to sexual offending – may also be required. Full guidance is available on <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Dangerousness\Public Protection Sentences and Dangerousness - Guidance for YOTs.pdf>

11(b). Other risk categories: MAPPA

MAPPA was introduced under the Criminal Justice and Court Services Act 2000 as a mechanism through which agencies can co-ordinate their work to manage the risk to the public presented by those who commit serious sexual and violent offences. To be eligible for MAPPA the young person must fall into one of the 3 categories below:

Category 1	Registered sex offenders. Notification requirements relate to both cautions & convictions for offences listed in Schedule 15 of the Sexual Offences Act 2003.
Category 2	Violent or other sex offenders who have served 12 months in custody. This category is based on both conviction and sentence.
Category 3	Other children or young people who have been convicted of a sexual or violent offence, or have received a formal caution or reprimand and who present a risk of serious harm to the public and for who a multi-agency approach at level 2 or 3 is required to manage the risk.

If MAPPA criteria triggered the intervention will be managed at one of the 3 following levels:

Level 1	Ordinary agency management Used in cases where the risk posed can be managed by the agency responsible through supervision/case management. <small>Issue no 001200415</small>
Level 2	MAPPA Meeting (MARAP) Cases should be managed at level 2 where the young person is assessed as high risk of ROSH and the case requires active involvement and co-ordination of interventions from other agencies to manage the presenting risks of harm.

Level 3	<p>MAPPA Meeting</p> <p>Level 3 will only be required for a very small number of children and young people who present a significant ROSH and require significant MAPPA level co-ordination.</p>
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If a YOT intervention meets any of the MAPPA categories notification **must** be sent to the Central MAPPA Unit using the MAPPA H: Initial Notification of MAPPA Nominal (YOT) referral form. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MAPPA\MAPPA Referral Forms\Initial Notification of MAPPA Nominal - Form H.doc>

All MAPPA eligible cases will be managed through Risk and Vulnerability Management Meetings at which the MAPPA Level will be agreed. If the meeting decides that the intervention requires managing at Level 2 or 3 the following MAPPA A referral form **must** be completed and sent to the Central MAPPA Unit for a final decision & the co-ordination of Level 2 or 3 MAPPA panel. . <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MAPPA\MAPPA Referral Forms\MAPPA A - Referral Level 2 or 3 New 30.04.12.doc>

MAPPA Category and Level must be accurately recorded on YOIS characteristics.

MAPPA Guidance and further information is available on <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MAPPA>

11(c). Other risk categories: Person Posing Risk to Children (PPRC)

This relates to the identification, assessment and management of individuals who have committed specific offences against a child (under the age 18 years old) and have received a O OCD or conviction for that offence. It also applies to those who have committed an offence against a child but where no formal conviction has been secured.

If a YOT intervention meets the PPRC criteria, a risk discussion must take place with the case manager’s line manager. If after a full assessment no risk is identified the decision must be recorded on YOIS Characteristics and the defensible decision evidenced on a YOIS entry. If risks are identified the PPRC 2 Form must be completed and forwarded to Safeguarding and CYP. At any point the risk can be reassessed and must be reassessed at the point of YOT intervention closure and the PPRC 7 Form completed and forwarded to Safeguarding & CYPF. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PPRC\PPRC Templates> PPRC assessment outcomes and notifications must be recorded on YOIS Characteristics.

PPRC Guidance is available on <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PPRC\PPRC West Midlands Region Multi-agency Guidance Manual Oct 2009.pdf>

11(d). Other risk categories – Harmful Sexual Behaviour (HSB)

All YOT interventions (including O OCD, PSR and Referral Order Reports) in which the primary offence or behaviour relates to HSB will be co-allocated to practitioners who have experience and/or been trained in the AIM2 assessment tool. This specialist assessment will be integrated into the ASSET or ONSET and provide the basis for the development of the AIM2 Intervention programme and delivery. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Harmful Sexual Behaviour\AIM2 Assessment Proforma.pdf>

AIM (Assessment Intervention Moving-on) provides a range of tools for assessment and intervention with children and young people who display sexually harmful behavior. Assessment and interventions for adolescents 10- 18 years (which has updated 2012 and now is relevant for females and those with a Learning Disability; also includes information on young people who misuse new technologies, supervision of staff and community safety planning) <http://aimproject.org.uk>

All HSB community cases will be line managed by the Senior Operations Manager, who will on a case by case basis identify appropriate supervision to provide both professional and personal support to practitioners co-facilitating the delivery of HSB assessments and programmes. Further practice guidance is available in: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Harmful Sexual Behaviour>

11(e). Other risk categories: DETER

The Deter Young Offender (DYO) scheme was historically part of the wider Prolific and Priority Offender (PPO) scheme. However, the PPO scheme is no longer operational and Deter is now part of the wider, locally driven Integrated Offender Management (IOM) framework. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Deter\IOM Key Principles.pdf> Wolverhampton YOT is the lead agency for the youth IOM agenda.

The Deter model aims to dissuade young people from becoming entrenched offenders in the future. This target group are young people already known to the criminal justice system and are currently engaged in a youth justice intervention through the YOT. This is supported by assessments that identify additional support required to manage their risks in the community. In addition, young people with gang related risk concerns will now be included in the DETER screening and management process. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Deter\Deter strategy - revised 2012 v3.docx>.

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Caseload screening is conducted prior to the Deter meetings and will automatically identify young people who meet the initial criteria of Asset score, intervention levels, risk, offence type, etc. Once selected they will be discussed at an Initial DETER meeting and if selected the DYO Justification Form will clearly record basis of decision and will be signed by both the Police and YOT. Relevant case managers and interested parties are invited to the Deter meeting to share information and explore views on the young person's inclusion on the Deter cohort. Following this meeting the YCO will explain to the young people and their parents/carers their DETER status, followed by a letter. All DETER young people will be reviewed at the 6 weekly DETER meetings. Deter identification is currently recorded on YOIS characteristics. All DETER documents can be found at <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Deter>

11(f). Other risk categories: Civil Injunctions Order & Criminal Behaviour Orders (CBO)

The provision relating to Civil Injunctions are contained in Part 1 of the Anti-social Behaviour, Crime and Policing Act 2014 which came into force on 20 October 2014.

Civil injunctions are available in the Youth Court (sitting in its civil capacity) for a maximum duration of 12 months. They are designed to be used with young people engaged or threatening to engage in anti-social behaviour with attached requirements and prohibitions designed to prevent further anti-social behaviour. Applications can be made by a wide range of agencies, including the police, local authorities and housing providers. Before applying the agency must seek the views of the local youth offending team (YOT) and these must be recorded on file. All Civil Injunction applications and representative views of the YOT must be sanctioned by a YOT manager.

The provisions relating to the CBO are contained in Part 2 of the Anti-social Behaviour, Crime and Policing Act 2014 which came into force on 20 October 2014.

The applicant for a CBO is the CPS and is available on conviction for any criminal offence. The order is aimed at tackling the most serious and persistent offenders where their behaviour has brought them before a criminal court. CBOs include prohibitions to stop the anti-social behaviour, and may also include requirements to address the underlying causes of the offender's behaviour.

Before applying for a CBO for a youth, the views of the local youth offending team (YOT) must be sought and recorded on file. Therefore, all CBO applications and representative views of the YOT must be sanctioned by a YOT manager.

[L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Anti-social Behaviour, Crime & Police Act 2014\Antisocial Behaviour Crime and Policing Act 2014 - Practice Guidance \(2\).pdf](L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Anti-social Behaviour, Crime & Police Act 2014\Antisocial Behaviour Crime and Policing Act 2014 - Practice Guidance (2).pdf)

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11(g). Other risk categories: Gangs

Wolverhampton was one of several cities in England to receive funding under the Home Office's Ending Gang and Youth Violence (EGYV) programme in 2012/13. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Gangs\Tackling gangs youth violence.pdf>

The Government has focussed resources and efforts on gangs because of the seriously damaging effect on whole communities caused by a small group of individuals. The definition of a street gang adopted by the Government is set out in the Centre for Social Justice's 2009 report, Dying to Belong:-

'A relatively durable, predominantly street-based group of young people who:

1. See themselves (and are seen by others) as a discernible group;
2. Engage in criminal activity and violence;
3. Lay claim over territory (not necessarily geographical but can include an illegal economy territory);
4. Have some form of identifying structural feature; and
5. Are in conflict with other, similar, gangs.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Gangs\DyingtoBelongFullReport.pdf>

Group membership is a natural part of the transition to adulthood for most young people, however the context in which young people progress to becoming fully involved with a gang is still not known. Early sharing of information is the key to providing effective early help where there are emerging problems. Information about gangs is often subjective and therefore requires support from a multi-agency approach for identification and intervention. One of the challenges for this YOT is to ensure that the needs of young people are carefully considered and balanced to ensure young people are not inappropriately labelled as gang members. The key to this is ensuring that appropriate assessments and preventative input is established as early as possible.

Case Managers are required to complete a Gang Screening Form on all interventions and dependent upon outcome, and if appropriate request that the case be discussed at an Initial DETER Meeting. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Gangs\Gangs Case Management Referral Form.docx>

If selected as part of the DETER cohort they will be discussed at a 6-weekly meeting. In addition, thematic issues are discussed to raise awareness, share information, and gain an overview of associations and emerging issues across the city. Concerns about individual young people should be addressed via the YOT risk and vulnerability management process where an action plan will be formulated to address that individual's needs. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Deter>

Gang injunctions

The Crime and Security Act 2010 Act amended the Policing and Crime Act 2009 requires applicants for gang injunctions against 14-17 year olds to consult with YOTs and other partners prior to application. The legislation provides for injunctions to be made against an individual to prevent gang-related violence or gang-related drug dealing activity, or to protect an individual from gang-related violence or gang-related drug dealing activity.

As under-18 gang injunction applications will now be heard in the youth court, the YOT will be required to work with the applicant to assess risk and vulnerability for specific court appearances and undertake an advisory role to support the court, and monitor and record the outcome of proceedings.

Unless the court orders otherwise, matters will be heard at one of the 21 designated courts with facilities for special measures (e.g. security provisions, witness facilities). The local court for Wolverhampton youths will be in Birmingham.

All gang injunction applications and representative views of the YOT must be sanctioned by a manager and recorded on file. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Gangs\YJB gang injunction guidance 2015.pdf>

11(h). Other risk categories: PVE / Channel

As with the rest of the population, YOT young people and other family members can be vulnerable to the risks of extremism and being 'groomed' to support extremist causes. These causes will range from the support of extreme religious attitudes and behavior, to extremist attitudes re Animal Research and an affiliation to the range of extremist political opinion. Sometimes these concerns manifest themselves in behavior such as types of clothing (e.g. bandanas), peer associates, lifestyle, types of conversation, personal sympathies. YOT staff can be in a position to recognize these signs which often go along with social alienation, lack of strong emotional attachments, and sometimes disengagement from key universal services e.g. schools. More often than not these signs start by being noticed by workers 'soft skills'. YOT Practitioners are required to consider the Channel Vulnerability assessment framework in assessing the potential risks posed by a young person with regard to their engagement with a group, cause or ideology; intent to cause harm and capability to cause harm.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PVE\Channel - Vulnerability assessment Framework - Oct 12.pdf>

As from the 1st July 2015 YOT staff now have a **statutory** duty to have “due regard to the need to prevent people from being drawn into terrorism” as set out in the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance for England & Wales.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PVE\Prevent Duty Guidance -England Wales 2015 .pdf>

Each YOT practitioner has a responsibility to articulate and raise these concerns with colleagues and managers, either in pre-arranged Risk and Vulnerability Management meetings, supervision or on an emergency basis through the duty manager system. These concerns can be discussed through these mechanisms with a view to seeking a multi-agency ‘Channel’ panel referral at which the YOT is represented. Following discussion with a member of the YOT management team, contact can be made with the local police counter terrorism unit for a preliminary discussion after which a staff member may be asked to fill in a Channel referral form outlining the concerns.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PVE\Extremism Concerns Safeguarding Reporting Form.doc> |

It is nearly always preferable that the sharing of these concerns has been raised with the service user first but it is recognized that sometimes this may not be possible. Whilst Channel Panel is able to offer some dedicated resource response in specific situations, YOT/YISP may also be asked to be part of the response to a Channel intervention, both for those referred by YOT but also those referred from elsewhere. It will always be important to ensure that there is a multiagency response and communication in these situations and liaison with CYP will be crucial to ensure ongoing support.

12. Vulnerability

YJB definition of Vulnerability states that it is “the risk that a young person might be harmed in some way, either through their own behaviour or because of the actions or omissions of others” with the below classifications:

Low Risk of vulnerability	There is currently no evidence to indicate any specific concern about the young person experiencing harm. Monitor and review in line with assessment guidance
Medium Risk of vulnerability	Some specific vulnerability is identified. Address as part of normal case management and supervision process. May require involvement of other agencies or people in line with Early Help Assessment (Previously CAF)/lead professional arrangements. VMP required. Issue no 002310715

High Risk of vulnerability	Clear indication of specific vulnerability, requiring attention in the near future. May require involvement of other agencies or people in line with Common Assessment (CAF)/lead professional arrangements. Will require additional monitoring and supervision (Oversight by middle/senior management) VMP required.
Very High Risk of vulnerability	Statutory thresholds (safeguarding) have been met and require immediate action in line with local Safeguarding procedures to prevent imminent harm to the young person. Will require immediate action and likely to involve multi-agency approach. VMP required.

ASSET and ONSET Vulnerability sections bring together all the available information to provide a detailed analysis to determine the young person's level of vulnerability. A YOT vulnerability checklist is available to assist on <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\YOT Vulnerability Checklist.docx>

13. Vulnerability Management Plan (VMP)

In line with Nationals Standards a VMP must be completed and reviewed on all YOT interventions screened by ASSET or ONSET assessed as Medium or above. All VMP's must be countersigned by the authors Line Manager.

When completing this plan the case manager should consider:

- draw upon a comprehensive range of sources of information;
- be clear as to how any Safeguarding concerns will be managed;
- involve intervention by external agencies where appropriate;
- be shared with and agreed by all who feature in it;
- stipulate SMART and outcome oriented actions;
- be shared with the child or young person and, where possible, agreed by them.
- include protective factors with a view to consolidating these.

14. Safeguarding & CYP Referrals

Safeguarding children is everyone's responsibility and is the action we take to promote the welfare of children and protect them from harm. Everyone who comes into contact with children and families has this statutory responsibility. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\Working Together 2013.pdf> Issue no 001200415

The Childrens' Act 1989 and 2004 places a duty on all key agencies to co-operate to improve the well-being of children and to safeguard and promote their welfare. Wolverhampton Safeguarding Children's Board (WSCB) is a multiagency forum for developing, monitoring and reviewing safeguarding policies and practice and for preventing the impairment of children's health or development. Its on-line tool provides the statutory procedures to ensure effective inter-agency communication and safeguarding practice and to provide a framework within which safeguarding decisions may be made. Full WSCB framework and guidance available on: <http://wolverhamptonscb.proceduresonline.com>

Wolverhampton YOT is committed to working to safeguard children who are suffering or are at risk of suffering significant harm, recognising the importance of information sharing as a crucial element of keeping children safe. Clear and accurate recording on YOIS must be understood as an essential part of the accountability of all staff in the identification and management of any safeguarding issues.

14(a) Identification of Children in Need of Protection

There are no absolute criteria for establishing significant harm but the Framework for the Assessment of Children in Need and their Families provide the basis for the systematic assessment by CYP with the 3 domains of child development; parental capacity; wider family and environmental factors. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\Framework for the assessment of children in need and their families.pdf> Definitions of child abuse include physical abuse; emotional abuse; sexual abuse and neglect.

Safeguarding practice within the YOT will embed a culture of professional curiosity to identify any children at risk of significant harm. If any practitioner has any concerns about **any** child they come into contact with they **must immediately** in the first instance discuss it with their line manager or if not available the duty manager. These discussions and agreed outcomes must be recorded on YOIS. If the child is identified as being in need of protection an immediate referral must be made to CYP Referral HUB. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Children Young People and Families Policy\CYPF Referral Policy - 2015.pdf> using the Multi-agency referral form (MARF)

[L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\Multi-Agency For Referrals To Children Services \(MARF\).doc](L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\Multi-Agency For Referrals To Children Services (MARF).doc) Full details of the subsequent Child Protection process are available on <http://wolverhamptonscb.proceduresonline.com>

14(b).Referring a Child that is thought to be in Need

Section 17 of the Children Act 1989 places a general duty on every Local Authority to safeguard and promote the welfare of children who are in need within their area. "In need" has been defined as being unlikely to achieve or maintain a reasonable standard of health or development or these being significantly impaired or further impaired without the provision of services. CYP Referral policy states that the potential referrer should have first considered identifying services to support the child and families, utilising a Team around the Child (TAC) approach. If following attempts to support the child concerns are heightened or escalated, especially at the end of a YOT intervention a discussion must take place initial with Line Manager and either the Social Work Unit or Referral Hub to agree whether a referral would be appropriate for assessment.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Children Young People and Families Policy\CYPF Social Work Assessments Poliicy 2015.pdf>

14(c). Multi-Agency Escalation Policy

There may be occasions when professionals have concerns in relation to progress (or the lack of) against the child's plan; irrespective of whether the plan is one of 'early help' (Early Help Assessment , previously known as CAF); child in need; child protection or a looked after care plan. It would be expected that in the majority of cases such concerns would be addressed and resolved, through informal challenge between professionals involved in supporting the child and their family. Where this does not result in improved outcomes for the child, professionals should consider utilising this policy to escalate concerns.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\WSCB - Multiagency Escalation Policy - 2015.pdf>

14(d).Other CYP referrals:

WSCB has produced a Wolverhampton Threshold Policy which has been envisaged will assist all those involved in making decisions and judgements about eligibility and interventions for children. It contains guidance and tools for all agencies involved in working with vulnerable young people. Full document available on <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding\WCSB Threshold Policy - 2015.pdf>

15(a). Other vulnerability categories: CSE and Missing Young People

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE>

Child sexual exploitation (CSE) is one type of abuse in which children are sexually exploited for money, power or status. WSCB has set up an operational Child Sexual Exploitation & Missing Group (CMOG) panel and a strategic SEMT committee. The purpose of this is to gain an overview of sexual exploitation across the city, monitor concerns, review progress and implement disruption techniques. Issue no 002310715

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\CSE Guidance.doc> Wolverhampton YOT is represented at both the operational CMOG panel and strategic SEMT committee.

Should you have a concern about a young person considered vulnerable to CSE, you will be required to complete the CSE screening tool <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\CSE screening tool 2014.docx> . Once the Screening Tool has been completed it must be sent to <CandFCentralReferral@wolverhampton.gov.uk> . If assessed as appropriate a CYP social worker will be required to complete the more in-depth NWG risk assessment tool. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\NWG risk assessment tool.docx>

Following the outcome of the NWG assessment and if an individual is identified as being vulnerable to CSE a MASE (Multi-agency Sexual Exploitation) meeting will be convened and chaired by the CSE co-ordinator. An individual action plan will be formulated to address the concerns. Information is then reported back to the operational CMOG panel. Alignment of MASE meetings with any other statutory meeting needs to be considered.

Whilst there is a clear focus on protecting children, the police also have a responsibility to disrupt the perpetrators. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\CSE disrupton toolkit.docx> The information sharing tool allows practitioners or others to submit information about potential perpetrators securely to West Midlands Police via: fib@west-midlands.pnn.police.uk <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\Police CSE intelligence referral.docx>

For further information on CSE and the regional CSE Framework please refer to the professionals section on the link: <http://www.seeme-hearme.org.uk>

Missing Young People

Dfe published “statutory guidance on children who run away or go missing from home or care”, which requires that a young person must be offered an independent return interview within 72 hours of being found with the purpose to identify risk factors and try to prevent further missing episodes. Information on missing episodes will be sent to the Safeguarding team from the police. The Safeguarding Service will check to see if they are known to Social Care and the Missing Coordinator checks YOIS/UMIS to ascertain YOT involvement. The missing coordinator will contact the appropriate Early Help Locality Manager to allocate the Return interview. Once completed a copy of the Missing Return Interview Form will be sent to the allocated worker. The Missing coordinator will also collate the number of interviews conducted and report back to the operational CMOG panel.

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\Statutory Guidance - Missing from care 3 .pdf>

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\Missing Policy - Draft.docx>

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE\Return Interview Sheet.docx>

15(b). Other vulnerability categories: MARAC (Domestic Violence)

Wolverhampton MARAC objectives are to share information to increase the safety, health and well-being of victims-adults and their children. The purpose of the MARAC committee is to make the strategic connection between the victim/survivor of domestic abuse and public protection mechanisms within the multi-agency resources of Wolverhampton

The Association of Police Chief Officers (ACPO) defines domestic abuse as:

- Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults aged 18 or over, who are or have been intimate partners or family members regardless of gender and sexuality.
- West Midlands Police also use the DASH risk assessment tool for 16 and 17 year olds who are or who have been intimate partners.

Brief summary of MARAC process

Risk Assessment – The first formal risk assessment should be carried out by the Lead Agency receiving the initial disclosure of domestic violence.

- The Referral Process – All agencies to use standard referral form (see guidance)
- MARAC Meetings & Information Sharing – Shared information should only be used for official MARAC purposes, and cannot be used for any other purpose without authorised approval.
- Case closure

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MARAC\Overarching DV Protocol and Guidance.pdf>

16. Community Safeguarding and Public Protection Incidents (CSPPI)

<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI>

When a safeguarding or public protection incident occurs at Wolverhampton YOT the learning of its causes and the identification of the key areas of improvement is paramount. It is therefore essential that the YJB is notified, along with WSCB. Issue no

002310715

Mandatory Notifications

Safeguarding	Public Protection
If a young person is under supervision ¹ of the YOT or 20 days post supervision of the YOT <i>and</i> is subject to, or is charged with committing one of the following safeguarding or public protection incidents, it is mandatory to notify the YJB.	Young person is charged with:
Death of a young person	Murder/Manslaughter
Attempted suicide (for advice on how to identify an attempted suicide see Appendix A)	Rape
Victim of rape (where a formal allegation is made to the police) ³	A MAPPA serious further offence when the young person is already subject to MAPPA

Discretionary Notifications:

The revised procedures allow for notifications that are outside the mandatory notification policy. If a young person is under supervision² of the YOT or 20 days post supervision of the YOT and is subject to, or commits one of the following safeguarding or public protection incidents, the YOT (with advice and support from the YJB) should consider carefully whether to notify the YJB.

Safeguarding	Public Protection
Victim of sexual abuse/exploitation	MAPPA serious offence category (click here for MAPPA guidance)
Victim of serious physical/emotional abuse	
Serious self-harm	

Following notification the CSPPI process must be followed as set out in the YOT Standard Operating Procedures. [L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI\Community Safeguarding and Public Protection Incidents \(CSPPI\) - YOT Standard Operating Procedures1.pdf](L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI\Community Safeguarding and Public Protection Incidents (CSPPI) - YOT Standard Operating Procedures1.pdf) A YOT manager will be identified to complete the Critical Learning Review (CLR) and all appropriate practitioners involved with the case will be required to participate in the process. For cases which have CYP involvement the appropriate manager will undertake their own enquiries and contribute to the CLR. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI\Critical Learning Review - Proforma.docx>

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<L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI\CSPPI Critical Learning Review Guide1.pdf>

The YJB/YOT should jointly decide if the CLR is sufficient in meeting the investigative needs of this incident. If it is insufficient an Extended Learning Review (ELR) should be completed. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI\Extended Learning review.doc>

The learning from the CLR will be recorded on an Action Plan will be shared with all staff and presented at the WSCB Serious Case review subcommittee to provide external scrutiny and monitoring. Progress against the Action Plans will be monitored through YOT Management Meetings and reported to the WSCB Serious Case review subcommittee.

17. Transition to Adulthood T2A

This is the transfer process between YOT and the adult services (National Probation Service (NPS) and/or Community Rehabilitation Contractors (CRC) the protocol is currently being revised. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\T2A\T2A protocol.pdf>

18. Working with the Secure Estate : Risk and well-being Management: Resettlement and Desistance.

Some of the key principles to inform effective practice that have emerged from the research and practice literature include the following to manage risk, enhance resettlement and support the process of desistance from offending (Bateman, Hazel, & Wright, 2013):

- Continuous service: ensuring there is a continuous service between custody and community.
- Preparation for release: ensuring that preparation for release begins at the point of entering custody.
- Supporting the key transition period at release: as well as providing an opportunity for positive engagement, the period of release can be traumatic, disorienting with risk of reoffending high in many cases.
- Engagement in the resettlement process.
- Co-ordinating services with multiple stakeholders: This is crucial to managing risk and in meeting the complex needs of vulnerable young people.

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18(a). Managing Risk – The Scaled Approach - DTO & Sec 90/91 Risk and Resettlement.

At the point of entry into the secure estate, the YOT will arrange a resettlement meeting, inviting key professionals to begin the process of resettlement, which will inform the 10 day Initial Planning meeting in custody. At the end of the sentence, prior to the final review in custody, the YOT will arrange a final resettlement meeting to inform the custody planning meeting of proposed licence conditions and risk management arrangements. These meetings will be recorded on Action Recording templates. <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Wolverhampton Risk & Vulnerability Action Recording Templates> Risk management will be assessed in accordance with the scaled approach and reviewed in the resettlement meetings using THE RESETTLEMENT INITIAL AND REVIEW TEMPLATE AND MAPPA SCREENING FORMS WHERE REQUIRED.

With regard to MAPPA agreement will be made at this meeting to determine whether the case can be managed at Level 1, single agency, or if it needs to be referred to Level 2 or Level 3. See below for MAPPA guidance in detail. <http://www.justice.gov.uk/downloads/offenders/mappa/mappa-guidance-2012-part1.pdf>

18(b). Court.

The process for managing risk and vulnerability for custodial and licence sentences is facilitated through a range of assessment documents, that are used by the YOT in partnership with the secure estate to ensure up-to-date assessment information informs all stages of the custody and licence process. The first stage involves using the Placement Alert Form (PAL), the Post Court Report (PCR) and the Asset Core Profile or Bail Asset when a young person has received a custodial sentence or is placed on remand, which is sent to the YJB Placements Team. See link for more detail.

Guidance for placing young people in custody: <https://www.gov.uk/placing-young-people-in-custody-guide-for-youth-justice-practitioners>

18(c).Custody - DTO & Section 90/01

In custody, working in partnership with the YOT, a range of eAsset documents are used to manage risk and to plan interventions, review plans and prepare for release. See link for detail of forms:

<http://webarchive.nationalarchives.gov.uk/20140715125548/http://www.justice.gov.uk/youth-justice/case-management-and-sentence-planning>

18(d). Sentence Planning & Resettlement Escalation Policy

In cases where it is not possible to resolve any specific issues, for instance where the YOT or secure estate case managers are unable to provide specific interventions, there is a process of escalation that can be considered by both parties to resolve any issues and guidance can be found within the case management and sentence planning link.

The link below provides specific guidance on completing the sentence planning forms:

http://www.stsvos.org/_docs/Sentence%20Planning%20Forms%20Guidance.pdf

18(e). National Standards for review meetings in custody

Details of National standard 9, planning and delivering interventions in custody and resettlement into the community can be accessed in the link below:

<https://www.gov.uk/government/publications/national-standards-for-youth-justice-services>

18(f). Request for placement Change

There may be cases which require a placement review and request for a move to a different secure establishment as a result of ongoing risk or vulnerability. The YJB Placement Review Process link below describes the principles and process under which the YJB Placement Service will review a request for a placement move and arrange a transfer where approved.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/319984/placement-review-process.pdf

18(g). Custody – Indeterminate Sentences

For young people serving indeterminate sentences, there are additional forms in use which can be found on the link below:

<http://webarchive.nationalarchives.gov.uk/20140715125548/http://www.justice.gov.uk/youth-justice/case-management-and-sentence-planning>

18(h). Requesting additional licence conditions including ISS

<https://www.gov.uk/government/publications/request-additional-licence-conditions>

18(i). Pathways to effective resettlement.

The YOT employs the 7 Pathways to effective resettlement, see link below, which provide a framework to support resettlement, to reduce risk by building on human and social capital which will support a desistance process:

https://whitehall-admin.production.alpha.gov.co.uk/government/uploads/system/uploads/attachment_data/file/363910/Section_7_annex_Pathways_to_Resettlement_v2_0_final.pdf

19 Hyperlinks index:

All documents hyperlinked can also be accessed through Shared Work – Risk & Vulnerability Management Guidance 2015 folder saved in the Source Document Folder.

Acronyms: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Acronyms>

ASSET: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\ASSET>

ASSETplus: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\ASSETPlus>

CYPF: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Children Young People and Families Policy>

CSE: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSE>

CSPPI: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\CSPPI>

Dangerousness: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Dangerousness>

Desistence: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Desistence>

Deter: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Deter>

Gangs: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Gangs>

Harmful Sexual Behaviour: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Harmful Sexual Behaviour>

MAPPA: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MAPPA>

MARAC: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\MARAC>

National Standards 2013: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\National Standards 2013>

Out of Court Disposals: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Out of Court Disposals>

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PPRC: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PPRC>

PVE: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\PVE>

Restorative Justice: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Restorative Justice>

Safeguarding: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Safeguarding>

Secure Estate: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\Secure Estate>

T2A: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\T2A>

YJB Case Management Guidance 2014: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB Case Management Guidance - 2014>

YJB ONSET – Full Guidance April 2014: <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB ONSET - Full Guidance April 2014>

YJB ASSET – Full Guidance April 2014 (zip) <L:\Childrens\CH-YO\ShareWork\Risk & Vulnerability Management Guidance 2015\Source Documents\YJB ASSET - Full Guidance April 2014.zip>

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[NOT PROTECTIVELY MARKED]

- YOT policy/procedures for the management oversight of practice
[Please see information provided on the next page.](#)



WOLVERHAMPTON YOUTH OFFENDING TEAM MANAGEMENT OVERSIGHT

1. DAY TO DAY OVERSIGHT

The YOT has a duty management system which is fully rotad for both core hours and for scheduled work out of core hours. This provides free access for practitioners to escalate concerns to a manager to discuss immediate case management issues such as Safeguarding, Public Protection, Compliance, further offending, engagement issues and behaviour management.

2. SUPERVISION

- 1.1 Formal supervision is provided for all staff grades. This is the opportunity for the oversight of cases, in depth on a dip sample and escalation basis.
- 1.2 There is also the opportunity for reflective supervision when events and judgements that have occurred in a case will be reviewed with a view to learning and shaping future practice.
- 1.3 Issues raise in supervision will be utilised to inform appraisal judgements and individual workforce development targets.
- 1.4 Key supervision discussions and guidance will be recorded on the software database under 'Key Processes', 'Management Observations' and Case Diary entries.

3. RISK and VULNERABILITY

The YOT risk and Vulnerability document clearly sets out the role of management oversight in all key areas of risk including Safeguarding, Risk of offending, Deter, Gangs, MAPPA, PREVENT, CSE/MASE, Children Missing.

4. ESCALATION POLICY

Within the YOT all staff are aware that any significant disagreement re risk and vulnerability judgements can be escalated to the Senior Operational Manager and/or Head of Service. This does not undermine the WSCB Escalation Policy which is accessible to all staff.

[NOT PROTECTIVELY MARKED]

- YOT Quality Assurance (QA) procedure for casework and court reports
[Please see information provided on the next page.](#)

Wolverhampton Youth Offending Team



QUALITY ASSURANCE FRAMEWORK

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1.0 INTRODUCTION

- 1.1 This Quality Assurance Framework is intended to drive improved outcomes for some of the most vulnerable children and young people who are service users of the Wolverhampton Youth Offending Team (YOT).
- 1.2 Everyone who works within YOT has an important contribution to make to ensure we provide support and oversight to children and young people, their victims and carers in order to achieve the best possible outcomes.
- 1.3 Practitioner staff from all partner organisations, administration staff, operational managers and strategic managers can all impact on the quality of services and outcomes for service users.
- 1.4 A key part of Quality Assurance is practice and a culture that strives to learn from the experience of delivering services and from the views of our service users. We can also learn much from data which identifies trends and outcomes. There is much to learn from good outcomes but also from situations where outcomes were less positive. This learning and information will be used to in the ongoing drive for continuous improvement in services and outcomes.
- 1.5 A whole system approach towards organisational competence which includes support, mentoring, supervision, audit, appraisal, training and developmental opportunities will assist the ambition to learn and improve standards and outcomes.

2.0 QUALITY ASSURANCE FRAMEWORK PRINCIPLES

- 2.1 The quality assurance framework is underpinned by a series of principles:
 - Quality must relate to service-user experience and outcomes.
 - Quality can always be improved.
 - Every member of staff at all levels of responsibility and YOT volunteers have a role to play in improving quality
 - All staff must be flexible in response to the changing needs and choices of service users
 - Quality outcomes and improvements are most likely to occur when staffs are skilled, enthusiastic and resourceful.
 - Quality assurance will be planned into all new services to ensure we strive for excellence from the start
 - Key Policies, Procedures and Standards will be in place so staff can understand and have access to the requirements of delivery.
 - We can always learn from data and our experience of working face to face with our service users.

3.0 THE ROLE OF FRONT LINE YOT STAFF IN SUPPORTING QUALITY ASSURANCE

- 3.1 Front line YOT staff should use the cycle of assessment, planning, delivery, reflection, audit and 'lessons learned' to continuously review the quality of the services offered
- 3.2 Frontline staff should access the Duty Management system to assist their decision making particularly in respect of immediate risk factors including Safeguarding, Public Protection, Compliance, and Reoffending.
- 3.3 Structured reflection and oversight is available to frontline staff through the supervision, audit and appraisal system.
- 3.4 Team and themed meetings will provide information and reflection in respect of trends and issues with a view to improving the quality of services.
- 3.5 Front line staff are expected to actively participate in feedback, reflection and learning opportunities so that a continuous approach is adopted in respect of improvement and development.
- 3.6 It is recognised that engagement and interpersonal skills are a key aspect of front line service delivery and that these should be subject to Quality Assurance processes. Induction, shadowing, observed practice and service user feedback are vital to support the quality improvement cycle.
- 3.7 Wolverhampton YOT case audit process includes the involvement of case management staff so that they can 'own' the process, understand the tasks and help progress any learning and improvement.

4.0 THE ROLE OF BUSINESS AND ADMINISTRATION STAFF IN SUPPORTING QUALITY ASSURANCE

- 4.1 Strong administration and Business Intelligence support to the YOT is vital to support the Quality Assurance process.
- 4.2 Accuracy and interrogation of data has a key role to play in informing Quality Assurance processes.
- 4.3 Business and administration staff understand that accuracy, efficiency and attention to detail in all administrative task play a vital role in the development of sound Quality Assurance.
- 4.4 The YOT reception area including telephone and personal greeting is a source of key information that can inform future quality improvements.

5.0 THE ROLE OF OPERATIONAL MANAGEMENT IN SUPPORTING QUALITY ASSURANCE PRACTICE STANDARDS

- 5.1 The Operational Management team has a key role to play in Quality Assurance processes ensuring legislation and YJB guidance is adhered to and interpreted appropriately.
- 5.2 The Duty Management rota ensures that oversight and support is available to staff for immediate guidance.
- 5.3 The Operational Management Team will lead on in-house quality assurance – immediate management oversight, supervision, reflective supervision, audit, evaluation feedback and action planning.

- 5.4 The YOT Management group also participate in cross service file audits and table top discussions within the Children's partnership.

6.0 THE ROLE OF STRATEGIC LEADERSHIP IN QUALITY ASSURANCE

- 6.1 The YOT Head of Service is managed as part of the Children and Young People Directorate in City of Wolverhampton Council (CWC) . As such the YOT is part of the wider Childrens Services arrangements for Quality Assurance in addition to the within-YOT processes. The YOT is integral to the CWC CYP Procedures including Workforce Development, Quality Assurance and staff have access to training and staff briefings that further this integration.
- 6.2 The YOT Management Board receives feedback on Performance and Quality Assurance processes to ensure that learning is embedded at all tiers of responsibility and that work is commissioned to develop services, and action planning is monitored.
- 6.3 YOT audit action planning is also monitored through the CYP Directorate Management Team.

7.0 THE YOT QUALITY ASSURANCE FRAMEWORK AND COMPONENTS

- 7.1 Detailed and analytical quarterly performance information is produced for discussion at all tiers of responsibility. Trends and concerns are noted and actioned for development.
- 7.2 The YOT works within the Policies and procedures of Wolverhampton Safeguarding Board, Children and Families Policies and Procedures, Youth Justice Legislation and Youth Justice Board National Standards. The comprehensive YOT Risk and Vulnerability policy provides a 'one stop shop' to access relevant policies and procedures which underpin YOT practice.

7.3 DATA and PERFORMANCE

Regular quarterly performance data is prepared and circulated at Strategic and Operational level. Trends and factors are discussed and analysed at YOT Management Board and within team meetings. This is used to task action planning and future practice.

7.4 GATEKEEPING OF REPORTS

- 7.4.1 All Court and Referral Order reports are subject to gatekeeping processes. The gatekeeping process is applied to the actual report, but also to the ASSET and associated documents that have informed the preparation of the report. There is a gatekeeping template that is completed and shared with the practitioner in order that reflection and learning can take place.
- 7.4.2 The majority of Court reports, specifically those where a child's liberty is being addressed are gatekept within the management team. Practitioners also participate in gatekeeping, particularly in respect of Referral Order reports and

this helps embed a learning cycle of review oversight and learning across the staff team.

- 7.4.3 When a custodial sentence is imposed this outcome is reviewed for any lessons learned about future improvement of quality in respect of the report or recommendations/interventions outlined.

7.5 SUPERVISION AND APPRAISAL

- 7.5.1 YOT supervision works to the guidance within Children and Young People Directorate. All staff receives regular supervision which involves dip sampling of cases with a view to review and development. In addition to these overseeing processes, opportunities are sought within the supervision for 'Munroe' type reflection where learning and issues can be discussed with a view to improving future practice.
- 7.5.2 All CWC staff are subject to the Corporate Appraisal process with associated Workforce Development
- 7.5.3 All seconded practitioners from YOT partners received supervision within the YOT. Where appropriate 'clinical' supervision is provided by the seconding agency. Three way meetings between the seconding manager and the YOT manager occur at minimum three times per year.

8.0 YOT AUDIT

- 8.1.1 The YOT has now embedded a process of caseload audit at least three times per year where a themed or current caseload sample is audited by the whole management group as an away day(s) exercise. Case managers are invited to be present for at least one of their own case audits in order that they 'own' and understand the process. Feedback for learning is provided at case manager team meetings
- 8.1.2 YJB prescribed National Standards audits are also undertaken at required intervals

8.2 YOT ACTION PLANNING

At any time the YOT will have a number of action plans relating to key delivery areas or areas of underperformance. These action plans are monitored at Children and Families Management Team and also at YOT Management Board.

8.3 OBSERVED PRACTICE

Quality Assurance is not just about electronic systems and paper. The YOT management team will seek opportunities to observe practice and provide feedback on engagement and style.

8.4 SERVICE USER FEEDBACK

- 8.4.1 Service user feedback provided via the Viewpoint system will be utilised to shape practice

8.4.2 Key individual documents such as 'What do you Think'? And Learning Styles Questionnaire all provide feedback and guidance as to the approach required in face to face work with young people.

9.0. STAFF FEEDBACK

9.1 YOT staff are regularly invited to feedback their views on quality and future practice within team meetings and supervision

9.2 Children and Families Directorate offer Staff briefings and Social Work Conference to derive feedback, inform on developments and drive improvements.

9.3 The Strategic Director, People has a regular dialogue with staff in Specialist Children's Services through:

- Visits to meet front-line staff and managers ('Back to the Floor')
- Meeting with new staff as part of their induction
- Engagement via the Director's blog
- Regular communication via the Director's Brief

10.0 WOLVERHAMPTON SAFEGUARDING CHILDREN'S BOARD (WSCB)

10.1 The YOT Head of Service is a member of the WSCB Serious Case Review Sub Group that oversees all serious incidents, SCRs, SILP and table top reviews. YJB Community Safeguarding and Public Protection Incidents are reported and reviewed by WSCB SCR panel.

10.2 The YOT participates in WSCB Multiagency Case File Audits where appropriate

11.0 COMPLAINTS AND COMPLIMENTS

11.1 The YOT participates in the CWC Complaints and Compliments processes. Lessons learned are cascaded back. This function is provided under Regulation 13 of the Children Act 1989. The complaints manager monitors the complaints system and will raise issues requiring immediate attention with the relevant manager.

11.2 The complaints manager attends the Children and Young People Services Management Team Meeting on a quarterly basis to feedback emerging themes and to report on learning from complaints and how this can contribute to the improvement cycle.

11.3 An annual complaints report is produced and this is required to be distributed to staff, relevant local authority committees and made available to Children and Young People Management Team and the People Leadership Team. In addition, there is further external scrutiny of complaints via the Local

Government Ombudsman and through stages 2 and 3 of the statutory complaints process

12.0 WORKFORCE DEVELOPMENT

- 12.1 The YOT Workforce development plan is informed by staff appraisal and current developments within Children and Young People Services and across the partnership
- 12.2 In respect of Social workers Wolverhampton invests heavily in an ongoing training and development programme for professional social workers to support continuous professional development. Programmes include the ASYE programme; Advanced Practitioner development; Manager Development programme.
- 12.3 The People Directorate has established a Social Work Development Board; A partnership between social work managers, practitioners, workforce development, HR and union officials which builds on Social Work Taskforce and Munro report recommendations ensuring that Social Workers are properly supported and understand the high expectations of their practice.
- 12.4 YOT partnership away days and training are provided on a cross disciplinary basis to ensure that all staff have the opportunity to develop their practice and thinking in their work context.
- 12.5 Partnership staff also undertakes the bespoke training required by their seconding agency in order to sustain professional registrations, CPD etc.

13.0 STATUTORY INSPECTIONS

- 13.1 Her Majesty's Inspectorate of Probation has the lead responsibility for the Inspection of YOTs along with CQC, OFSTED, HMIC and YOT partnerships. There are a variety of types of inspection regime, the criteria for which are under regular review. YOT Inspection provides the most comprehensive form of Quality Assurance review.
- 13.2 All Inspection outcomes will require action planning to drive quality improvement. This action plan will be reviewed at
- Children and Young People Management team
 - YOT Management Board
 - WSCB Quality Assurance sub group.

- Current (or most recent) YOT business plan (Youth Justice Plan), improvement plans and most recent updates

The Council considers that some of requested information is caught by the exemption to disclosure contained in Section 1(1) of the Data Protection Act 1998 ("DPA") as:

"data which relate to a living individual who can be identified - (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual"

The Council thus considers that the requested information is caught by the exemption to disclosure contained in Section 40 (1) of the Act, which prohibits disclosure of a requester own personal information under the Act.

To explain further, a disclosure made under the provisions of FOI is judged to be a disclosure to the wider world and here the Council must consider disclosure of personal information in line with the provisions of the DPA.

In this instance it is judged that the personal information relating to profile breakdown would not be disclosed to the world-at-large.



WOLVERHAMPTON YOUTH OFFENDING TEAM

YOUTH JUSTICE PLAN 2015-2017

Introduction

The aim of the Youth Justice system is to prevent offending and reoffending. Multiagency Youth Offending Teams (YOT's) comprise staff from partner organisations who work together in co-location to improve outcomes for children and young people and enhance the safety of the community. This plan sets out how Youth Justice Services are provided and resourced in Wolverhampton which has a strong track record of delivery and improvement against government targets.

During 2014/15 the YOT worked with 286 young offenders who had committed 543 offences. In addition the YOT is aware of the increasing number of Community Resolutions issued and in 2014/15 there are 260 of these outcomes recorded. The local YOT partnership is working to widen our ability to offer responses to those young people on the cusp of the more formal Youth Justice system.

Within Wolverhampton, the last year has presented significant challenges for all partners involved in delivering Youth Justice Services given the widespread austerity programme and reduction in resourcing. The local YOT partnership has worked hard to try to ensure that frontline services are sustained to the high quality that produces better quality outcomes. In June 2015 the local YOT Management Board was able to sign off our previous costed Youth Justice Plan and noted the following achievements:

- In respect of reoffending rates, Wolverhampton sustains a good level of performance against national comparators, with both the binary and frequency rates being ahead of national average.
- The number of young people entering the Youth Justice System has not increased and previous significant reductions have been sustained.
- The number of young people in Wolverhampton receiving custodial sentences is very low, and the local YOT Management Board is satisfied that those who are within the Secure Estate received proportionate sentences appropriate for their own safety and that of the Community.
- Efforts to improve service user participation in shaping our services is progressing and we now have an electronic feedback system in place that young people can utilise to routinely share their feedback with us.
- The Youth Justice Board National Standard audit demonstrated a very high level of compliance with standards of work particularly with young people subject to Community Sentences and this YOT was commended for its performance.

- The YOT has been a key player both strategically and operationally in the delivery of our 'Troubled Families' programme contributing to the successful completion of the Phase One programme.
- Working with partners in Children' Social Care, the YOT has piloted the 'Supporting Adolescents in Families'
- The YOT has continued to respond to the growing need for diversionary schemes to constructively occupy young people and provide positive choices. In the last year we have progressed a bike project involving both cycling and maintenance, a music Arts College summer programme and a healthy lifestyles programme including cooking and preparing food.
- The YOT has refreshed and re-designed its 'Risk and Vulnerability Strategy and Policy' to ensure it is fit for modern purpose and addresses current features of concern including the PREVENT agenda and Child Sexual Exploitation. The document has been commended by the Youth Justice Board for providing a comprehensive yet accessible approach.
- The YOT contributed to the Regional approach to reviewing Restorative Justice delivery. Locally we are improving the diversity of its Indirect Reparation offer but also looking to improve the number of face to face victim/offender encounters.
- The YOT has greatly improved its performance in respect of ensuring documents necessary to safeguard young people entering the Secure Estate are transmitted in a timely and appropriate manner.
- Staff training has focussed on key challenges including Learning from Serious Case Reviews, PREVENT, Restorative conferencing, work with Harmful Sexual Behaviour, training students and management.
- As part of our membership of the local Children's Safeguarding Board, the YOT completed a Section 11 Audit with an accompanying action plan against which we have achieved our milestones.
- The YOT has also utilised the findings from a recent Thematic Inspection into Resettlement to inform the development of our work with the Secure Estate and to improve our National Standards of delivery.
- The YOT has been instrumental in the development of a multiagency Youth Crime Prevention group which has facilitated for this summer a joined up approach to funding and oversight of a summer programme of activities.

Overall, 2014/15 was a successful year of delivery within the YOT despite the challenges within the public sector.

Structure and governance

Under statute, a local YOT is accountable to a YOT Management Board who oversee and scrutinise the work of YOT's. Over the last year there have been significant personnel and organisational changes for most within our local partnership. In this context it has been necessary to refresh and revisit the functioning of our YOT Management Board, ensuring it is fit for purpose.

The local YMB meets at least quarterly and regularly receives performance and financial reporting in respect of the YOT. In addition 'spotlight reporting' focusses on different but particular areas of practice to give strategic partners insight into the detail and reality behind the work. The YJB local Adviser is an Observer member of the Board and provides feedback to the partnership in respect of compliance with grant requirements such as secure estate placement information and National Standards and regional or national trends in Youth Justice that should shape and inform decision making in addition to our local intelligence. Following the reconfiguration of various key YOT partnership organisations the YMB representation is being refreshed to ensure the range of interest and expertise available to oversee our Youth Justice services is the best possible. The current Chair of the Board is our local Police Superintendent which also reinforces the partnership approach to our work.

This Youth Justice Plan and the work of the YMB reports to our wider Safer Wolverhampton Partnership which will also offer governance and oversight in line with the requirements of the Crime and Disorder Act 1998. In addition the YOT Head of Service is a full member of our local Safeguarding Children's Board which ensures that the vulnerabilities of our population are also represented within that partnership. The WSCB also provides a 'critical friend' oversight to any of our YJB commissioned Community Learning Reviews that are utilised to reflect incidents of concern.

For Business purpose the YOT is located within the Children and Family Directorate of Wolverhampton City Council which places our work within the wider services for vulnerable children. The significant representation of the LAC population within our YOT cohort also requires us to work very closely with colleague services to improve outcomes for our most vulnerable young people.

Partnership Arrangements

The YOT is well placed within Children's Services, our Safer Partnership and Safeguarding Board to ensure that wider strategic drive reflects the needs of young offenders. There are a variety of key documents and partnership fora within our local partnership which assist drive the work of the YOT:

- Local Police and Crime Plan
- Wolverhampton Children and Young People's Plan
- Wolverhampton City Council Corporate Plan
- The Safer Wolverhampton Partnership
- Children's Trust Board
- Strengthening Families Board
- Wolverhampton Safeguarding Children's Board

The YOT also leads in the local youth Multiagency Public Protection Arrangements (MAPPA) targeting those young people who have the potential to cause the most harm in our community. We have also worked alongside WSCB to refresh the arrangements in respect of those posing a risk to children (PPRC) and ensure that the right young people are identified for targeted intervention.

As the partnership strives to continue to sustain our progress in respect of minimising the number of First Time Entrants to Youth Justice, we are currently developing our delivery arrangements with the local Voluntary Sector so that we can target those young people of concern to the Police who receive Community Resolutions where youth violence and/or substance misuse are a feature of their wrongdoing. A strong partnership approach is being piloted to target these young people to ensure their risk factors are addressed in a proportionate but accessible way. It is hoped that by providing a wider partnership commissioned approach, we can ensure improved relevance and delivery to our whole population and encourage young people from ethnic minorities to engage with our services at a much earlier stage.

Since April 2015, the local YOT has taken on the management and oversight of Bilston Junior Attendance Centre. As the service is reviewed and modernised, we have been pleased that our local College, with whom we already have a strong relationship is

looking to provide some specialist activity that can contribute to our plans for a programme for which young people can achieve accreditation.

A key area of concern and development for the partnership is the step down from our statutory services to ensure that at the end of their court orders, any unmet needs of young people are addressed to avoid the 'revolving door' of re-entering the Youth Justice system. The close links with Early Help Services and Targeted Youth Support (TYS) workers will be utilised to ensure this process occurs in the community where young people live.

Wolverhampton is moving into Phase 2 of our 'Troubled Families' / Families in Focus work. The YOT has been a provider for Troubled Families and is well placed to ensure that this becomes much more of 'business as usual' work and a 'whole family' approach. We have strongly advocated for a whole family approach in relation to some of the more recent issues in the Secure Estate and have ensured that local families are informed and engaged in any concerns and improvements.

Partnership working with our local Secure Estate provider is very strong, and we have regular links and visits at both strategic and operational level. In this context we have been a regional lead in developing the implementation of ASCL reforms ensuring the two way transmission of relevant education based information between community and secure providers. We are looking to widen this approach with other Secure estate providers particularly Secure Training Centres. Following the National Standards Audit we are working to ensure that all our work is timely in respect of resettlement and that partners understand their responsibilities to help the YOT deliver. We are looking to ensure that Release on Temporary Licence/Mobility arrangements are actively used to assist the release and rehabilitation process.

The YOT has contributed to the local response and developments in relation to the SEND reforms and has been part of working groups where the needs of young people who can be in conflict with the law should be represented. The full impact of SEND reform is not yet known, but our contact with SAM panel and monitoring of EHCP implementation will be an area of focus in future YOT Management Board. We are currently refreshing our Education Training and Employment Action Plan and this work has been undertaken on a cross partnership basis.

Resources and value for money

This plan outlines the planned financial contributions to the YOT, all of which are utilised in the delivery of Youth Justice services. In July 2015 the YMB approved the proposed budget for the YOT.

Agency	Staffing Costs £	Payments in Kind - Revenue £	Other Delegated Funds £	Total £
				0
Local Authority	1155714	72170	301960	1529844
Police Service	27360	46500		73860
Probation		107,395		107395
Health Service		20,256		20256
Police Crime Commissioner	66000			66000
YJB Grant	581100			581100
Other		19176		19176
Total	1830174	265497	301960	2397631

Audit certification and YMB scrutiny all confirm the appropriate use of the YJB grant which is a key resource for this YOT. In addition, all statutory partners have sustained a level of commitment to the YOT, albeit all partners have reduced their contributions to varying degrees over the last five years. This Youth Justice Plan is for 2015/17 but the financial resourcing here will only address 2015/16 and a refresh of the plan for 2016/17 will address the future budget. A key delivery gap at present is within the mental health services, but the YOT specification is part of the wider local CAMHS delivery review. West Midlands Police are providing some additional peripatetic cover to support the development of Community Resolutions.

Attached to this plan a YOT staffing structure .

The use of the resources described above is largely to assess and intervene with young people on the cusp or already within the Youth Justice system. However some resources are targeted at improving our systems and streamlining processes which is particularly important in a climate of stringency. The YOT is currently in the process of changing our software systems in order that we can be fit for purpose to take on the new Youth Justice prescribed assessment system known as ASSETplus. YOT management time and Capital reserve resources are identified to support these necessary business improvements.

This YOT has also participated in the development of restorative training for a range of practitioners, managers and volunteers and we currently have 12 personnel trained in accordance with YJB requirements. We also work staff from the Local Policing Unit many of whom are accredited in Restorative processes.

Risks to future delivery

The YOT partnership has worked hard to sustain services in the current public sector climate, but clearly services are affected by disinvestment and reduction. The devolvement of the Youth Detention Accommodation budget has challenged our partnership to address the potential of secure remands efficiently and effectively. There is evidence to show that the number of YDAs in Wolverhampton is very small, however the fact that those young people need to be detained in the more expensive provision has budgetary implications and the devolved grant for 2015/16 is anticipated to be fully utilised by September 2016 leaving a shortfall for the rest of the year.

Within the small numbers of young people we have in Secure Estate, we recognise the disproportionality of representation, as well as the under-representation of engagement with preventative services. A key challenge to the partnership is the engagement with those who are most disaffected particularly when this requires creative and potentially more expensive resources. The YOT partnership is seeking to innovatively use the strong partnership links in Wolverhampton to creatively address these presenting needs. The development of the local Housing Protocol is also a useful tool to address the urgent accommodation crisis that often befalls young people appearing before the courts. The YOT is also a key player in the development of the local 'Edge of Care' Services which will seek to ensure young people stay with their families safely and constructively.

Key Priorities going forward

This strategic plan is supported by a forward looking action plan which will be regularly monitored by the YOT Management Board and refreshed in 2016/17. The action plan will focus around our key forward looking priorities.

For 2015/16 our key priorities are:

1. Internal Processes, Quality Assurance and Business Support:

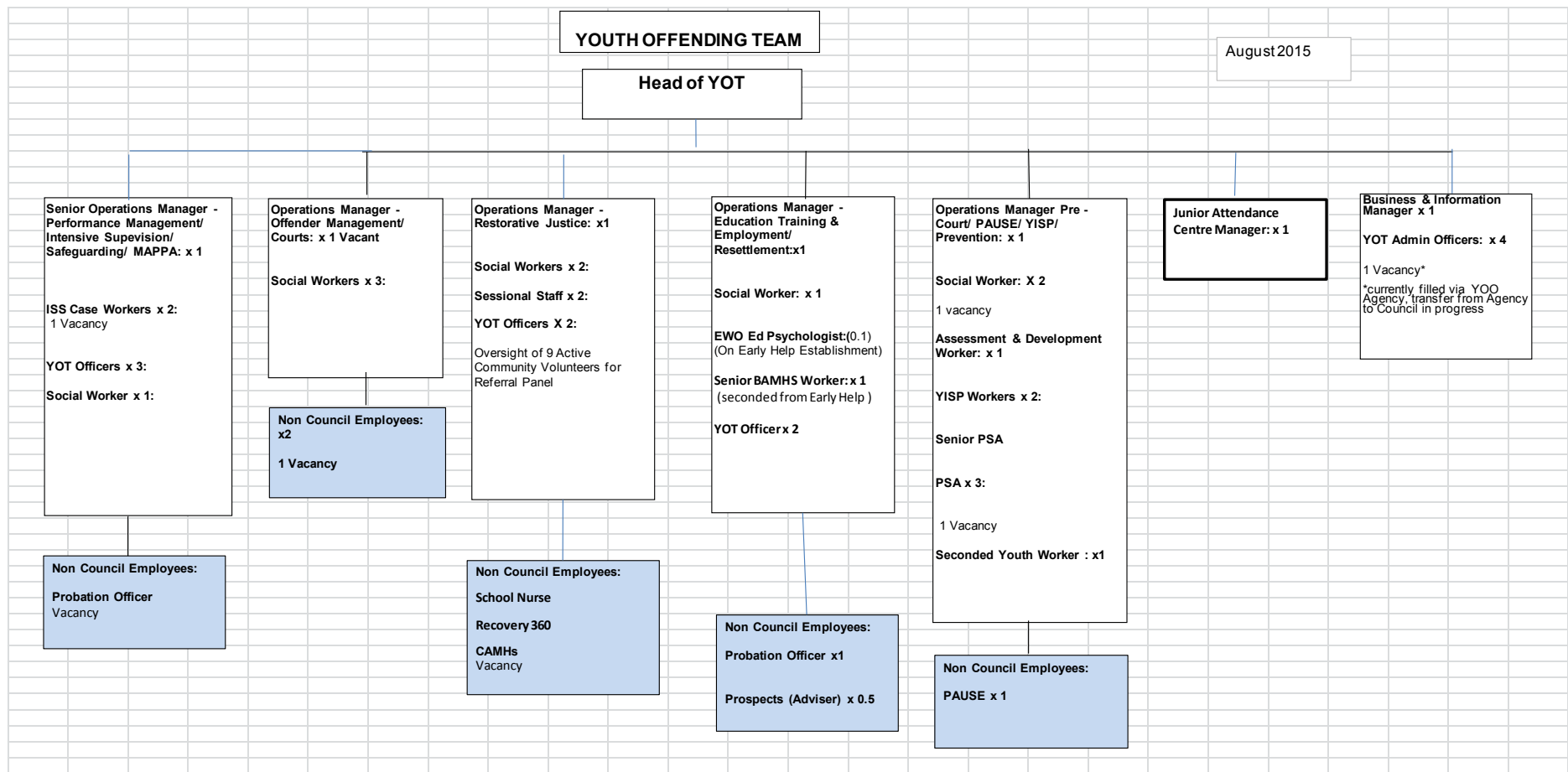
- Migration onto new software system that is fit for future business purpose
- Anticipation of Her Majesty's Inspection within the next nine months
- Sustaining our audit culture and continued quality assurance process

2. Response to changes in legislation:

- Developing a partnership response to targeted 'Out of Court disposals' to prevent progression in the YJ system
- Offering interventions and response to the new requirements of the Antisocial Behaviour legislation
- Ensuring the YOT fulfils its duties under the SEND education reforms

3. Supportive and proportionate responses to changes in local practice:

- Contribute to the local Transformation of Children's Services and ensuring that services are 'joined up' to ensure smooth transitions in and out of Youth Justice interventions
- Contribute to the local development of Edge of Care Services ensuring that young people can stay safely within their own families wherever possible
- Work to implement the revised approach to Gangs and Youth Violence as outlines in the recently revised SWP Gangs Strategy
- Modernise our local Attendance Centre to provide appropriate and proportionate interventions with young people
- Develop our links with schools to address the mutual inclusion agenda
- Support the increasing focus on Child Sexual Exploitation, being an active member of the efforts to address the local concerns through initiatives such as MASE meetings
- Ensure Safeguarding remains at the heart of what we do and refresh our Section 11 Audit Action Plan.



Wolverhampton Youth Justice Plan 2015/17

As Chair of the YOT Management Board I confirm approval of the above plan and action plan

Superintendent Keith Fraser West Midlands Police

Youth Justice action plan 15/16

Key Issue	Action	Lead	Timescale	Progress	RAG Rating October 15
<p>1. <u>New bespoke YOT software</u></p>	<p>Implement child view - migration, training, full usage</p>	<p>HOS, WCC ICT, YOT senior operations manager,</p>	<p>By March 2016</p>	<p>Project management group functioning including ICT support. Timeline plan in place. Still some negotiations with supplier re detail</p>	
<p>2. <u>Readiness for new YJ assessment - ASSET plus</u></p>	<p>Implementation of new software (1 above) Attendance at YJB events Staff training when imminent</p>	<p>Snr Ops Mgr YOT Mgt team</p>	<p>YJ timescales likely 16/17</p>	<p>Software – see above In feedback and meeting loop with YJB Staff training will require backfill.</p>	
<p>3. <u>Inspection preparation</u></p>	<p>YOT Manager to train as peer inspector Continued work on assessment and intervention planning Domestic arrangements for inspection</p>	<p>HOS, YOT mgt team</p>	<p>By sept 16</p>	<p>Ongoing in accordance with QA processes (see 4 below)</p>	
<p>4. <u>Sustain and develop QA culture in YOT</u></p>	<p>Involvement of practitioners in audits Regular audits undertaken Staff briefings undertaken in respect of findings Supervision follow up of audit Sustain court and RO report gatekeeping</p>	<p>YOT Mgt team</p>	<p>Ongoing</p>	<p>All functions in place , needs sustaining</p>	

Key Issue	Action	Lead	Timescale	Progress	RAG Rating October 15
	Dip Sampling for supvn National Standards audit CSPPI undertaken when appropriate				
5. Develop partnership response to Out of court Disposals	Sustain YC and YCC delivery Develop assessments and interventions for CRs Ensure YOT partners (eg RNY, school nursing, Cx) actively participate in delivery	WM Police YOT Prevention manager HOS YOT partners	Ongoing, CRs to be reviewed in Nov16	YC and YCC clinics in place and mature. University evaluation commissioned by WM Police CR clinics still WIP	
6. Ensure YOT is able to respond to new ASB legislation	Meeting with ASB manager Ensure clear consultation protocol with WM Police Liaison with courts Staff trained to understand requirements	ASB mgr WMPolice YOT prev mgt HOS	As from July 15	Liaison and meetings have occurred and some consultations have commenced. Needs reviewing Dec 15.	
7. Ensure YOT fulfils SEND reform duties	Participation in SEND working groups Liaison with custodial establishments Ensure all yp are identified appropriately	HOS, YOT Mgr ETE,	April 15 onwards	YOT has fully participated in working groups Custodial visits undertaken Continued monitoring and oversight of relevant cases Needs review Dec 15	
8. YOT to participate in CS transformation	Pursue action plan with LAC in respect of mutual population and include partners in devpts Participation in CFYP events and initiatives Pilot of SAIF	HOS YOT and HOS LAC YOT partners eg health	Ongoing	Work in ensuring clear identification of population Work to identify escalating behaviours to ensure appropriate response from all services Development/refresh of YOT/LAC action plan	

Key Issue	Action	Lead	Timescale	Progress	RAG Rating October 15
	Support for ongoing change				
9. Be part of Gangs and Youth Violence Strategy and actions	Participation in development of strategy Clear action planning re issues Refresh of understanding of gang issues Refresh of approach to gangs and deter Need to ensure OM coordinator has some youth focus	YOT HOS YOT SOM	May 2015 onwards	Strategy launched SOM refreshing approach and overlap to Deter and gangs YOT part of appt of OM coordinator	
10. Modernise local attendance centre	Separate action plan in place being monitored by YMB and CFYMT	YOT HOS AC OIC	April 2015 onwards	Personnel issues resolved, new approach being piloted, Black Country offer has been clarified, presentation at future YC panel meeting awaited. Three Court Orders achieved so far this year	
11. Improve the YOT ETE engagement levels	Separate YOT ETE action plan in place being monitored by YMB and CFYMT	YOT ETE manager HOS	July 2015 onwards	ETE action plan adopted by CFYMT and YMB, YOT MB now has education rep from WCC	
12. Develop YOT reoffending strategy	Ensure desistance is at the heart of all we do in processes and strategy. Ensure young people understand we are here to prevent offending	YOT HOS YMB	July 2015 onwards,	YOT reoffending strategy to YMB Nov 15. Work to improve the access of more recent data Ensure YOT processes address reoffending	
13. Participate in YJB diversity pilot	Actively respond to YJB pilot and adopt lessons learned	YMB YOT HOS	YJB timescale	Nov 15 still awaiting contact from YJB	
14. Support Safeguarding initiatives in	Inclusion of MASE and CSE processes in YOT risk strategy	All staff	April 2015 onwards	MASE coordinator has provided presentations to staff, staff attending meetings, CSE awareness	

Key Issue	Action	Lead	Timescale	Progress	RAG Rating October 15
respect of CSE	Active staff attendance at CSE meetings			highlighted within team	
15.Refresh Section 11 Safeguarding audit action plan	Review action plan and ensure staff are proactive	YOT HOS All staff	October 2015	Action plan to be considered at November YMB	
16.Participate in school nursing training and awareness raising across the health community	Ensure GPs are more aware of the issues relating to YOT yp, Ensure school nurses are aware of YOT work Tie in with LAC nurse delivery	YOT nurse School nursing manager YOT health mgr	September 15 onwards	Health reviews to consider progress Consolidate progress and ensure in place across whole caseload	
17.Consider potential for standard induction input for YOT yp in respect of Substance misuse	YOT substance worker, YOT health mgr and RNY to consider capacity and viability	YOT health mgr RNY strat and operational managers YOT worker	By Jan 16	New proposal just underway	
18.Further volunteer recruitment/ devpt	Work with RNY on exchange programme re volunteers Standard volunteer recruitment and training	YOT RJ manager	By Jan 16	Work progressing, capacity for training delivery remains an issue given YJB requirements	
19.Work with NPS to ensure transition arrangements are good	Implement software connectivity when available Ensure close communication and relationships between staff Utilise secondees to assist	YOT mgt group NPS staff	ongoing	Software progress halted due to YJB resource issues Need to consolidate arrangements with local NPS	
20.Workforce development	Ensure YOT workforce devpt plan is implemented	WCC WFD YOT partners	From April 15	WFD plan in place, and a variety of appraisal linked training in place YOT staff participating in corporate	

Key Issue	Action	Lead	Timescale	Progress	RAG Rating October 15
				training programme	

RAG Rating:

Off Track 

In Progress 

Completed 

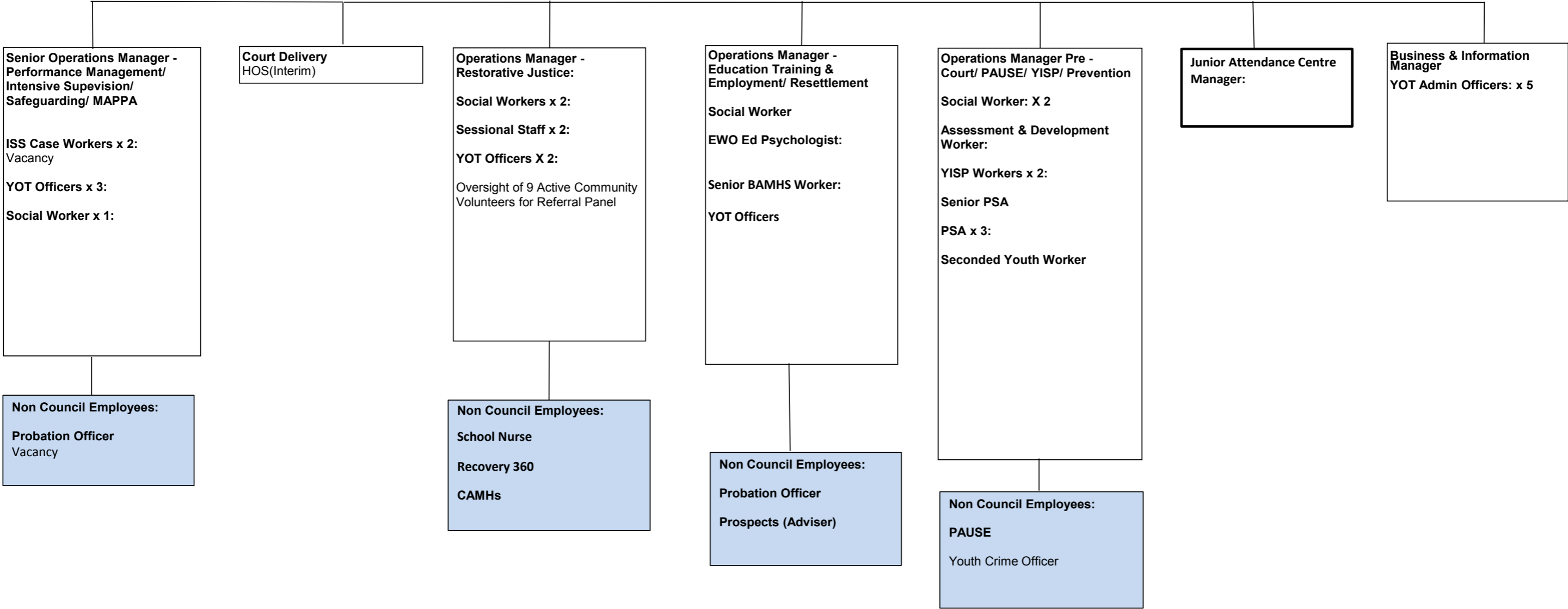
[NOT PROTECTIVELY MARKED]

- YOT structure chart
[Please see information provided on the next page.](#)

YOUTH OFFENDING TEAM

August 2015

Head of YOT



[NOT PROTECTIVELY MARKED]

- Policy or procedures on using user engagement to inform and improve services
[Please see information provided on the next page.](#)

Children & Young People

Looked After Children

Getting Looked After Children and
Young People/Care Leavers Involved in
How we do Things

Policy and Procedure

All Looked After Children will have a copy of the key points of this
Policy in a format suitable for them.

Approved by – Children & Young People Management Team
(12.11.15)

Published – November 2015

Review Date – November 2017

REVIEW LOG			
Date	Version	Comments:	Approved by:
May 2012	1.0	New Policy and Procedure introduced.	Children and Family Support Management Team (20 th July 2012) / Cross Service (7 th August 2012)
April 2015	1.1	Policy reviewed. <ul style="list-style-type: none"> • Removed incentive for attending the CICC. • 5.2 - CICC section revised. 	Children & Young People Management Team (12.11.15).

CONSULTATION
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> • Looked After Children Team Managers/Practice Managers/Social Workers • Corporate Parenting Officer • Children in Care Council (30th May 2012) • Children and Family Support Management Team • Head/Deputy Head of Service – Safeguarding Service

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Appendices

- A Tips on attending the Children in Care Council
- B Guidance on involving LAC in the Recruitment and Selection Process

1.0 INTRODUCTION

This policy and procedure has been produced to ensure that looked after children and young people have an opportunity to participate in decision making within Children & Young People's Looked After Children Service.

This policy has also been produced in a child and young person friendly version so all of Wolverhampton's Looked After Children are fully aware of how they can make a difference to how they receive Services from Wolverhampton City Council. This will be made available to all children and young people when they become looked after.

We have made a series of promises to all Looked after Children and Care Leavers.

The Pledge was shaped through consultation with children and young people in care and sets out the kind of service they can expect.

We have made nine promises:

- We will be good Corporate Parents
- We will help you to get the best education
- We will help you to be fit and healthy
- We will help you have your say
- We will give you somewhere safe and happy to live
- We will help you to have fun
- We will help you see the people important to you
- We will help you prepare for your future
- We will provide you with the best service possible

2.0 LEGISLATIVE FRAMEWORK

In recent years increasing attention has been given to the rights of looked after children and children and young people generally.

Key policies that underpin this policy are:

- Children Act 1989
Section 22(4) of Children Act 1989 sets out the duties of local authorities to consider children's and young people's wishes and feelings whenever decisions are made that affect them.
- Leaving Care Act 2000
- United Nations Convention on the Rights of the Child (UNCRC)
Article 12 of the United Nations Convention on the Rights of the Child (1989) states that all children and young people have a right

to express and have their views taken into account in all matters that affect them. Article 23 of the UN Convention on the Rights of the Child gives disabled children the right to active participation in the community.

- Fostering National Minimum Standards and Regulations
- Residential National Minimum Standards and Regulations
- Adoption National Minimum Standards and Regulations

3.0 WHAT IS PARTICIPATION?

Participation is when children and young people are given the opportunity to express their views to be listened to and taken account of. It is about being involved in and influencing decision making on matters that affect them. There are a huge variety of ways that children and young people can participate, such as one-off consultation events, children in care councils, by completing surveys, becoming a member of an organisation such as the Youth Parliament or by participation in decisions about their own life/circumstances e.g. Looked After Reviews and Personal Educational Plan meetings etc.

4.0 WHY IS PARTICIPATION IMPORTANT?

Participation is a right. The United Nations Convention on the Rights of the Child (UNCRC) states that it is the right of children and young people that their views are taken into account in matters that concern them. Not only do children and young people benefit from being involved in decision-making but also organisations and services that involve children and young people will benefit from their involvement.

Children and young people may gain new skills and confidence and make a real difference in something that matters to them. Agencies may gain a better understanding of what makes an effective service for children and young people or will build stronger relationships with the young people they work with.

5.0 INVOLVING LOOKED AFTER CHILDREN AND YOUNG PEOPLE IN DECISIONS ABOUT THEIR LIVES

Looked After Children and Young People will be involved in all decisions about their lives.

All Officers will provide their mobile telephone number to all clients (young people). In exceptional cases where there is considered to be a significant risk, agreement can be made with their Line Manager to withhold the number from a particular client. Messages and calls must be

responded to in a timely fashion, clients and colleagues will often be able to track when they contacted Officers and hold the Service to account.

Therefore it is expected that all calls and messages will be responded to within three working days. An appropriate answer-machine message must be recorded on the phone (e.g. for social care this should be the Emergency Duty Team or the Crisis Intervention Team for the Key Team) for those calling outside of working hours.

Social workers must consider the following questions when visiting a child or young person:

THINK:

Why are you going to see this child or young person?
Does the child or young person know that you are visiting?
Does the child or young person know why you are visiting?
Did you make the arrangement with the child or young person directly?
What sort of day might the child or young person have had?
Has the child or young person missed anything to see you today?
How might the child or young person want to use your time together?

PREPARE:

Have you allowed enough time for the visit?
Did you make any promises the last time you saw the child or young person; have you done what you said you would?
If the visit is for a specific reason, do you know what you will say and ask?
Can you remember what you did and talked about when you last saw each other?
Has the child or young person done or been anywhere since you last saw her/him?
Do you need to communicate with the child or young person with the help of his/her foster carer, relative or keyworker?
What do need to take with; toys; art materials; information leaflets?
Are you going to see the child or young person privately in a place that suits them?
If there is a specific decision to make with the child or young person , are you clear about how much influence she/he can have?
Are you ready to listen to what the child or young person might want to tell you? What signs will you look for that they are safe and well?

ACT:

Are you and the child or young person clear about any decisions?
Have you agreed with the child or young person how this meeting will be recorded?
Will you arrange another visit before you leave?

Have you told the child or young person who she/he can contact if she/he is unhappy or wants information about her/his rights
How can the child or young person contact you if they need you before your next visit?

5.1 Statutory Reviews

The expectations detailed in this section must be considered in the context of the child/young persons age and stage of development.

Each 'looked after' child/young person will be allocated a Independent Reviewing Officer (IRO). Prior to the first Statutory Review the allocated IRO will make contact with the child/young person or carer with the purpose of establishing whether or not the child/young person would require a home visit by the IRO prior to the first review.¹

The purpose of communication between the IRO and C/YP will be as follows:

- Explain the review process;
- Establish the child/young persons wishes and feelings, including feedback in respect of the child/young persons placement;
- Discuss who should be invited to the first meeting;
- Discuss the venue and timing of the first meeting;
- Explain the care planning process;
- Discuss how the meeting will be managed.

The child/young person will receive an individualised age related invitation to the review. Each invitation will provide details of a mobile telephone number which can be used to communicate with the allocated IRO with regard to any aspect of the reviewing process.

The Review

Prior to the review beginning the IRO will speak with the child/young person alone when judged by the IRO to be appropriate and will discuss any relevant issues to be considered within the Review, including any issues relating to the child/young persons placement.

The IRO will also consider ways in which the child/young persons participation can be best effected within the review meeting. This may include:

¹ Dependent on the context of the individual child/young persons needs. There will be a number of professionals visiting the child/young person for a variety of reasons. It is important that children and young people do not feel overburdened by the number of visits.

- Holding split or separate reviews in order that the child/young person can hear and provide relevant information is shared by professionals. For example, a child/young person may not wish a health professional to attend the same meeting as themselves but health information may be essential to the care planning process;
- Asking the child/young person when and where they would like meetings to be held.
- Enabling the child/young person to manage some aspect of the meeting, for example providing the child/young person with support to chair the meeting.

5.2 Children in Care Council

The aim of the Children in Care Council is to provide children and young people with another platform to share their views and opinions on how we currently deliver services and how we change things in the future.

Below are examples of work/discussions that the Children in Care Council would be expected to be consulted on:

- all relevant Policies and Procedures
- service delivery
- changes to Service Delivery

Where the children in Care Council requests the attendance of a Service/Manager they must attend within a 3 month period. Where there is non-attendance without a valid reason this will be escalated to the Head of Service (LAC).

The LAC Participation Officer will support the role of the Children in Care Council. During Children in Care meetings additional support will also be provided by another member of staff.

Minutes of the Children in Care Council will be taken and circulated to the Service Director (Children & Young People) and Head of Service (LAC).

5.3 Recruitment and Selection

When recruiting staff who have direct contact with looked after children it is good practice to involve looked after children and young people in the recruitment and selection process. The Participation Officer for LAC holds a list of children and young people who are available to participate in the recruitment and selection process.

The key principles below should be followed when involving looked after children and young people:

- Their view should be influential and managers will need to decide what weight they will give the young persons marks, and inform the young people of this.
- The young people need to be selected that reflect as much diversity as possible, and young people that have relevance to the post.
- Job specifications need to be explained to the young people so they understand what job they are interviewing for and what qualities are relevant to the post.
- Young people should be given an incentive or reward for their hard work in this process and this is to be decided with the participation officer (see Section 7.0)
- Young people after the interviews need to be contacted with who has been appointed.

Looked after Children and Care Leavers will also be engaged in a range of additional Participation activity. This could include consultations and questionnaires, LAC conference, short term participation projects.

Any consultation work (apart from that done around individual Care Plans etc) undertaken within the LAC service needs to be discussed with the Participation officer prior to it being undertaken to ensure we are working in a consistent manner and that participation work is recorded and monitored effectively.

Please see appendix B for further guidance on involving looked after children and young people in the process

5.4 Policies and Procedures

All relevant policies and procedures will be consulted with looked after children via the Children in Care Council. All view and comments will be taken into consideration and the policy amended where appropriate. Any inappropriate changes will be discussed with senior managers and feedback to the Children in Care Council.

5.5 Commissioning

Children and young people will be involved in the process to commission any services that will be delivered to them and their peers.

6.0 INCENTIVES FOR ENGAGING IN PARTICIPATION

We think that it is important to reward children for the work that they do, that requires them to come and attend meetings or interviews outside their normal daily lives.

However all incentives are consistent to all young people and they are agreed by carers and young people before events. Below is guidance that young people agree to concerning incentives and rewards.

1. The incentive is paid in cash or vouchers depending on the age appropriateness of the child/young person.
2. The incentive is the same amount for all young people for the activity.
3. The incentive is based on good practice and behaviour with cash or vouchers. If carers report misuse of money or vouchers, then the incentives may be removed.
4. If for safeguarding reasons carers or the Participation officer feel it is in the best interests to not give vouchers or money directly to the child, then this is at worker's own discretion and will be discussed with young person at the time. Instead the reward would be given to carer to manage.
5. Young people must sign a form each time they receive money/ vouchers and agree to the responsibilities attached to the incentives.

The following incentives will be given:

Total Respect Training	£60 (full day)	£30 (half day)
Be part of Recruiting and Selecting Staff	£20	

7.0 RECORDING

Any looked after child/young person involved in participation will be recorded on CareFirst by the Participation Officer. Information on how to record is available in the CareFirst Handbook.

8.0 TRAINING

All staff within the Looked After Service receive Total Respect Training. The training is delivered by care experienced young people.

The training is to support staff's understanding about what it feels like to experience care, help them to understand the importance of participation

and children's rights and to equip them with the skills needed to work with Looked After Children and Care Leavers.

9.0 TRANSPORTING LOOKED AFTER CHILDREN TO PARTICIPATION EVENTS

Foster carers/ Residential Staff are expected to transport LAC to the events.

Appendix A - Tips on visiting the children in care council

1. Presenting a Policy or Procedure:

- Make sure you are clear on why you want this to be seen by CICC , is it a policy or procedure that is relevant to them ?
- Is the policy or procedure in a child friendly version. If not you may need to change to adjust it. If you need support in this contact the participation officer for support or guidance.
- What do you want the outcomes of showing this policy be? Will you return in a months time, with young persons adjustments taken into account etc?
- To look at the policy maybe explain a little of the background and then splitting into groups giving them time to read through and make comments to feedback, it could help young people have support in reading and processing their thoughts.

2. Presenting a flyer or brochure etc

- Make sure your are clear why you want to present this document , is it a flyer relevant to CICC ?
- Do you need to explain the background to this flyer so the young people can understand what the flyer is for?

3. Possible ways of presenting the flyer/brochure

- Could you blow up the flyer to giant size and they write on the flyer, draw on it, adjust it for you to take back.
- Could you get them to design a flyer with magazines, pens, paper etc and this can be added to the overall flyer ideas.
- Could you ask each person to write down good things and negative things about the flyer and see what all the CICC are saying as individuals to collect a diverse opinion to feedback.

4. Attending as a visitor to explain more about your service and asking for thoughts about the service.

You want to come as a visitor to explain more about your service and ask for their thoughts about the service.

- Is this service relevant to the CICC ?
- Is it important to visit the CICC, or would it be better to put some information in the newsletter?
- If you would like to present to the CICC here is some potential ideas to work from
- You have 1 minute to present your service and then the young people have to guess what you do.

- You put some paper around the room and they write good things, bad things etc to your service.

5. If the CICC request your attendance

The Children in Care Council often ask people who hold influences over Service delivery to visit the CICC , they will ask you some of the following questions or may have discussions with you about the following.

- Could you tell us some of the changes in your services or where you see the service heading in the next year?
- Some discussions with you around one area in your service where they would like to give comments and have discussions around outcomes etc. e.g. going to university or work around one of the outcomes of the pledge specific to your service area. This could develop in group work and dialogue where you go away with action or outcome they would like to see.

If you are attending the CICC and would like support or further discussions please contact the Participation officer who will be happy to assist you prior to your visit to the CICC.

Thank you and we look forward to meeting you

Appendix B – Guidance on Involving LAC in the Recruitment and Selection Process

There are a few methods we have used to appoint young people here are some
The formal interview- a few hours

- Young people come up with their own questions based on the job specification and ask these.
- These questions are then scored by the young people with criteria and written out on the feedback scoring forms.

The Interactive group sessions and interview – normally morning or afternoon

- Young people observe and take part in exercises with the candidates often from Total Respect training, and the young people observe the communication and outcomes to these questions .
- Young people then score on the scoring sheet, giving an overall mark for the candidate.

Candidate leads a prepared activity or presentation – normally morning or afternoon

- Young people take part, listen and observe the candidate.
- Young people then score with feedback and comments on the exercise or presentation

Attached to this document is examples of scoring sheets and exercise of a interactive session.

Any assistant or queries about using young people in the interview process, please see the participation officer.

For further information on involving Looked After Children and Care Leavers in the Recruitment and Selection process contact the Looked After Children's Participation Officer.

Policy in relation to looked after children

Please see index below that shows a number of policies that relate to your above question. If you can confirm which policies you are referring to we shall be happy to send these to you. Please note that some of the policies below are currently under review.

Code	Title
01	Health Care Assessments and Health Care for LAC - Form PH - Form IHAC - Form IHA (YP) - Form MB
02	School Trips within the UK for Looked After Children
03	Social Work Assessment Policy
04	Notifiable Events for Looked After Children
05	Pupil Premium for Looked After Children
06	Spiritual Development Policy for Looked After Children
07	General Practitioners and Dentists
08	Change of Name of a Looked After Child Hair & Skin Care
09	Marriage of a Looked After Child

10	Life Journey Work for Looked After Children
11	Permanence for Looked After Children
12	Sleepovers and Short Stays for Looked After Children Young Persons Flyer
13	Independent Visitors Referral Process Independent Visitor Referral Form
14	Disability Living Allowance Disability Living Allowance Guidance for Social Workers Information for Foster Carers Expenditure Plan
15	Life Journey Work Guidance
16	Children and Young People unable to live with their Birth Parents <i>(covering Family arrangements no LA involvement/Private Fostering/ LAC placed with Family, Friends and Connected Persons and Immediate Placement under Reg 24/25)</i>
17	Disruption Meetings
20	‘Staying Put’ Post 18 Financial Support Policy and Procedure

21	<u>Contact Policy for Children and Young People in Care of the Local Authority</u>
22	<u>Personal Education Allowance Policy and Procedure</u>
23	<u>Personal Education Plan Policy and Procedure</u>
24	<u>Infestations</u>
25	(Participation Policy) <u>Getting Looked After Children and Young People/Care Leavers Involved in How we do Things</u>
26	<u>Social Work Visits for Looked After Children</u>
27	<u>Agency Joint Working Protocol on Promoting Attendance of LAC at School</u>
28	<u>Standardised Means Test Model for Financial Support for Adoption Allowance, Special Guardianship Allowance and Residence Order Allowance</u>
29	<u>Missing from Care in Family Placements</u>
30	<u>Protocol for Assessing the Needs of LAC/Care Leavers who are Expectant Parents</u>
31	<u>Placement Planning Meeting</u>
32	<u>Advocacy Service for Children in receipt of Services from Social Care</u>
33	<u>Minimising Disruption to a Looked After Child's Education</u>
34	<u>Notifications – Placing LAC in other Authorities</u> <ul style="list-style-type: none">• <u>Notification Form</u>

[NOT PROTECTIVELY MARKED]

We have also attached a link to the Board Policies as this underpins everything we do. Hopefully this will also be of help to you.

<http://wolverhamptonscb.proceduresonline.com/chapters/contents.html>