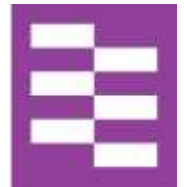




London
Community Rehabilitation Company



National
Probation
Service



London Youth Offending Service, London Community Rehabilitation Company and National Probation Service (London)

Partnership Communication Protocol and Inter-Agency working arrangements Spring 2014

Author: YJB/ London CRC, NPS Consultation with London YOT/SVersion:
15/2/2014

© YJB and London Probation Trust 2014

<https://www.gov.uk/government/organisations/youth-justice-board-for-england-and-wales>
and www.london-probation.org.uk

Contents

EXECUTIVE SUMMARY	
1. TRANSFER OF CASES / ORDERS:	
2. PROCEDURES FOR THE TRANSFER OF CASES FROM YOS TO PROBATION OFFENDER MANAGER:	
3. PRE SENTENCE REPORTS	
4. COURTS	
5. YRO COMMUNITY PAYBACK	
6. BREACH PROCESSES FOR YROS INCLUDING THOSE CONTAINING A COMMUNITY PAYBACK REQUIREMENT.	
7. MANAGEMENT OF RISK - MAPPA:	
8. VICTIMS:	
9. DETER YOUNG OFFENDERS (DYOS) - TRANSFER ARRANGEMENTS:.....	
10. ADDITIONAL INFORMATION EXCHANGE:	
ORGANISATIONAL SIGNATORIES.....	
APPENDICES	
A	YOS Transitions checklist16-18
B	SERCO Control centre details (for CP arrangements).....19
C	YOS CP referral form including Risk of Harm Screening Checklist and Young People's Suitability/ Availability Form.....20-21
D	Case Transfer Checklist for YOS22
E	Initial Appointment Letter for Young Person CP Template 123 Initial Appointment Letter for Young Person CP Template 224
F	Crown & Magistrates Court Senior Probation Officer Contact List25-26 Court email addresses.....27
G	Adult services and YJB-London region SLA.....27 - 31

London YOS and London Community Rehabilitation Company (LCRC), National Probation Service [London] (NPSL) Case Transfer Protocol

First Edition 2014

Executive Summary

This protocol outlines the respective operational procedures and responsibilities for YOT/S and LCRC and NPSL staff in relation to the effective Case Management of young offenders being supervised in London, and in particular the management at the key period of the transfer of supervision from the YOS/T to LCRC/NPSL. The protocol also covers the recent agreed arrangements arising from the operational changes pertaining to the delivery of Unpaid Work in London.

The arrangements for the **transfer of cases** from the YOS/T to LCRC/NPSL are outlined in full detail to ensure practitioners and their managers are fully aware of the process involved. The responsibilities of NPSL **Court staff** to inform relevant agencies of court appearances by young people are fully defined. The management arrangements for young people aged under 18 made subject to **UPW Requirements** are confirmed and the levels of regular contact expected between the YOS/Ts and LCRC and NPSL employees in cases where both supervision and UPW requirements are imposed. **Enforcement** procedures concerning young people made subject to statutory court orders are defined.

The protocol also addresses specific issues relating to the management of young people identified as presenting a high risk of harm or likelihood of committing further offences, via **MAPPA** and IOM **schemes** respectively. Responsibilities concerning the contact of **victims** are defined, as are information exchange arrangements with **Family Intervention Programmes** and other initiatives aimed at supporting young people identified as being at risk of committing crime.

This protocol marks the creation of the two new adult criminal justice agencies from June 2014 and replaces all former version of protocols between London Probation Trust and the London YOSs. It provides further operational detail to the existing **Youth to Adult Transitions Framework** produced by the YJB in **September 2012** and incorporates the recommendations made by the **HMIP Thematic (2012) on an inspection of the transition arrangements from youth to adult services in the criminal justice system**.

This document remains in force until after the proposed share sale of the LCRC which is currently predicted to be in December 2014. This share sale will also determine changes to the management of young people made subject to UPW; at this point the London YOSs will become responsible for the provision and management of UPW requirements for young people.

PROTOCOL FOR LIAISON AND TRANSFER OF WORK BETWEEN YOUTH OFFENDING SERVICES IN LONDON AND THE LONDON COMMUNITY REHABILITATION COMMUNITY AND THE NATIONAL PROBATION SERVICE FOR LONDON

1. Transfer of cases / orders:

There is an automatic presumption in this document that all cases will be transferred from the Youth Offending Service (YOS) to adult Criminal Justice Services, when the young person becomes 18, however communication in all instances should take place three months (six months prior for high risk and offenders subject to the Deter Young Offenders programme) prior to their 18th birthday in the following cases:

i) Cases that should be transferred;

- a) Section 90/91 – 226/228 Imprisonment (Powers of Criminal Courts Sentencing Act 2000) or section 226/228 (Criminal Justice Act 2003): Periods of imprisonment imposed under section 90/91 where the young person may be released on supervision after their 18th birthday, in which case transfer arrangements to adult Criminal Justice Services should take place no later than six months before their 18th birthday. Transfer discussions between the YOS and adult Criminal Justice Services should take place well in advance of the release date to ensure effective case management and a consistent approach to risk (as defined in the transfer meeting). If a transfer occurs whilst the young person is still a serving prisoner, prior to transfer the YOS case manager must prepare the young person for transfer to Adult estate and the end of YOS support.
- b) Youth Rehabilitation Order (YRO) – stand alone Unpaid Work (UPW) Requirement or UPW requirement with supervision. London Community Payback will manage all YROs whose sole requirement is a stand alone UPW requirement. Case management responsibility of all YROs with multiple requirements including UPW remains with the YOS, until the process of transferring the order to adult Criminal Justice Services occurs at the offender's 18th birthday.
- c) Youth Rehabilitation Order (YRO) – with supervision requirement. Where a young person is within three months of their 18th birthday and becomes subject to a YRO with a stand alone Supervision requirement, YRO with both supervision and UPW requirements, or Supervision Order, the order should be transferred at the point it is made. Due to legal requirements, as the young person is still under 18 years of age at

the point the order is made it is necessary for the order to be made out to the YOS in the first instance and then transferred immediately thereafter. It is important for the YOS under such circumstances, to ensure that the RSR assessment is undertaken to determine the appropriate supervising organisation so that the case can immediately be supervised by the LCRC or the NPSL.

- d) YROs with a combination of requirements including a Curfew, Electronically Monitored Curfew (not a 'stand alone' curfew), Prohibited Activity, Residence or Exclusion Requirement The YOS *should* normally begin the transfer process to the relevant adult Criminal Justice agency within three months of the young person's 18th birthday.
- e) YRO with a Drug Treatment, Drug Testing, Intoxicating Substance Treatment or Mental Health Treatment Requirement The YOS *should* transfer these in line with local arrangements for transition from young people to adult treatment services within three months of the young person's 18th birthday. The YOS should negotiate the treatment service via mainstream young people's services into mainstream adult services to determine services to be provided after transfer.
- f) Deter Young offenders. These offenders are usually defined by the assets score undertaken by the YOS. In addition young people identified as gang nominals should be treated in a similar manner to DY0 offenders, with particular attention paid to devising potential transfer arrangements six months before the young persons 18th birthday.

ii) Cases that don't transfer:

- a) **Detention and Training Orders:** To remain with the YOS until completion, unless the young person re-offends after they are 18 and becomes subject to a community or custodial sentence as an adult provision, the final date of which exceeds their period on the Detention and Training Order (DTO). In this case, the DTO will be transferred to the relevant adult Criminal Justice agency at the point the new sentence is made.
- b) **Referral Orders:** Referral Orders cannot be transferred to adult Criminal Justice Services and should remain with the YOS for the entire period of the sentence.
- c) If a Young Person reaches point of transfer and is subject to an **Intensive Supervision and Surveillance Requirement (ISS) as part of a YRO or ISS as part of a Custodial License** the YOS will maintain supervisory responsibility until the ISS requirement has ended. Discussions as to transfer should begin with adult Criminal Justice Services three months prior to the end of the ISS element.
- d) Where a young person is being supervised by the YOS and **is within three months of completing their order** when they reach their 18th

birthday, the YOS should retain supervisory responsibility until the completion of the young person's order. Decisions concerning the management of the case should be decided following discussions between the relevant adult Criminal Justice agencies and YOS managers.

- e) Where there is **an outstanding breach matter**, the order should remain with the YOS until execution / resolution of the breach. This is also the case where recall to custody is being actively considered at the point of transfer; the recall should occur prior to effecting case transfer. Subsequent to the resolution of the breach, discussion should occur between the relevant adult service and the relevant YOS about the future supervision of the young person where appropriate. In cases where breach or recall action is contentious between the YOS and the relevant adult Criminal Justice agency at the point of transfer, the final enforcement decision should be jointly agreed by managers from either agencies prior to effecting transfer.
- f) **Reparation Orders/YRO with Activity Requirement** The YOS should *not* transfer these to the adult Criminal Justice agencies.
- g) **Attendance Centre Orders/YRO with Attendance Centre Requirement** The YOS should *not* transfer these to adult Criminal Justice agencies.
- h) **YRO with a local authority Residence Requirement.** A local authority Residence Requirement cannot be made for the period after the young person has reached the age of 18. Therefore, the YOS *should* normally transfer the order to the relevant adult Criminal Justice agency within three months of the young person's 18th birthday and the local authority Residence Requirement will automatically cease when the young person becomes 18 years old.
- i) **YRO with stand alone Unpaid Work Requirement in general it would be expected that adult services and usually the LCRC** should ordinarily supervise these requirements following the NPS RSR assessment. For the minority of young people sentenced to standalone YRO UPW who are assessed as high risk of harm by the RSR tool, these individuals would be managed by the NPS.

2. Procedures for the transfer of cases from YOS to adult Offender Manager:

The YOS should identify any case liable to be transferred to Adult Probation at the earliest possible opportunity and ideally as soon as the sentence is imposed. A **Transitions checklist** (see **Appendix A**) should be placed in the young person's case file and updated as the transfer process continues

When transferring cases, initial contact must be made between the YOS operational manager or equivalent and the relevant adult services liaison manager (either NPS or CRC). This should be 6 months prior to the young

person's 18th birthday. For cases sentenced when a young person is aged between 17 years and 6 months and 18 years, contact between the two service managers should occur at the earliest opportunity after sentence.

See **Appendix D** for Case Transfer Checklist for information which should be provided and sent via Secure Email, where relevant on transfer. When the **Y2A Information Sharing Portal** is fully functional across London (estimated timescale late Summer 2014), all documentation should be transferred between YOS and adult services by this secure mechanism when made available.)

The expectation is that operational managers from the YOS and adult services meet 4 times per year to discuss all cases that could be transferred. A decision is then made on each case as to whether to transfer or not. The RSR tool should then be utilised to determine which agency would provide adult supervision if transfer occurs.

When making the decision as to whether to transfer, consideration should be given concerning the length of the order remaining after the offender's 18th birthday, the needs of the young person, including their level of maturity and the respective resources available to supervise the young person at either the YOS or the relevant adult service.

When transfer of a case is agreed, best practice dictates that there should be 2 case transfer meetings, one at the YOS and the subsequent one at the relevant adult service office. However, it is essential that at least one transfer meeting **always** occurs. The initial meeting should be attended by the YOS Case Manager, the designated offender manager and the young person and their parent / carer (where appropriate). Other key professionals should be invited as appropriate.

These meetings should discuss the progress of the young person on their order to date and should also clearly identify expectations for the remainder of the Order, particularly if these differ from previous arrangements, e.g. frequency of reporting, enforcement/ compliance arrangements etc.

Prior to transfer of the case, the YOS Seconded Probation officer will complete a transfer OASys assessment as outlined within the YJB/ London Community Rehabilitation Company and National Probation Service London region SLA

Appendix G – this assessment will be undertaken in all cases that transfer from the YOS to adult services

If contact cannot be made between agencies or arrangements for a three-way meeting organised, the matter should be escalated to the relevant line managers. A discussion should be held between these managers within two working days of the case being escalated in order to progress the issues identified. No transfer of a Community Order can take place until at least one three way transfer meeting has occurred. If the young person fails to attend, or fails to co-operate with the proceedings of the transfer meeting, transfer will be considered as not having taken place.

The YOS Case Manager will notify in writing all relevant parties of the change of supervisory arrangements following this meeting. Within five days of the three-way meeting (or the formal transfer), the YOS case manager should inform all

relevant parties (e.g. other partner agencies involved) of the name and contact details of the new local adult case manager and the formal date of transfer. Where two transfer meetings are arranged, transfer will be deemed to have taken place after the successful attendance of the young person at the **second transfer meeting**.

Relevant documentation pertaining to the young person should be transferred securely from the YOS to adult services using the YJB IT information sharing portal (where available) on all cases that are transferred.

Looked after Children / Care taking/ stability testing period:

For cases that are currently being 'care taken' or undergoing the stability testing period (as defined within the National Case Responsibility Protocol), including Children in Care cases, it is presumed that if it is likely that the young person will continue residing in the 'Host area' that the Host YOT will complete the transfer process as communication will need to be made with the 'Host area' relevant adult services. However communication and liaison for relevant information should also be made with the Home YOT during this process.

When such a case is transferred to the host adult service this will be viewed as permanent arrangement as "care taking cannot occur in adult criminal justice agencies".

3. Pre Sentence Reports

If a case is currently under the supervision of the YOS, the YOS officer should prepare the report even if the offender is approaching, or has passed their 18th birthday. Consultation about sentencing options must take place with the local NPS Local Delivery Unit (LDU) liaison Senior Probation Officer (who is the Single Point of Contact – SPOC for the local YOS/T for the NPS) A provisional first appointment should be arranged at this point with the agency responsible for providing adult supervision, based on the outcome of the RSR tool. The case should be transferred on sentence if within three months of their 18th birthday. If it is not possible for the existing order to be transferred to adult services, it is the YOS's responsibility to arrange for the existing order to be revoked or completed via YOS supervision.

If a Pre Sentence Report (PSR) is requested on a young person three months prior to his/her 18th birthday who is not known to either service, the report will be prepared by the YOS, in consultation with the local NPS Office concerning the sentencing recommendations being made to the Court, and agreement about who will supervise the initial weeks of the order whether this be the YOS, NPS or the CRC. This decision should be based on the maturity of the young person and the services that are available from the respective agencies. As outlined above, if the decision is made for adult services to supervise the YRO from the outset, the order will need to administratively "transferred" from the YOS to the relevant adult service on the young person's 18th birthday.

If the PSR is requested on a young person previously unknown, or not known currently to the YOS, who has reached 18 years at conviction, and appears in an adult Crown Court then London NPS will complete the report. The YOS will transfer any available information held on the young person as detailed in **Appendix C**. However in cases where no transfer has taken place (at the young person's 18th birthday) with the adult services and the YOS are still managing the Supervision requirement, any request for a PSR will be completed by the YOS regardless of age on conviction.

If the PSR is requested on a young person previously unknown to the YOS who has reached 18 years at conviction, where the young person is retained at Youth Court jurisdiction for sentencing, the report will be completed by the responsible YOS, ideally by the seconded NPS Probation Officer. The required RSR assessment will need to be completed at the YOS prior to sentence. The YOS Court Duty Officer will immediately inform the local relevant adult service of the sentencing outcome if a sentence is imposed that requires supervision from either the NPS or the CRC.

4. Courts

Youth Court Responsibilities:

- The YOS shall have responsibility for staffing the youth court and notifying the relevant NPS Court Team by email of any young person remitted for sentence to the adult magistrates' court.
- The YOS shall provide court duty cover for any young person aged 17 years or under appearing in an occasional / Saturday court
- YRO UPW/Community Payback: When a YRO Community Payback element is imposed, the YOS court duty officer will telephone the relevant SERCO London Community Payback Control Centre (see **Appendix B**) immediately the order is made, in order to confirm the sentence made and to arrange the appointment for the initial Community Payback meeting. If a single requirement YRO is made, the Court Duty Officer will also phone the relevant adult service and will send a copy of the Young Person's UPW suitability/ availability form (**Appendix C**) to the relevant supervising Office.
- The appointment will be given to the young person in court with a letter. (see **Appendix E**).

YOS case manager Responsibilities:

- For YROs where Unpaid Work requirements are imposed, within 24 hours, the YOS will send the SERCO Community Payback Control Centre, the PSR, current ASSET, the YOS/T risk of serious harm screening tool (see **Appendix C**), list of previous Convictions (MG16), any other Risk of Harm assessments (including assessments pertaining to gang involvement and Preventing Violent Extremism information) and signed initial appointment letter (see **Appendix E**), plus the Young Person's UPW suitability/ availability form (**Appendix C**).

- The YOS will also confirm if the young person is currently subject to any other YOS orders or YRO requirements. The initial appointment should be provided to the young person at court.

When a young person appears in an adult magistrates' court:

NPS Responsibilities:

- When a young person appears in an adult magistrates' court, NPS court staff will provide all relevant details to the local YOS including notification of requests or adjournments for PSRs, bail conditions, outcomes of court appearances etc. This will be done within 24 hours.
- Where there is a risk of a remand in custody or a bail supervision proposal, NPS staff will telephone the YOS. Where a YOS staff member is unable to attend, NPS staff may be asked to supply information on behalf of the YOS. In such cases the YOS will supply as much information as is required in order to ensure the case is dealt with effectively.

Crown Courts:

- The YOS shall notify the NPS team at the relevant Crown Court by email or by phone (see **Appendix F**) of any young person committed or remitted to the Crown Court when the young person is currently subject to a YOS order.
- NPS court staff will ensure that all outcomes of hearings in Crown Courts that relate to young people, including requests or adjournments for PSRs, bail conditions, outcomes of court appearances, will be communicated to the relevant YOS within 24 hours.
- YOS staff should attend Crown Court on sentencing occasions. Where a YOS staff member is unable to attend, NPS staff may be asked to supply information on behalf of the YOS. In such cases the YOS will supply all available and relevant information to ensure the case can be dealt with effectively.

5. *YRO Community Payback*

Historically young people made subject to community payback have tended to fail in terms of completing this Order due to the substantial demands made on them. It is noted that after the share sale of the London CRC (probably April 2015) the delivery of CP will be provided by the YOSs. At that point, the delivery of CP will inevitably become child focused. In the interim, community payback will continue to be supplied by SERCO and targeted mainly at adult offenders. Thus, the current recommendation for young people to undertake UPW needs very careful assessment to ensure suitable proposals are made and that young people are not being set up to fail and end up quickly breaching their YROs.

Current agreed procedures for the referral and implementation of YRO CP Orders are as follows:

The YOS case manager will contact the SERCO Control Centre – see **Appendix B**) once they have identified that an YRO Community Payback

requirement¹ is likely to be imposed or proposed in a PSR. The YOS case manager would discuss the young person's case, risk and suitability for YRO Community Payback. **This should be completed a minimum of two days prior to sentencing.** This also serves to notify SERCO of an impending sentence and possible intervention requirement. In addition:

- The YOS case manager must consider risk and compliance on previous Orders in order to address suitability before contacting the SERCO Control Centre in relation to a proposal for YRO Unpaid Work requirement. (Using the YOS Risk of Harm Screening Checklist - see **Appendix B**).
- If a YRO Community Payback requirement is proposed, once the sentence is imposed, information should be sent to the SERCO Community Payback Control Centre via Secure Email with the Risk of Harm Screening Checklist outlined in **Appendix C** and the Young Person CP suitability/availability form. (**Appendix C**) This should also include any known gang information (affiliations, oppositional gangs), if applicable, contained in the developing YOS Database recording system of gangs. Where applicable, a summary of any ongoing concerns and referrals following Channel Panel Assessments in cases where vulnerability or engagement in radicalisation and violent extremism exists will be provided.
- Where a single requirement YRO with Unpaid Work is made, the Youth Court Duty Officer will also phone the relevant adult service LDU to confirm that the order has been made and will later supply the LDU with all relevant paperwork including the Risk of Harm assessments and the Young Person's suitability/ availability form.
- On sentence to YRO Community Payback, YOS Court staff should contact the SERCO Control Centre from court with the young person to confirm the first contact (Control centre details and hotline number provided in **Appendix B**). In the case of an out of borough young person receiving YRO Community Payback sentence the responsibility will be with the sentencing area YOS (Host YOS) to contact the Control Centre from court with the young person to arrange first contact. The sentencing area YOS (Host YOS) should advise the responsible borough YOS (Home YOS) of this appointment on notification of court outcome.
- On sentence, notification of outcome and imposition of YRO Community Payback is to be sent to the SERCO Control Centre within 24 hours (as per National Standards). All relevant information should be sent to the SERCO Control centre as described above.
- If a young person is sentenced at an out of borough court to an YRO Community Payback the sentencing area YOS (Host YOS) should notify the responsible borough YOS (Home YOS) and the SERCO Control Centre within 24 hours (as per National Standards).
- A full OASys will be completed by the NPS seconded PO for those young people sentenced to stand alone UPW Orders, where the RoH Screening Checklist (completed by the YOS) indicates such an assessment is required. .

¹ Includes and refers to the Current Crime and Disorder Act 1998 Community Sentences CPO/ CPRO

Each YOS should identify a SPOC for Unpaid Work (this could be the NPS Seconded but does not necessarily need to be so), with whom SERCO can liaise about cases that are proving problematic or where the allocated YOS Case Manager is not available.

NB These arrangements remain in force until the new community payback provision is implemented in January 2015 (anticipated)

Miscellaneous issues pertaining to YROs including a UPW Requirement

Case management

Under the arrangements for the provision of Community Payback in London, it is possible that a young person subject to single requirement UPW as the entire component of their YRO and hence supervised by adult service could reappear at court (either due to breach proceedings or further offending) prior to their 18th birthday. If such Court proceedings result in the original YRO being revoked and a new YRO Order being made, the default position should be that the relevant adult service should continue to supervise the young person, so as to prevent the destabilisation that would be caused by another transfer of supervision between adult and YOS services. However, in these unusual circumstances, a discussion should occur between relevant staff in the relevant adult service and the YOS to determine the best future case management solution for the young person.

6. Breach Processes for YROs including those containing a Community Payback requirement.

The supervision of an offender in both the YOS and adult services will be managed in accordance with their relevant National Standards. Any departure from National Standards will be agreed and recorded on the relevant database systems.

Enforcement action should always be completed prior to transfer. Where the YOS should have taken enforcement action but has not done so, responsibility for the case will remain with the YOS until such action has been completed regardless of whether the offender has attained 18 years of age. It is particularly important that responsibility for supervision is clear where a case is assessed as high risk of harm.

With regard to multiple requirement YROs containing UPW, YOS case managers will take enforcement action after the third unacceptable failure to attend Community Payback in line with YRO National Standards for Orders with both UPW and supervision requirements. Breach action will be the responsibility of the YOS case manager. The YOS case manager has the responsibility for determining whether to instigate breach; however discussions with Serco should result in written reasons being recorded as to why breach proceedings are not being instigated if this decision is made. Serco and the London YJB will separately determine a process to manage any case management disputes that

may arise concerning enforcement of YROs with multiple requirements including Community Payback.

When a YRO includes an UPW element in conjunction with a supervision requirement the UPW element should be completed within 12 months. If an extension period for the completion of the Community Payback element has been granted the YOS will retain responsibility for breach until the extension period expires regardless of the supervision requirement period expiring

The YOS case manager should maintain monthly communication with the Serco Control Centre SPOC in reference to the completion of the UPW hours to ensure completion will be within the designated supervision period (or 12 months) and discuss whether an extension is required. It is the responsibility of the YOS case manager that all requirements of the order are completed and an extension is agreed if requirements will not be met within the supervision period (or 12 months).

When a young person completes the Community Payback element of an YRO Unpaid Work requirement, the Serco Control centre unit will confirm to the YOS that the requirement has been completed within five working days of the event occurring.

Any YRO with a single requirement for Unpaid Work will be managed and where appropriate enforced by the relevant adult service; the YOS will not be involved- see below.

YRO Unpaid Work single requirements :

Enforcement of any breach of **stand alone YRO Unpaid Work requirements** will be the responsibility of the adult service. Enforcement should occur under the terms of YRO legislation and guidance, i.e. enforcement action being taken on the third unacceptable absence. These breaches will be actioned by NPS prosecutors. Notification of intended breach will be communicated to the Probation Prosecutors within six days of the last unacceptable absence. The relevant YOS will also be notified of the intended breach action within 24 hours of breach being instigated and date of summons given.

7. Management of Risk - MAPPA:

The transfer of any offender who is being managed within MAPPA at level 2 or 3 will be considered at the relevant MAPPA meeting no later than six months prior to the offender's 18th birthday and full discussion held at this multi-agency level to ensure all issues pertaining to case transfer are addressed. For those cases managed at MAPPA level 1, the YOS should inform the local MAPPA co-ordinator prior to transfer to ensure that the local NPS Office is aware of the MAPPA level 1 status.

8. Victims:

- Details of victims of violent or sexual offences where the offender receives 12 months or more in custody should be notified to the local

NPS victim unit, as soon as the YOS becomes aware of the sentence imposed. It is very important that this information is passed to the NPS as early as possible during the sentence. The staff in the NPS victim units provide an information service to victims about sentences etc and act as a conduit for information from the victim that is relevant to parole decisions, license conditions etc.

- If the Victim Unit receives information about victims direct from Crown Court, Victim Unit staff will notify the relevant YOS of their involvement.
- YOS case manager will notify the Serco Control Centre of any known concerns/issues relating to victims.
- The YOS frequently contact victims prior to sentence via YOS victim arrangements. It is important that victims contacted under such circumstances are informed that they will be contacted again via the the NPS victim liaison scheme if the offender receives a custodial sentence of 12 months or more.
- YOS must contact both their own Victim Services and NPS Victim Services to advise of any changes in custody circumstance, such as transfer to open conditions, Release on Temporary Licence (ROTL) and release at end of sentence. This will allow discussion of any appropriate restrictions to be added.

9. *Deter Young Offenders (DYOs) and young people subject to IOM arrangements - Transfer arrangements:*

In cases where a young person is currently on the Deter strand of the Priority and other Prolific Offenders (PPO) / Integrated Offender management (IOM) strategy, is approaching 18 years and is at risk of joining the adult IOM / PPO scheme (due to their high OGRS score), potential transfer to the borough adult IOM / PPO scheme should be sought. The YOS should refer the case to the relevant borough PPO /IOM panel approximately six months before the date of expected transfer. If the case is accepted by the panel as a PPO /IOM (Catch and Bring to Justice), a formal transfer plan should be agreed between the YOS case manager and the borough PPO / IOM team (which is likely to be located in the CRC). The relevant offender manager within the borough PPO / IOM team will take on case management responsibility for the young person. Two three-way meetings should always be convened prior to transfer.

If the case does not meet the criteria for acceptance onto the adult IOM / PPO (Catch and Bring to Justice) scheme, then transfer to the relevant adult service should be arranged as normal.

Formal transfer occurs only once a three-way transfer meeting has taken place, otherwise case responsibility stays with YOS.

The DYOS Scheme Management Framework² should be adhered to.

2

10. Additional Information exchange:

Preventative Services such as Prevention Youth Inclusion and Support Panels (YISP)/ Family support/ Family Intervention Programmes (FIP) / any arrangements available at a local borough level:

YOS officers and adult services offender managers should actively seek to exchange information in support of section 115 of the Crime and Disorder Act 1998. In the case of youth crime prevention, the expectation is that adult services offender managers will exchange information to support the work of Youth Inclusion and Support Panels. This means sharing relevant information on parents / carers under probation supervision who have children which may increase the risk of the children becoming involved in criminal activity. Where adult services are supervising adult offenders with children who would benefit from early intervention services or if the parents would benefit from parenting provision, referrals should be made to the YOS for FIP/ YISP services. NPS and CRC SPOs must ensure relevant information is exchanged with YOS in a timely manner to support referrals to FIP, YISP.

NPS and CRC seeking information on young offenders 18-19 years old:

NPS and CRC staff should consider contacting the relevant Youth Offending Services with regard to offenders that are 18-19 years old for background information and known concerns, when it is evident that the young person was previously known to the YOS. Processes should be followed in terms of confidentiality and Single Point of Contact's (SPOCs) utilised for this information exchange. The YOS should provide adult services with all relevant documentation via the YJB IT Information Sharing Portal (where available) as described earlier.

Organisational Signatories

Signed and agreed by:

Lisa Harvey- Messina / Liz Westlund.....
London Heads of Region YJB

Date:

Nigel Walker.....
SERCO Operational Manager

Date:

Andrew Hillas/ Patsy Wollaston.....

ACOs Young People's issues - London CRC

Date:

Andrew Blight.....

ACO London - NPS

Date:

:

Appendices

Name: _____

D.O.B: _____

Date of proposed transition (if different from 18th birthday): _____

Case Identified for transfer? Yes No

If yes complete remainder of this form

Risk Level: _____

Has transition been included in the sentence plan? Yes No

If no please ensure that an updated assets is completed incorporating transitional issues

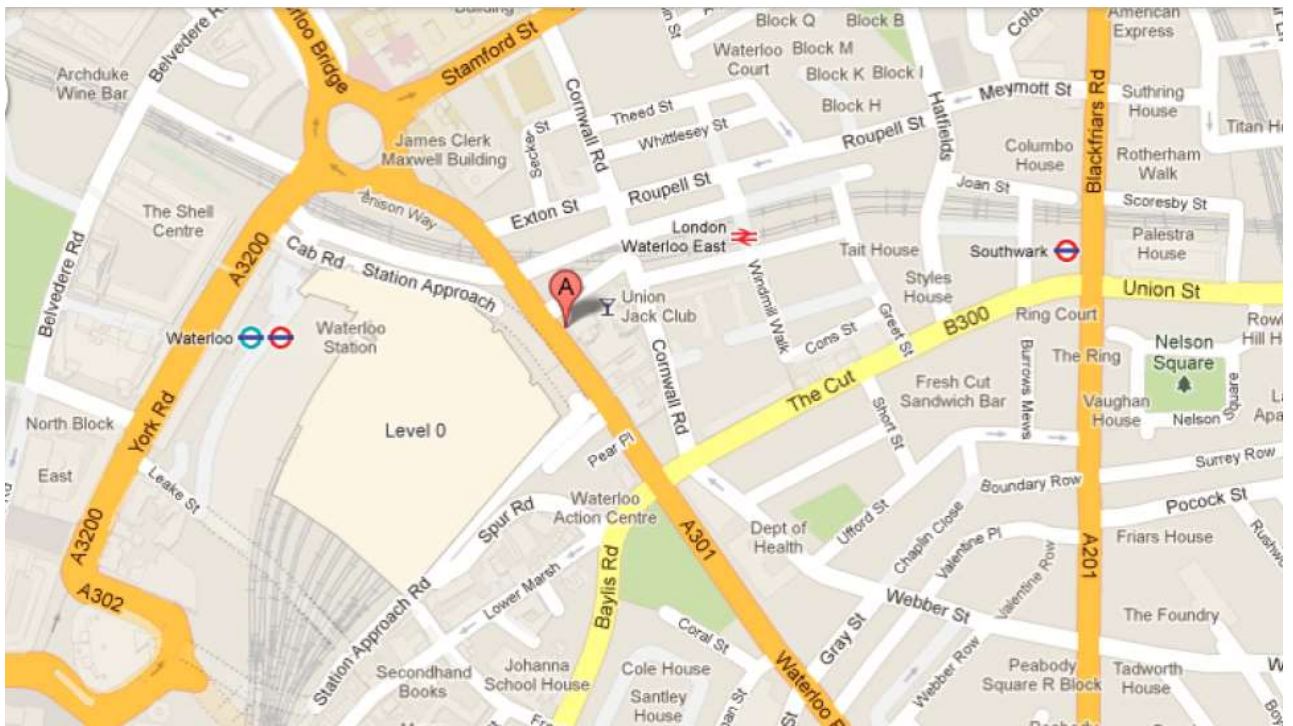
Has the young person and their family received an explanation of expectations of Probation after they are transferred?	
Has the young person's views been obtained and any anxieties addressed?	Yes No
If yes, what were these and what action has been taken?	
Does this young person have particular transfer issues eg female offenders, child care commitment, looked after children, diversity needs?	Yes No
Please give details	
Is there a third sector agency involvement who can assist in the transfer process?	Yes No
Please give details	
If yes please provide details	
Are there any current safeguarding or gang	

Issues?	Yes	No
If yes please provide details		
Is this a MAPPA case?	Yes	No
If yes please confirm that contact with the NPS has occurred 6 months prior to transfer?	Yes	No
Late referrals must be referred immediately to your local NPS office		
In non-MAPPA cases please confirm consultation with adult services has occurred six months prior to transfer?	Yes	No
Date of initial consultation:		
Are there other requirements that will be transferred with this order eg CP?	Yes	No
If yes confirm how this will continue after transfer?		
Has a pre transfer three way meeting occurred (incl family members if appropriate)	Yes	No
Date and location of initial three way meeting:		
Please note adult services cannot accept case transfers of community orders unless a three way meeting has been conducted. (any exception must be agreed with Senior Probation Officer)		
Has a review meeting date been arranged?	Yes	No
Date:		
Location:		
Has the date for transfer been agreed including all relevant paper work to be passed to NPS / CRC?	Yes	No
Give date:		
Has transfer OASy been completed by YOS Secondee?	Yes	No
Please note if OASYs has not been completed case cannot be transferred to adult services (any exception must be agreed with Senior Probation Officer)		

We are conveniently situated in the Capital Tower building just across the road from Waterloo Station. This means we can be reached by train or tube (Northern, Jubilee, Waterloo & City and Bakerloo Lines).

Exit the tube or main line station by the Waterloo Road exit. Cross over the road at the traffic lights and the Capital Tower building will be directly in front of you. The Wellington pub situated to the left and Sainsbury's to the right.

On arrival at Capital Tower please ask for Serco at reception. We are in Room 703 on the 7th Floor.



The Control Centre can be contacted on: 020 7593 3120 (Fax: 020 7593 3123)

London YOS Risk of Harm Screening tool

This form **must** be completed in all cases where a Community Payback requirement is made/ proposed at the Youth court.

1) Previous offences

Has the offender been convicted of any of the following offences: yes/no

	Current offence	Previous offence
Murder/ attempted murder/ threat or conspiracy to murder/ manslaughter		
Wounding/ GBH (sections 18/20 offences against the person act 1861)		
Any sexual offence against a child(ren)		
Rape or serious sexual offence against an adult		
Any other offence against a child		
Aggravated burglary		
Arson		
Criminal damage with intent to endanger life		
Kidnapping/ false imprisonment		
Possession of firearm with intent to endanger life or resist arrest		
Racially motivated/ racially aggravated offence		
Robbery		
Any offence involving possession and /or use of weapons		
Other serious offence i.e. blackmail, child pornography, harassment, stalking, child neglect, child abduction		
None of these apply		

2) Current knowledge available to YOS/T / Youth Court Duty officer

Has the offender **ever** (now or in the past): yes/no/don't know

Assaulted/ threatened staff	
Assaulted/ threatened others	
Been violent towards partner/ other family member	
Committed a serious offence whilst not complying with medication	
Been sentenced to 4 or more years imprisonment	
Been involved in any hate-based behaviour	
Been assessed as high risk of serious harm	

Been sentenced to life imprisonment or indefinite detention	
Been a minor subject to life licence under section 90-92 criminal courts (sentencing) act 2000	
Been a conditionally discharged patient subject to Restriction Order under section 41 MHA 1983	
Received an extended sentence	
Been a stalker	
Displayed obsessive behaviour linked to offending	
Been involved in bizarre/ ritualistic aspects linked to offending	
Displayed any offence related behaviour in a custodial setting	
Displayed any inappropriate behaviour towards members of staff, visitors or prisoners	
Established links or associations whilst in custody which increase risk of serious harm	
Committed an offence involving excessive use of violence or sadistic violence	
Knowledge of Gang involvement	
Concerns of radicalisation or violent extremism – engagement with or vulnerable to	
None of these apply	

3) Other issues

Based on knowledge of the offender; yes/no/ don't know

Is he/she likely to live with, or have frequent contact with, any child on the child protection register or who is being looked after by the local authority	
Are there any concerns in relation to children in general	
Are there any concerns in relation to the offender with regard to risk of suicide	
Are there any concerns in relation to the offender with regard to risk of self-harm	
Are there any vulnerability issues in relation to the offender	
Are there any disruptive behaviour issues in relation to the offender	
Are there any concerns in respect of breach of trust in relation to the offender	
Are there any other issues present which leads you to consider a full analysis should be completed	
None of the above apply	

Assessor Name:

Line Manager Name:

Assessor Signature:

Management Countersign:

Team:

Date:

Date:

If yes has been indicated in any of the scoring categories, a full Layer one OASys assessment should be completed by Community Payback.

Case Transfer Checklist for YOS's

- Current ASSET (within 3 months)
- ROSH/ RMP
- VMP
- Vulnerability concerns
- The most recent PSR and other relevant reports (including education, health etc).
- Court Order/ Licence
- Transfer summary/ supervision plan
- Previous offending profile/previous convictions.
- Notification of outstanding matters, status, dates, crime references etc.
- Record of contact with young person.
- Enforcement information in connection to the current sentence (e.g. failures to attend, warning letters)
- Details of work carried out as part of the order.
- CPS bundle in relation to offence for which current order was made (where available)
- Mental health, education and training, outstanding referrals, involvement of other professional organisations, child protection/ care of younger siblings etc.
- Sentence plan/ release plan
- Other relevant/ specific information regarding high risk cases including MAPPA, Risk Management Panels
- PPO: If the offender is a prolific or priority offender (PPO), or is being targeted under the 'Deter' strand of the PPO programme
- Gang Information (affiliations, oppositional gangs)
- MAPPA information
- PVE documentation, including Channel Panel Assessment

SERCO Control Centre
Address of SERCO Control Centre
TELEPHONE NUMBER
FAX NUMBER

Name of YOS
Address of YOS
Telephone number
Fax number

Date:

Dear

On you received a month at court. Your sentence requires you to complete hours of Community Payback.

Additional Requirements of your YRO include (if applicable):

- Supervision Requirement.....
- Programme Requirement.....
- Activity Requirement.....
- Attendance Centre Requirement.....
- Curfew Requirement.....
- Education Requirement.....
- Residence Requirement (16/17 only).....
- Local Authority Residence Requirement.....
- Drug Treatment Requirement.....
- Drug Testing Requirement (14+).....
- Mental Health Treatment Requirement.....
- Intoxicating Substance Treatment Requirement.....
- Exclusion Requirement.....
- Prohibited Activity Requirement.....
- Electronic Monitoring Requirement.....
- Community Payback Requirement (16/17 only)....
- Intensive Fostering (pilot areas only).....
- Intensive Supervision and Surveillance.....

You are required to report to Community Payback Site for your initial appointment. An appointment has been arranged for you to attend the above office on:

Day of the Week: **Date:** **Time:**

It is very Important that you keep this appointment on time, as failure to do so could lead to you being taken back to Court.

Please bring this letter with you. A map and contact details of the Community Payback Office will be provided by the YOS court officer with this letter.

In the event of any difficulty in attending this appointment please contact the Community Payback Office on the number above.

Yours Sincerely

YOS COURT OFFICER NAME
YOS COURT OFFICER YOS
YOS COURT OFFICER CONTACT NUMBER

SERCO Control Centre
Address of Control Centre
TELEPHONE NUMBER
FAX NUMBER

TO THE COURT DUTY OFFICER:

If a YRO Community Payback Order is made:

- 1) Telephone the above SERCO Control Centre and obtain an appointment time **before** the Offender leaves Court
- 2) Fax/ Secure Email to the SERCO Control Centre the following documents: Court Order/ASSET/PSR/ROSH/Management Plan/Vulnerability Plans and all other applicable documentation

.....
SERCO Control Centre
Address of Control Centre
TELEPHONE NUMBER
FAX NUMBER

Date:

Dear

You have today received a Community Punishment/Community Punishment & Rehabilitation Order for Hours.

An appointment has been arranged for you to attend the above office on:

Day of the Week:

Date:

Time:

It is very Important that you keep this appointment on time, as failure to do so could lead to you being taken back to Court.

Please bring this letter with you. Find attached a map to direct you to the office.
Telephone this office immediately in the event of any difficulty.

Yours Sincerely

YOS COURT OFFICER NAME
YOS COURT OFFICER YOS
YOS COURT OFFICER CONTACT NUMBER

MAGISTRATES' COURT	LOCAL DELIVERY UNIT	SENIOR PROBATION OFFICER	TELEPHONE
Bexley, Bromley & Greenwich Magistrates' Courts	Bromley and Bexley	Angela Harris Tina Grindley	020 8466 7391 020 8466 7391
Camberwell Green & Tower Bridge Magistrates' Courts	Southwark	Prue Johnson	0845 601 3600
City of London Magistrates' Court	Hackney and City	Kate Cinamon	020 7192 2227
City of Westminster Magistrates' Court	Kensington, Chelsea and Westminster	Fiona Parker	03000 480 350
Croydon Magistrates' Court	Croydon	Alice Glaister	020 8688 0739
Enfield Magistrates' Court	Barnet and Enfield	Mac Leckey Aveen Gardiner	0207 619 1423 020 7619 1431 (in Mac's absence)
Hendon & Willesden Magistrates' Courts	Barnet and Enfield	Sam Denman	0208 511 1342 07850281157
Highbury Corner Magistrates' Crt	Camden and Islington	Mac Leckey Aveen Gardiner	0207 619 1423 020 7619 1431 (in Mac's absence)
Barkingside and Romford Magistrates' Court	Redbridge and Waltham Forest	Jerry Thomas	020 8530 7561
Lavender Hill, Wimbledon & Richmond Magistrates' Courts	Wandsworth	Siobhan McBride	020 7228-9047
Thames, Stratford & Waltham Forest Magistrates' Courts	Tower Hamlets	Rose Carew	020 89801818
Uxbridge & Ealing Magistrates' Courts	Harrow and Hillingdon	Brigid Moore	01895 231 972 Hillingdon 020 8424 2294 Harrow

			020 8566 3882 Ealing
Feltham Magistrates' Courts	Hounslow	Stephen Palmer	020 8380 4584
Hammersmith Magistrates' Court	Hammersmith and Fulham	Jackie Ashby	07894482722

Crown and Magistrate Court LPT SPO Contacts

CROWN COURT	LOCAL DELIVERY UNIT	SENIOR PROBATION OFFICER	TELEPHONE
Blackfriars Crown Court	Southwark	Yvonne Alphonse	020 7021 0769
Central Criminal Court	Hackney	Kate Cinamon	020 7192 2227
Court of Appeal	Hackney	Kate Cinamon	020 7192 2227
Croydon Crown Court	Croydon	Alice Glaister	020 8 681 5039
Harrow Crown Court	Harrow & Hillingdon	Sam Denman (Harrow MC) 07850281157 Eithne Browne (Harrow CC)	01895 231 972 Hillingdon 020 8424 2294 Harrow
Inner London Crown Court	Southwark	Prue Johnson	020 7407 7333
Isleworth Crown Court	Hounslow	Stephen Palmer	020 8380 4584
Kingston Crown Court	Kingston and Richmond	Anthony Josling (Josh)	020 8240 2551
Southwark Crown Court	Southwark	Yvonne Alphonse	020 7403 1045
Snaresbrook Crown Court	Redbridge and Waltham Forest	Jerry Thomas	020 8530 7561
Wood Green Crown Court	Haringey	Jonathan Joels	020 8826 4100

Woolwich Crown Court	Greenwich	Avis Rhone	0208 312 7005/6 or 07717766253
----------------------	-----------	------------	-----------------------------------

YOT will need to use the following e-mail addresses to send information to London Courts

nps.ActonMagistratesCourt@london.probation.gsi.gov.uk
nps.BarkingMagistratesCourt@london.probation.gsi.gov.uk
nps.BelmarshMagistratesCourt@london.probation.gsi.gov.uk
nps.BexleyMagistratesCourt@london.probation.gsi.gov.uk
nps.BlackfriarsCrownCourt@London.probation.gsi.gov.uk
nps.BrentMagistratesCourt@London.probation.gsi.gov.uk
nps.BrentfordMagistratesCourt@London.probation.gsi.gov.uk
nps.BromleyMagistratesCourt@London.probation.gsi.gov.uk
nps.CamberwellGreenMagistratesCourt@london.probation.gsi.gov.uk
nps.CentralCriminalCourt@London.probation.gsi.gov.uk
nps.CityofLondon.MagistratesCourt@london.probation.gsi.gov.uk
nps.CourtOfAppeal@London.probation.gsi.gov.uk
nps.CroydonCrownCourt@london.probation.gsi.gov.uk
nps.CroydonMagistratesCourt@london.probation.gsi.gov.uk
nps.EalingMagistratesCourt@london.probation.gsi.gov.uk
nps.EnfieldMagistratesCourt@london.probation.gsi.gov.uk
nps.FelthamMagistratesCourt@london.probation.gsi.gov.uk
nps.GreenwichMagistratesCourt@london.probation.gsi.gov.uk
nps.HarrowCrownCourt@London.probation.gsi.gov.uk
nps.HarrowMagistratesCourt@London.probation.gsi.gov.uk
nps.HaveringMagistratesCourt@London.probation.gsi.gov.uk
nps.HendonMagistratesCourt@London.probation.gsi.gov.uk
nps.HighburyCornerMagistratesCourt@London.probation.gsi.gov.uk
nps.HighgateMagistratesCourt@London.probation.gsi.gov.uk
nps.InnerLondonCrownCourt@London.probation.gsi.gov.uk
nps.IsleworthCrownCourt@london.probation.gsi.gov.uk
nps.KingstonCrownCourt@London.probation.gsi.gov.uk
nps.KingstonMagistratesCourt@London.probation.gsi.gov.uk
nps.NewhamStratfordMagistratesCourt@London.probation.gsi.gov.uk
nps.RedbridgeMagistratesCourt@London.probation.gsi.gov.uk
nps.RichmondMagistratesCourt@London.probation.gsi.gov.uk
nps.SnaresbrookCrownCourt@London.probation.gsi.gov.uk
nps.SouthWesternMagistratesCourt@London.probation.gsi.gov.uk
nps.SouthwarkCrownCourt@London.probation.gsi.gov.uk
nps.SuttonMagistratesCourt@London.probation.gsi.gov.uk
nps.ThamesMagistratesCourt@London.probation.gsi.gov.uk
nps.TottenhamMagistratesCourt@London.probation.gsi.gov.uk (Haringey Magistrates Court)
nps.TowerBridgeCourt@London.probation.gsi.gov.uk
nps.UxbridgeMagistratesCourt@London.probation.gsi.gov.uk
nps.virtualcourt.camberwell@london.probation.gsi.gov.uk
nps.WalthamForest@London.probation.gsi.gov.uk
nps.WestLondonMagistratesCourt@London.probation.gsi.gov.uk
nps.WestminsterCityofMagistratesCourt@London.probation.gsi.gov.uk

nps.WimbledonMagistratesCourt@London.probation.gsi.gov.uk
nps.WoodGreenCrownCourt@London.probation.gsi.gov.uk
nps.WoolwichCrownCourt@London.probation.gsi.gov.uk
nps.WoolwichMagistratesCourt@London.probation.gsi.gov.uk (Greenwich and Woolwich)



NPS (London Region) London CRC and Youth Justice Board - London Region

SERVICE LEVEL AGREEMENT February 2014

This Service Level Agreement specifies the following:

- 1. The strategic interface between NPS, CRC and the 32 London Youth Offending Teams (YOTs) and their Youth Offending Service (YOS) Management Boards, and the Youth Justice Board – London Region (YJB – LR).**
- 2. The role and management of NPS probation officers seconded to Youth Offending Teams (YOTs).**

1. Strategic interface

Strategic interface: Between NPS London Region London CRC and YJB London Region

The NPS / CRC ACOs with responsibility for Young Adult Offenders and the YJB London Heads of Region will meet on a quarterly basis to review progress against joint outcomes, with a particular focus on jointly agreed key priority areas, and to undertake joint planning. This will link directly into the work of the regional strategic partnership boards including:

- London Community Safety Partnership
- London Safeguarding Children Board
- London Multi Agency Public Protection Arrangements (MAPPA)
- London Crime Reduction Board

- London Criminal Justice Partnership
- London Anti Social Behaviour (ASB) Board
- The London Youth Reducing Re-offending Programme

Strategic interface: London CRC and NPS London and London YOT/S:

NPS London, is a statutory partner within each of the 32 London YOT/S and has responsibility for seconding probation officers to YOT/S. The London CRC has a duty to cooperate with the London YOSs in terms of facilitating the transition of the majority of young people transferring from YOSs to adult criminal justice services.

NPS London and London CRC London YOT/S work together across a range of strategic outcomes and targets. However the key cross-agency priorities for the respective agencies are:

1. The assessment and management of the risk of harm of young people known to all agencies, this includes the RSR assessment being completed by the NPS secondee. This will also include the accurate identification of levels of emotional and psychosocial maturity of young people.
2. Improving the management of young people subject to MAPPA Arrangements at a multi-agency level which is a NPS / YOS responsibility.
3. Improving the management of young people subject to Integrated Offender Management (IOM) and Prolific and other Priority Offender (PPO) Scheme, largely a CRC / YOS responsibility.
4. Improving the process and implementation of transferring cases between YOT/S and adult services and the sharing of information between agencies. This includes the extended use of the Information sharing Portal as it is made available across London in late 2014.
5. Improving the quality of service provided to victims entitled to statutory contact arrangements.
6. Improving and making more consistent compliance and enforcement procedures practiced by adult services and the 32 YOT/Ss.
7. Identifying learning issues from Serious Further Offence and Serious Incident investigations and improving practice as a result.
8. Extending the knowledge of staff in adult services and London YOSs of the respective responsibilities of the other agencies, and the requirements of the Orders/ licences they supervise.

These priorities will form a focus for the strategic interface between adult services and the London YOT/S and for the role of the NPS seconded probation officers within YOT/S. There are a number of key interfaces that have been identified:

- The interface between the NPS, CRC Local Delivery Unit (LDU) Assistant Chief Officer (ACO) and the local YOT/S Manager.
- The interface between the assigned NPS line manager and the YOT/S line manager of the NPS secondee.
- The interface between the NPS ACO and the local Youth Offending Service Management Board.

- NPS secondee practice forum meetings – a meeting set up for NPS seconded staff and open to regular inputs from the YJB and CRC and other relevant parties.
- YJB, YOT/S, NPS and London CRC Forums operating to provide communication channels between managers from the NPS, CRC, YOT/S and YJB.

Each NPS cluster will identify a liaison SPO for each YOS located in their cluster. The NPS will expect the Liaison SPO to engage with the relevant YOT/S Manager. The NPS Liaison SPO will report directly to the LDU ACO concerning YOS/T NPS issues.

Each CRC cluster will identify a SPO single point of contact (SPOC) who will liaise with each relevant YOT/S and in particular with the NPS secondee and their manager at the YOS.

Local Delivery Unit ACOs and YOT/S Heads of Service

The NPS and CRC ACOs for Local Delivery Units (LDUs), and the YOS Heads of Service will hold twice annually strategic review meetings to ensure progress against joint outcomes with a particular focus on the key priority areas identified above. These meetings should shape the joint working between NPS, CRC and the YOT/S in each borough.

YOS Management Board

The NPS LDU ACOs will be the formal NPS representatives on each of the 32 YOS Management Boards, and it is expected that they will attend Board meetings; in their absence the NPS YOS Liaison SPO may be delegated to attend in their place .

2. The Role of Seconded Probation Officers in YOT/S

The NPS Liaison SPO and the relevant YOS Operational Manager play a critical role in the day to day management of the Secondee; in identifying the work of the Secondee and the Secondee's responsibilities with reference to local Case Transfer arrangements and offering advice (until YOSs take over the provision of community payback expected to occur in late 2014), concerning the suitability of Unpaid Work requirements for YOS offenders.

Probation Officers seconded into YOT/S will be involved in the delivery of specifically targeted services to young people, victims, families and the community. Their role should clearly reflect the key strategic priorities identified.

Seconded Probation Officers will need to be competent across the normal range of probation officer skills and in particular will need to focus on:

- Developing new skills and knowledge in relation to youth justice and working with young people.
- Arranging their workload to ensure that they spend the majority of their time working with the young people aged 16/17 whose orders/ licences are likely to be transferred to adult services. Any work outside of this age banding should not be at the expense of the 16 – 17 age group.
- In conjunction with the relevant YOS Manager, developing a process to identify all cases potentially requiring transfer to adult services 6 months in advance of the probable transfer date.
- Developing and sustaining probation related practice skills and knowledge within the multi agency environment of the YOT/S.
- The effective assessment and management of risk, in particular working with higher risk cases, including MAPPA and PPO managed cases. Attending MAPPA Risk Management forums.
- Effective liaison with other agencies in relation to the offender management of cases in particular MAPPA and PPO cases.
- Participating in the YOT/S generic office duty function, but will not be assigned Appropriate Adult duties. The YOT/S PO will be expected to undertake breach duties in the Youth and Crown Court where appropriate.
- Being confident in undertaking Compliance and Enforcement procedures.
- Working effectively at the practice interface between the YOT/S and local NPS and CRC units with particular reference to effective case transfer and the sharing of information. This includes possessing operational knowledge of the YOS/adult services Information sharing IT Portal (when available) and regularly updating staff in both the local NPS and CRC LDUs concerning YOS/T developments
- Effective liaising with NPS Victims' Units and London Community Payback (until late 2014).
- High quality punctual completion of OASys assessments on 17 year olds at the point of transfer to adult services, which will include the contents of any previously produced YOS transitions document.

YOT/S Seconded POs should not be expected to be on the generic court duty rota on a regular basis. The amount of Court duty undertaken will be negotiated depending on the size and needs of the YOT/S and, as such, will be led by business need.

Management framework to support and hold to account YOT/S POs

Please also note NPS/ London YJB/ London YOS protocol 2014

Each London NPS LDU ACO and YOS Heads of Service will need to ensure the following facilities/ structures are available:

- Ensuring Secondedees are given time to access NPS laptops or ICT system (where NPS laptop is not available) on a minimum fortnightly basis.

- A line manager within the YOT/S is identified as providing supervision to the NPS Secondee.
- A SPO in the relevant NPS LDU is identified as the Liaison SPO.
- An initial meeting between the line manager from the YOT/S, the Liaison NPS SPO and the NPS Secondee to confirm induction arrangements and to identify initial support/learning needs occurs within two weeks of the Secondee’s commencement at the YOS/T.
- The Liaison NPS SPO, the YOT/S line manager and the seconded PO meet on a quarterly basis to review progress against performance targets, identify learning needs and review secondment arrangements. In addition, the Secondee should also meet with the NPS Liaison SPO on a six weekly basis.
- Seconded POs receive monthly planned supervision regarding current work and professional development from the YOT/S line manager.
- YOT/S line managers provide annual appraisals concerning the NPS Secondee with contributions from the NPS Liaison SPO using the local authority appraisal process. The NPS will provide the YOS with the last available appraisal undertaken with the Secondee at the Secondee’s point of commencement at the YOS.

The secondment should be agreed by all parties to be of not less than two years duration and, exceptionally, with the agreement of the YOT/S, NPS and the seconded officer, not more than three years. From the outset, there will be ongoing planning for the seconded officer’s eventual return to the NPS to ensure that at the end of the secondment period the officer is ready to return to work effectively in a NPS operational unit. This should include a meeting six months before the return date to plan the PO’s exit from the YOT/S and return to London NPS. The NPS Liaison SPO is responsible for ensuring this process is actively managed. It is NPS’s responsibility to identify a position for the secondee to return to prior to the end of the secondment and The NPS will undertake a CRB check if required at this point.

A secondment protocol specific to the management and role of seconded Probation Officers has also been agreed between London NPS and the Youth Justice Board – London Region.

London NPS		Youth Justice Board-London
Signatures
Names
Roles
	ACO	

Date

London CRC

Signatures

Names

Roles
ACO

Dates