

Family Services

Document control

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Clearance process

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1. Introduction

- 1.1. The aim of the protocol is to provide structure around how the Youth Offending Team (YOT) and the Pavilion Pupil Referral Unit (PRU) work together in order to maintain effective communication and to encourage joint working. This in turn will contribute towards the successful planning and management of risk of harm and safeguarding issues.

2. Information Sharing Agreement

- 2.1. The Youth Offending Team and the Pupil Referral Unit are committed to information sharing in accordance with agreed protocols and legislation related to data sharing and protection. This includes the Freedom of Information Act 2000 and also taking into account Article 8.2 of the European Convention on Human Rights, with particular reference to: a) Public safety b) The prevention of crime and disorder c) The protection of health and morals d) The protection of the rights and freedom of others.
- 2.2. Any written information shared between the YOT and PRU will be at the prior knowledge of the young person/parent or carer and stored securely within each organisation. The Head teacher and YOT manager are able to share the information where necessary within his or her own agency, but they should not share information given with anyone outside or their own agency unless this has been agreed by the provider of the information and the young person/parent or carer involved.
- 2.3. Information will only be shared on a need-to-know basis and which is proportionate and necessary to minimise risks and to protect the young person. Written information will only be sent via secure email or post to ensure that confidential information is handled correctly.
- 2.4. The YOT will keep a record of all information exchanged and the reasons why on its Careworks database.

3. Criteria for information exchange

The YOT will share information with the PRU in relation to young people in the following circumstances:

- 3.1. Those young people who are currently on roll at the PRU and who are also subject to court orders. This includes providing relevant information which is contained in YOT assessments, information regarding YOT appointments, ISS timetables and outcomes of further police station or court matters.
- 3.2. Those young people who have been excluded and whose cases have been taken to the Exclusions Officer. This includes information contained in assessments and any outstanding court matters.

- 3.3. Young people who have been referred by schools to the PRU as they are thought to be “at risk” of permanent exclusion. This includes information contained in assessments and any outstanding court matters.
- 3.4. Those young people who are subject to an education requirement as part of the court order or bail conditions.
- 3.5. The PRU will share information in relation to a young person’s educational ability and attainment, attendance, behaviour (related to risk of harm or safeguarding) and any other information it deems to be required such as peer group and external influences.
The YOT/PRU will not continue to exchange information regarding individuals once their court order/criminal proceedings have come to an end, or if they are taken off the PRU roll.

4. Process

- 4.1. In relation to permanently excluded young people. The Borough Exclusions Officer will contact the YOT to seek information which will contribute to her assessment of the young person’s suitability for the PRU. This request will be in writing and the YOT will ensure that it responds in a timely manner. In turn this information will be relayed to the PRU as part of the Exclusion Officers referral.
- 4.2. If there is an “at risk” referral then the PRU will contact the YOT to request any relevant information. This request will be in writing and the YOT will ensure that it responds in a timely manner.
- 4.3. When a young person is made subject to a Referral Order or when a Pre-Sentence Report has been requested by the court the YOT will send the PRU a written information sharing request form. The PRU will ensure that it responds in a timely manner and before the RO panel or court deadline.
- 4.4. Once the young person’s RO contract or sentencing has been completed then the YOT/PRU will exchange information on an as and when basis. This could include daily contact (i.e. re: ISS cases) weekly or less. Any telephone conversations or decisions will be recorded on the respective databases so there is an identifiable communication trail.
- 4.5. The YOT Operational Manager and Principle Practitioner will alternate monthly visits to the PRU to discuss and share relevant information with the Head teacher or any other member of staff designated by the Head teacher. These meetings will be minuted and a record of the discussion added to the young person’s YOT and PRU files.
- 4.6. The Youth Justice Manager and the Head teacher will meet once a quarter to ensure that the procedures are being maintained and to discuss any other relevant issues.
- 4.7. The YOT and PRU will invite each other to relevant meetings, reviews or conferences in order to promote partnership working and effective lines of communication.

5. Emergency Situations

- 5.1. In the event that the YOT or PRU requires emergency information then this should be relayed and discussed between the Head Teacher/Deputy Head Teacher and the YOT Operational Manager or Principle Practitioner in the first instance to ensure the emergency is managed correctly, that accurate information and actions are relayed and overseen.

6. Review

- 6.1. This protocol will be reviewed by the Youth Justice Manager and the PRU Head teacher on an annual basis.