

YOS/TYS Referral Process

Positive Activities

YOT Staff to discuss potential referral with TYS – via phone or email with Mark Vargerson (MV); if he is unavailable then with Karen Ali (KA).

YOT staff to refer within the given timeframes – referral forms will need to include any relevant risk of harm/vulnerability information and where applicable, the ROSH/RMP to be attached. Information to be explicit in how the risks could manifest during the activity and what preventative measures would be recommended.

YOT staff to have dialogue with the parent/carer regarding course fees – TYS do not want to prevent any young person from attending but the YOT Officer should not assume that the family cannot pay the fee. The YOT Officer will need to discuss the fee with the parent/carer to see if they can fund the course; if they can't pay in full then the YOT Officer should ascertain if the family is able to pay any amount. This information should then be discussed during the initial telephone call with MV or KA.

YOT/TYS managers to meet prior to the activities taking place - to discuss the suitability of all of the YOT referrals. Factors which will be considered include the YOT clients need but also the needs of the others who have also been referred and the experience and skills of those running the activities.

TYS will communicate with YOT staff – the allocated TYS member of staff will contact the YOT referrer to establish the link and to obtain any other necessary information.

YOT staff to facilitate attendance – officers to offer support to those who are deemed to require an additional level of guidance to secure their attendance, compliance and to support any risk concerns. Generally this will mean supporting the young person on the first day for a short period of time and facilitating a “handover” to TYS staff.

Communication during the activity – in the event that the young person fails to attend the activity, or there are concerns about their behaviour, TYS will inform the YOT on the day; both teams to then together determine the solution. Feedback in relation to their overall progress and compliance will be provided by the TYS Officer in the form of the designated SPOC.

YOT/TYS managers to meet at the end of the activities – to discuss and learn from what went well and where improvements can be made as well as discussion regarding individuals.

Showcasing achievement – YOT officers, where possible will attend the achievement ceremony in order to acknowledge and promote the YOT clients achievements and progress.

TYS Programme referrals

YOT Officers to establish the need for TYS programme input at PSR stage – referrals and subsequent work can then feature as part of any court recommendation and intervention plan.

YOT Officer to complete Pre CAF - which the referral form and if possible make it explicit as to which programme/activity the young person is interested in. The risk information is to be shared (as above) including ROSH/RMP if applicable.

TYS manager will allocate the case – this takes place fortnightly (Tuesdays). The allocated TYS worker will then contact the YOT referrer to obtain any additional information which may be required.

Communication – the allocated TYS worker will feedback any non-attendance or concerns. The TYS worker will provide written feedback after each session in the form of an email which the YOT Officer is responsible for logging in Careworks.

May 2014