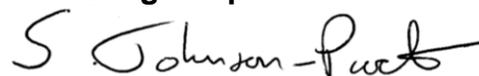


Children's Services

PROTOCOL FOR JOINT WORKING BETWEEN TARGETED YOUTH SUPPORT SERVICE (TYSS), YOUTH JUSTICE WITHIN TYSS AND PROBATION TO SUPPORT CARE LEAVERS AGED 18+

PUBLICATION SCHEDULE NUMBER:
PUBLICATION DATE: August 2012
AUTHORISING OFFICER:

CS0271
ISSUE NO: 2
Lindsay Edwards, Head of Services
for Young People



Steve Johnson-Proctor,
NPS Hertfordshire

AUTHORISING OFFICER'S SIGNATURE:



AUTHOR OF PUBLICATION:
POST:

Liz Bell
Services for Young People
Specialists Services and
Transitions Manager
Vulnerable Young People Policy
Team
October 2017

TEAM:

REVIEW DATE:

TARGET AUDIENCE:

PUBLISHED BY

Children's Services

NPS
Hertfordshire



Introduction

Targeted Youth Support is defined as 'Support for vulnerable young people and their families in need, focusing on support, resolution and multi-agency work, through the identification of complex needs to prevent escalation into specialist services.

The Service will work with young people who have offended and have received a sanction above a Youth Caution, working with young people from age 10 – 18 years.

This guidance aims to provide a summary of key service requirements for our care leavers who are also known to the Youth Justice Service within Targeted Youth Support Services (TYSS) or National Probation Service (NPS) Hertfordshire, whilst ensuring that the Corporate Parenting responsibilities of Hertfordshire County Council are met.

For the purposes of this document, the Youth Justice Team within TYSS will subsequently be called 'The Youth Justice Team'.

1. Vision Statement

All young people can be vulnerable during transitional stages in life. Young people leaving care are likely to be particularly vulnerable due to their life experiences. Children's Services, in partnership with others, will seek to act as a "good parent". This implies accepting that the transition to adulthood can include more than one change of direction or breakdown in arrangements, when the young person will need support and encouragement to learn from what has happened, and start anew.

Hertfordshire County Council recognises its responsibility, in partnership with other agencies, to assist young people leaving care to re-integrate successfully with their families, or to become as self supporting as possible. The necessary services will be available to help care leavers achieve a successful transition, and will be provided in accordance with the agencies' legal obligations and by the best use of available resources.

Hertfordshire County Council recognises the need for all young people to - mature and become independent of those who provide parental care. It acknowledges however that young people mature at different rates, and will be ready to move on to semi-independent or independent living at different times according to their maturity and circumstances.

All care leavers should have access to services which are appropriate to their needs, including those which arise from their gender, ethnicity, cultural and linguistic background, sexual orientation and disability.

Services for Young People will support young people leaving care to make a successful transition to adulthood by providing high quality, personalised support to Care Leavers over the age of 18 years, including those returning to education up to the age of 25 years.

2. Rational for this Guidance

Hertfordshire's Services for Children and Young People have agreed Operational Guidance for The Targeted Youth Support Service 18+ Care Leavers Service. This can be found at

<http://compass.hertsccl.gov.uk/pp/csfpolproc/16006003/csf0208>

Services for Young People will provide a Care Leaver Service to all young people aged over 18 years who are former relevant or qualifying young people as defined by the [Care Leavers \(England\) Regulations 2010](#).

The responsibility of the local authority is to improve outcomes and actively promote the life chances of children they look after, known as 'Corporate Parenting'. This term recognises that the task must be shared by the whole

local authority and partner agencies. The role of the corporate parent is to act as the best possible parent for each child they look after and to advocate on his/her behalf to secure the best possible outcomes. In its 'Corporate Parenting' role, Hertfordshire County Council has a duty to the following young people:

Eligible Young People: Young people aged 16 and 17 who have been looked after for at least 13 weeks since the age of 14 and are still being looked after. Eligible children are entitled to all the provisions of the looked after service.

Relevant Young People: Young people aged 16 and 17 who are no longer looked after by a local authority, but who were looked after for at least 13 weeks after the age of 14 and have been looked after at some time while they were aged 16 and 17.

Former Relevant Young Children: Young people aged between 18 and 21 who have been eligible and/or relevant children. If at the age of 21, the young person is still being helped by the responsible authority with education or training, then he or she remains a former relevant child. Former relevant children are entitled to the following services:

- Local Authority Contact
- Personal Adviser and Pathway Plan
- Assistance with employment, education and training
- Assistance in general
- Vacation accommodation for higher education or residential further education if needed

Former relevant children are no longer dependent upon the local authority for income and housing costs. They can obtain benefits in their own right. If they become homeless at the age of 18, 19 or 20 or over, they will need to be assessed to establish whether they are vulnerable.

Remands to Youth Detention Accommodation

Young people Remanded to Youth Detention Accommodation are now treated as Children Looked After (CLA). This is under [Section 23 of the Children and Young Persons Act 1969](#) and is the same section as those Remanded to Local Authority Accommodation. These young people are subject to placement meetings, CLA reviews, a Detention Placement Plan, Clothing Allowance and pocket money. In respect of their Care Leaving status the same criteria in respect of eligibility and post 18 status apply as applies to all young people who are looked after.

Most remands are relatively short and young people return to their families after a few weeks. For those whose cases go to trial, their remand period may take them beyond 13 weeks, which depending on their age may change their status.

If a member of staff is unsure of a young person's status, clarification can be sought from their Team Manager or further information is available at: [The Children Act 1989 Vol 3 The Legal Framework pages 5 – 12](#)

This Protocol agrees Case Transfer Arrangements which specify that a looked after child becomes eligible for leaving care services at age 18 and will be allocated a named Personal Adviser. The Personal Adviser will work with the young person to:

- Ensure a planned and timely transition from the Looked After Children's Service to the Targeted Youth Support Service;

- Ensure the young person is provided with the support necessary to successfully achieve independence;
- Support the young person to fulfil their educational goals;
- Support the young person to maintain relationships with carers and families, where possible;
- Ensure that young people are clear about what services they can expect from Targeted Youth Support , and what the service expects from them;
- Ensure that regular and meaningful contact takes place;
- Ensure that any difficulties that a young person may face are resolved in a timely manner, where necessary utilising expertise within the wider Services for Young People;
- Planning with young people for their full independence into adulthood.

Where a young person has been given a Custodial or Community Sentence, both the Targeted Youth Support Service, Youth Justice staff or NPS Hertfordshire or Community Rehabilitation Service (Protocol to be agreed) should work together to ensure that the young person is supported to fulfil the terms of his/her sentence, whilst ensuring that Hertfordshire's Corporate Parenting responsibilities are fulfilled.

3. Transition Arrangements

NPS Hertfordshire is normally responsible for the supervision of offenders aged 18 or over who are sentenced by a court to a Community Order, a Prison Sentence or are on Licence.

In many cases, where a young person is at or around the age of 18, the Youth Justice Team can normally transfer their supervision/case management responsibility to NPS Hertfordshire within twelve weeks of the young person's 18th birthday. However, in cases where the Youth Justice Team is supervising/case managing a young person who is close to completing their court order, the Youth Justice Team will consider retaining responsibility for the case even if the young person reaches/passes the age of 18. This decision should be made at a local level and should take into account the remaining length of the order, and the needs, maturity and vulnerability of the young person.

Youth Justice Teams will also retain responsibility for cases when there is outstanding enforcement action underway or pending, for example where a young person is facing an imminent court hearing for sentencing. In cases where a pre-sentence report is being prepared for a young person nearing the age of 18 then the TYSS report author should liaise with NPS Hertfordshire and the allocated Personal Adviser from TYSS to consider the young person's level of maturity, any learning and developmental issues, mental health and substance misuse issues and previous compliance etc, to determine:

- Whether the Youth Justice Team should retain case management responsibilities for a period beyond the normal transfer point (at or around the young person's 18th birthday);
- Whether any treatment requirements/interventions (or other specialist interventions) will be initially provided by Children and Young People's Services or by Adult Services, and what the transition arrangements will be;
- Whether there is a need to review these arrangements and relevant timescales.

Details of cases which should or should not be transferred can be found at:

Hertfordshire Youth Justice Service, Hertfordshire Probation Trust (2011) (to be revised).

Case Transfer Protocol between the Hertfordshire Youth Justice Service and Hertfordshire Probation Trust.

Where a young person's case is transferred, the transfer of the case management responsibility from the Youth Justice Team to NPS Hertfordshire may coincide with the young person ceasing to be looked after, and becoming a Care Leaver.

The Targeted Youth Support Service has agreed with the Children Looked After Teams that an Early Warning Form should be sent by the CLA Practice Manager to the Vulnerable Young People Policy team as the young person reaches 17 years of age. This will also provide an overview of the young person's vulnerabilities and risk assessment.

The CLA Practice Manager will set up a transfer planning meeting for when the young person is 17 ¼. The Vulnerable Young People Policy Team will ensure a named TYSS Personal Adviser and their Line Manager attends this transfer meeting.

Young people who are assessed to be at high risk at 17 ½ onwards will be presented at the TYS Risk Panel, unless they are already presenting at SEARCH panel.

Where the young person is involved with the Youth Justice Team, the Youth Justice Seconded Probation Officer should contact the Senior Probation Officer in the area to which the case will be transferred. The Senior Probation Officer will then agree the transfer with the case manager and allocate a responsible officer (Offender Manager). A meeting will then be arranged by the Youth Justice Case Manager to include the young person, the Youth Justice Case Manager, the TYSS Personal Adviser and the Offender Manager from NPS Hertfordshire to arrange the transfer.

Where a young person continues to present as vulnerable or at high risk of harm to themselves or others, their case will remain with, or will be referred to Targeted Youth Support Risk Management and Safeguarding Panel. Any young person who is deemed to be at significant risk to others, will be referred to Adult MAPPA by the Case Manager who will seek advice from the Youth Justice Operations Manager. Referrals can be made using the secure email address SEENPS.hertfordshire.MAPPA@probation.gsi.gov.uk.cjism.net

Social Work Procedures contain the Risk Management Manual which will contain information on referrals. This can be accessed at

Required documentation for handover is provided via Youth 2 Adult (Y2A) Portal by Youth Justice and includes:

- An up to date Pathway Plan;
- Supervision Plan (Youth Offending);
- Copies of Health Assessments; including drug and alcohol use;
- The status of the young person's housing application, together with any actions required;
- Benefits applied for, those that have already been accessed and those yet to be accessed;
- Risk Assessments – updated *ASSET – Risk of Serious Harm*, and other relevant assessments;
- MAPPA/Status, reviews and plans;
- Previous criminal convictions, whether the young person is classified as a current persistent offender;
- Most recent court reports;

- Safeguarding concerns;
- Victim contact status;
- Educational/training levels and attainments;
- Details of other agency involvement or panel involvement, for instance, SEARCH, HALO, CHANNEL

The meeting should identify a draft sentence plan, outline compliance and enforcement procedures and set a date for the first contact with the local Probation Offender Manager. Appropriate information should be shared to ensure that work is not duplicated, for example, housing applications.

The meeting is also an opportunity for the different services to:

- Ensure that the young person is clear about what services they can expect from each agency and what the service will expect from them;
- Ensure that regular and meaningful contact takes place;
- Agree frequency and venue for meetings with both services and whether TYSS Personal Advisors will be attending all or some of these meetings;
- Ensure that TYSS Personal Advisors and the Probation Offender Manager identify relevant shared objectives.

4. Accommodation within a Youth Offenders Institute, Secure Children’s Home or Secure Training Centre

Where the young person has a custodial sentence the Youth Justice Team within TYSS will engage with the young person whilst they are accommodated and with the young person’s family (where appropriate), and will support the young person’s transition back to the community.

When the young person is discharged from the Youth Offenders Institute and is over 18, and is also subject to a Section 90 / 91 Custodial Sentence, the Targeted Youth Support Personal Adviser will engage with the Youth Offending case manager to ensure that the relevant National Probation Service is aware of the young person in order to ensure that a robust plan is prepared for the young person’s release. This plan should include:

- ensuring that the responsible agency has made reasonable efforts to locate suitable accommodation for the young person to be discharged to;
- ensuring that an application has been made to the young person’s originating housing district/borough;
- ensuring that the young person has a support network, and is aware of contact details of Personal Adviser and NPS Hertfordshire;
- ensuring that the young person has access to financial support, enabling them to register for benefits where appropriate;
- arranging for assistance with employment, education and training, or arranging for the young person to access advice from the local Job Centre;
- the Targeted Youth Support Personal Adviser should also ensure that the young person’s Pathway Plan is up to date, and reflects the requirements of NPS Hertfordshire.

NPS Hertfordshire should, wherever possible, try to maintain continuity in the work previously carried out with the individual.

5. Transfer to Adult MAPPA

Where a case is registered with the Hertfordshire Young MAPPA, arrangements should be in place to share information with the adult MAPPA and where MAPPA criteria continue to be met, to arrange a transfer meeting to the adult MAPPA. The transfer would be facilitated by Hertfordshire’s MAPPA Chair. Referrals to MAPPA should be made

6. Channel Panel

Channel Panel provides support for people who may be vulnerable to being radicalised. Where it is considered that young people are vulnerable they should be referred to the panel via the Police. The panel will:-

- Assess the extent to which identified individuals are vulnerable to being drawn into terrorism;
- Prepare a plan in respect of identified individuals who the panel considers should be offered support for the purpose of reducing their vulnerability;
- Keep under review the giving of support to an identified individual under a support plan.

7. Following the Case transfer meeting

Within five working days of the transfer meeting, the TYSS Youth Justice case manager should inform all relevant parties – e.g. other partner agencies involved, of the name and contact details of the National Probation Service case manager and the formal date of transfer. The Youth Justice case manager will close the case in line with local Youth Justice Procedures. The NPS Hertfordshire case manager will carry out contacts in line with NOM's National Standards. The young person's TYSS Personal Adviser will continue to liaise with the case manager and the young person to ensure that the young person is supported to fulfil the requirements of their sentence plan, whilst ensuring they are also supported as a young person leaving care.

Monitoring

The following arrangements have been agreed:-

Care Leavers at Court Monitoring.

The purpose of monitoring is to capture information regarding young persons who have been in care or who are care leavers, in order to assess the extent of this offender groups representation in the Adult Court as well as helping to inform sentence planning. It will be used in all cases where a Pre-Sentence Report has been prepared and in cases where a Community Sentence Order, Suspended Sentence Order or Custodial Sentence has been imposed which requires allocation to either the CRC or NPS and where no report was prepared.

The majority of Pre-Sentence Reports are planned to be same day reports. The Court Officer undertaking the same day report (likely to be an Oral Report) will ask the offender whether he/she has ever been in care or whether he/she is a care leaver and will ascertain the contact details of the young person's TYSS Personal Adviser or Social Worker from the young person is possible, or from the relevant data base. This information will be recorded on the result sheet by the Court Duty Officer. Similarly, Court Duty Officers will secure this information from the offender at the time of sentence where no Pre-Sentence Report has been prepared. Where a Fast Delivery Report or a Standard Delivery report has been prepared it is the responsibility of the report writer to have this information entered in N-Delius .

At the time of entering the Court result on N-Delius, the Court Administrator will record the Care Leaver information under:

Offender Index – Personal Circumstances – Care Leaver – Care Experienced – Originating Authority

Details of the TYSS Personal Adviser or Social Worker can be entered in the Notes box.

Managers will then have access to Care Leaver data via MIS.

It may be that the offender cannot recall these details in which case the Offender Manager will contact the Police Officer or Seconded Probation Officer at TYS to check whether the young person is/was known to the Youth Justice Service via the Police National Computer and then enter the details in the Notes box as per the above guidance.

At the time of Induction the Offender Manager, whether CRC or NPS Hertfordshire should confirm that the Care Leaver Information has been properly recorded on N-Delius, as it may not have been available at the report stage e.g. If the young person is sentenced at a court outside Hertfordshire. It is expected that the Offender Manager will discuss all Care Leaver cases with the relevant Personal Adviser or Social Worker to better assess risk, need and vulnerability in order to inform sentence planning.

These arrangements will be monitored every quarter by all three agencies, who will be asked to report to the Specialist and Transition Services Manager within the Vulnerable Young People's Policy Team. The following information will be required on a quarterly basis:-

- Young person's age, address and date of birth,
- Sentence Plan,
- Outcomes for the young person
- Exit plan

Representatives from CRC, NPS Hertfordshire and TYSS will meet every 6 months to review the protocol and the data collected.

All information sharing between TYSS, NPS Hertfordshire and CRS will be via secure email **address to be confirmed.**

Relevant Documents

Hertfordshire Leaving Care Service Financial Policy

Case Transfer protocol between the Youth Justice Board and National Offender Management Service (2011) Ministry of Justice

Operational Guidance Targeted Youth Support Teams 18+ Care Leavers (2015)

NOM's National Standards for Offender Management

National Standards for Youth Justice and Case Management Guidance

Hertfordshire Youth Justice Service, Hertfordshire Probation Trust (2011), (currently being revised).

Case Transfer protocol between the Hertfordshire Youth Justice Service and Hertfordshire Probation Trust.