

Court Duty Process

- call Colindale Police Station on **020 8733 4573** early in the morning to ascertain if a YP is going to Willesden Youth Court
- alternatively call the cells at Willesden Magistrates Court after 8am on **020 8955 0507**
- if there is a YP detained for court by Colindale Police, liaise with Brent YOT (Monday's and Thursday's) **020 8830 2314**, and ask them to liaise with CPS to ascertain if they are opposing bail. Harrow Youth Court now sits on a Wednesday with Barnet, but in case they need to be contacted on any other day, their number is: **020 8736 6755**
- no one is based at court on a Tuesday or Friday, so if there is a call out we will always need to attend
- if the matter is straight forward, i.e. CPS are not opposing bail, the arrangement is that Brent will deal with the matter on our behalf on the days they are at court and we will offer information over the phone if the YP is known to us
- if the matter is complicated and requires bail assessments and/or bail support package recommendation etc. then the duty officer is expected to attend court.

The same (reversed) process applies to Wednesday, the Barnet/Harrow Youth Court day; if we have a young person from Wembley Police Station, we will liaise on behalf of Brent with CPS to ascertain if they are opposing bail. If the matter is straight forward we will deal with the matter on their behalf with information provided from them, if the matter is complicated or time consuming Brent YOT will be expected to attend court. If you have difficulties with Brent staff in relation to this, then please speak to the appropriate manager.

Court Call Out:

On attendance at Court

1. Check with CPS to see if they are opposing bail and ask what the reasons are, so we can base your BSSP around these factors. If possible negotiate bail conditions with CPS prior to going into court as this will make the bail application much easier, particularly if CPS have agreed to certain conditions
2. Gather any info – CPS docs including case summary (MG5) and PNC from PLO/CPS
3. Interview YP in cells using Bail ASSET – include assessment of vulnerability if applicable.
4. Liaise with solicitor, parents and education establishment if possible
5. Liaise with MASH if there is a bail issue (tel: 020 8359 4066), or if you can't get through on that number call Jacky Stroud on 020 8359 6290)
6. Complete Bail assessment, indicating if suitable for a BSS package or not – inform young person, parent/carer and solicitor of this
7. Liaise with duty manager and discuss recommendation to court BEFORE presenting this to the court; in addition to bail assessment you will need to relay the offence as stated in MG5
8. If offence very serious, then consider bail ISS, discuss with duty manager and inform ISS officer
9. Complete relevant sections of BSS proposal and ask young person to sign the contract.
10. Assess vulnerability of YP and discuss with duty manager prior to making representations to court
11. Make representations to the court offering BSS or any alternative recommendation which is assessed as managing the young person's risk of re-offending and harm and ensures a return to court

12. Write up Bail Supervision and Support package using the template (this can be done by hand) so this can be given to all parties involved and the court/YOT will have a copy for their records
13. If BSS or ISS is granted then give appointment for next working day – give address and map with directions, bus tickets if required
14. If bail is refused, write down reasons court gives for refusing bail, as this will aid in putting together a second bail support package
15. Complete adjournment sheet and give all paperwork to admin.
16. Inform duty manager of the outcome.

If remanded/please refer to changes to Remands/LASPO

Follow LASPO remand process. It's imperative that you state in open court who the **designated Local Authority** is, this is particularly important if the YP is not a Barnet young person, as this would have significant cost implications for us.

Discuss vulnerability concerns (which have been documented on the bail asset) with duty manager and liaise with YJB in relation to suitable placement. They YJB have informed that if the PIF does not state if a YP is vulnerable or not, they will automatically deem them vulnerable and put them in an STC.

1. Secure email Placement Information Form (PIF) and bail ASSET to the YJB, as soon as you believe there may be a bail issued, this will save time later on, pay particular consideration to the vulnerability section.
2. Complete Post Court Report.
3. Secure email if possible the following – ASSET, PIF, PCR and Vulnerability docs.
4. Continue to liaise with YJB until a placement has been offered.
5. Once a placement has been offered then inform young person and their parent/carer – providing them with the necessary contact details.
6. Complete adjournment sheet and give this along with all other documents to admin.

Since January 2014, the YJB will not accept any faxed documents; all documents need to be sent via connectivity or secure email.

Vulnerability/Risk

If the young person is displaying concerns in relation to self-harm / attempt suicide whilst in the court cells then liaise with Serco cell staff and request that they start a Form 20/52; this must be opened at this stage in order for monitoring to continue once a young person arrives at the custodial facility.

In relation to all cases the YOT officer should reflect the vulnerability concerns on the Bail ASSET and request a full vulnerability alert.

In relation to risk of potential harm, the YOT officer should fully complete the Bail ASSET and if possible indicate who would be at risk of harm (eg. gang issues) and also relay any concerns to Serco cell staff to document.

If risk of harm to self/others due to risk and gang type issues is relevant then the YOT officer should discuss this with the YJB placements team to ensure they are aware of the issue when making a bed placement decision.

Saturday Court Duty at Hendon Magistrates Court

An allocated manager is always available for advice and support via telephone. **Emel (07947 306 526, Esthi (07961 972 772) or Jyoti (07590 450 797)**

Contact Colindale Police Station, as early as possible on Saturday morning **(0208 7334 573)** and enquire if they have any under 18 year olds going to Hendon Magistrates. Support this with a call to Hendon Magistrate Cells **(020 8511 1366/65)**.

Inform duty manager if there is a call out via text or call as soon as possible.

If there are clients then attend Hendon Magistrates no later than 9.30am and then follow the above bail/remand processes.

Please liaise with an Operational Manager before making recommendations to the court in relation to bail support. In relation to out of borough cases, if you are unable to make contact with the local YOT then a bail package which includes BSS or ISS *cannot* be put forward.

Since January 2014, the YJB will not accept any faxed documents even on a Saturday; all documents need to be sent via secure email. If you have IT difficulties and are not able to secure email your documents, call the YJB (08453 636363) and explain what your difficulties are and ask for guidance, i.e. give details over the phone, hand documents to SERCO etc. Please make sure that if you give any documents to SERCO that you keep a copy for our record.

Out of hours Children's Service can be reached on the usual number **(020 8359 2000)**.

On Monday, all paperwork needs to be submitted to the Allocation Manager who will allocate and pass to admin for processing.