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Diary 2004		

Introduction to the National Standards

1. The principal aim of the youth justice system is to prevent offending by children and young people. National Standards will help to ensure that all youth justice agencies fulfil this aim by:

- preventing crime and the fear of crime by ensuring that services are targeted at children and young people at high risk of offending, and meet the needs of victims and communities;
- ensuring that young people who do offend are identified and dealt with without delay, with punishment proportionate to the seriousness and frequency of offending; and
- promoting interventions with young offenders that reduce the risk factors associated with offending, increase the protective factors and reinforce the responsibilities of parents.

2. National Standards are set by the Home Secretary on advice from the Youth Justice Board. They are the required standards of practice which practitioners who provide youth justice services are expected to achieve. They provide:

- a basis for promoting effective work with children and young people who have offended or who are at risk of offending, and also their families and victims;
- benchmarks against which the effectiveness of youth justice services can be measured and inspected.

3. National Standards have been drawn up in accordance with the requirements of relevant legislation, in particular the Crime and Disorder Act 1998, the Youth Justice and Criminal Evidence Act 1999, the Criminal Justice and Court Services Act 2000, the Criminal Justice and Police Act 2001, the Children Act 1989, the Race Relations Act 1976, the Race Relations (Amendment) Act 2000, the Criminal Justice Act 1991, the Human Rights Act 1998, the Police and Criminal Evidence Act 1984, the Children and Young Person's Act 1969, the Children and Young Person's Act 1933 (s44) and the United Nations Convention on the Rights of the Child.

4. National Standards are issued jointly by the Youth Justice Board and Home Office, after consultation with the Department for Education and Skills, Department of Health, Lord Chancellor's Department, the Welsh Assembly Government and the Data Protection Registrar. They provide for the minimal level of service required by those working in the delivery of youth justice services. They will be underpinned by the introduction of the Youth Justice Board's *Key Elements of Effective Practice* which will outline how youth justice practitioners should deliver services to young offenders in order both to prevent and reduce further offending.

5. Within secure establishments National Standards will be supported not only by the *Key Elements of Effective Practice* but by contracts and service level agreements.

6. National Standards:

- set clear requirements for supervision which include quality of work, frequency of contact and response to non compliance;
- help to speed up court processes so that sanctions against offending will be experienced more immediately;
- improve the effectiveness of information sharing and exchange;
- ensure that the victims of crime are central to restorative processes and their needs are respected;
- prioritise the protection of the public from reoffending and harm, and increase public confidence in the delivery of youth justice services;
- protect the rights of children and promote good practice in working with them;
- ensure that Yots and secure establishments take a lead in the planning and provision of services designed to prevent offending by children and young people, such as education, training and health, which the Crime and Disorder Act 1998 and other legislation requires to be in place locally;
- require that all interventions are delivered fairly, consistently and without improper discrimination, in a way that values and respects the cultural and racial diversity of the whole community;
- require Yots and secure establishments to measure the effectiveness of their performance and report on outcomes to the Youth Justice Board;
- set out standards for the running of secure establishments; and
- require that Yots and secure facilities ensure exchange of information relating to young people in custody within prescribed timescales, and that work begun in custody is carried on following release.

Any departure from these standards as they relate to the delivery of youth justice services needs to be appropriately authorised by the Yot Manager, Governor or Head of establishment and reasons recorded.

Equal opportunities

7. The work of all in the youth justice system must be free of discrimination on the grounds of race, gender, age, disability, language ability, religion, sexual orientation, or any other improper ground. In Wales, service provision must be compliant with the requirements of the Welsh Language Act 1993. National Standards require that those responsible for delivering youth justice services take specific actions to ensure that all their work is free from improper discrimination through:

- **Policy** - Youth Justice Plans need to demonstrate how local services will be free of discrimination. Similarly secure establishments are required to address this through their contracts and service level agreements with the Youth Justice Board.
- **Action** - Yots and secure establishments must specify action to prevent unfair discrimination with regard to:
 - staff recruitment and training;
 - accessibility to services, e.g. cultural, geographical and physical accessibility to buildings;
 - provision of interpreters and assistance with literacy difficulties;
 - effective monitoring and contract management of agencies providing services;
 - challenging discriminatory attitudes and behaviour; and
 - promoting understanding and combating racially motivated offending.

Coverage

8. National Standards apply to Yots and secure establishments, but partner agencies in the youth justice system have responsibilities for helping to ensure that they are met through agreed good practice. National Standards make requirements of organisations as a whole, not just of individual members of staff.

9. Yots and secure establishments are responsible for ensuring that their work meets National Standards. Where services are commissioned from other agencies, the Yot or secure establishment is responsible for ensuring they meet National Standards.

10. Other agencies and partners in the youth justice system have specific responsibilities which help achieve and maintain these standards.

- The police have responsibilities concerning arrest, detention, Reprimands, Final Warnings and facilitating the work of the Yot with victims.
- Justices' Chief Executives and Justices' Clerks have joint responsibilities concerning speeding up youth justice, including reporting on timeliness and maintaining court user groups. Nothing in these standards affects the wholly

independent position of the judiciary and the exercise of judicial discretion.

- Secure accommodation providers are responsible for the standard of their services through contractual arrangements with the Youth Justice Board alongside existing lines of accountability to the Secretary of State.
- All agency partners contributing to Yots have a responsibility to ensure their seconded staff are able to access for young offenders the mainstream provision of services for young people and also appropriate support for themselves.
- Local Authority members, Chief Executives and the other statutory partners are responsible, through the Chief Officers' Steering Group or equivalent, for ensuring that the local Yot is adequately resourced. In particular:
 - Local Education Authorities have responsibility for provision of suitable full time education for children and young people of statutory school age;
 - Learning and Skills Councils have responsibility for providing educational and training opportunities, or identifying employment opportunities for people above school leaving age;
 - Local Health Services have responsibility for ensuring that an adequate Child and Adolescent Mental Health Service is available and that adequate provision is available for young people involved in substance abuse and who have other medical problems;
 - Social Service Departments have a continuing responsibility for looked after children who offend, children in need, for providing accommodation for children and young people transferred from police stations under section 38 (6) of the Police and Criminal Evidence Act 1984, and those remanded to local authority accommodation without a security requirement and secure beds when Court Ordered Secure Remands are made by courts; and
 - Local Housing Authorities have a responsibility for providing accommodation for homeless young people irrespective of whether or not they have offended.

Yot links with other plans and agencies

11. The Chief Officers' Steering Group must ensure that the work of the Yot and their Youth Justice Plan is consistent with, and linked to, other relevant local plans including:

- Crime and Disorder Strategy;
- Children's Services Plan;
- Health Improvement Plan (the NHS plan in Wales);
- local Drug Action Teams Plan (young person's substance misuse plan);

- the strategy for the local Connexions Service (Extending Entitlement in Wales);
- Educational Development Plan;
- Behaviour Support Plan; and
- other plans relating to young people.

12. The Yot Manager has responsibility for developing protocols with the relevant agencies to ensure that young offenders and those at risk of offending have access to:

- Child and Adolescent Mental Health Services;
- substance misuse assessment and treatment services;
- adequate and suitable accommodation;
- full-time education or training provision;
- suitable preventive facilities and schemes; and
- leaving care services.

National Standard 1 Preventive Work

Introduction

1.1 The principal aim of the youth justice system is to prevent offending by children and young people. Yots must have strong preventive strategies, which focus efforts on the local high crime areas and the young people in those areas manifesting high risk factors associated with offending. The Crime and Disorder Act requires local authorities to set up, in partnership with other key agencies, local Crime and Disorder Reduction Partnerships (CDRPs). Yot Managers must co-operate and participate fully in CDRPs in their area, to provide information for their audits and to seek to influence their programmes to ensure proper attention is paid to preventing youth crime. Yots must link into the planning processes of other relevant agencies.

1.2 Strategies for preventive work need to take account of the published evidence regarding the nature and scale of the risk, and design effective approaches for reducing the risk factors and enhancing the protective factors.

1.3 Yots should be involved in a range of prevention work, for example through:

- Youth Justice Board initiatives such as Youth Inclusion Programmes (YIPs) and Positive Futures;
- links with other national initiatives either directly or indirectly managing down risk factors associated with youth crime, such as Education Action Zones, Children's Fund and Neighbourhood Renewal work;
- working together with agencies and services such as the police, the Youth Service, Connexions services and Drug Action Teams.

*Local
Authority
Chief
Executive,
Yot Manager*

*Crime and
Disorder Act
1998*

Standards

1.4 The Yot must focus preventive services on the young people and neighbourhoods most likely to be the source of offending. A preventive strategy should be developed with key partner agencies. The strategy should address the most significant risk factors associated with youth offending, in particular low achievement at school, truancy or exclusion, poor relationships with one or both parents and delinquent family members or friends.

1.5 The Yot should have strong partnership structures and good information sharing arrangements in place with other local agencies involved in the provision of preventive services. In particular, Yots should work in close partnership with the local police and schools serving high crime areas.

1.6 Where the Yot has a Youth Inclusion Programme (YIP) in its area, the Yot is required to be represented on the YIP management committee and to ensure it is working effectively. The Yot must manage the process of identifying the 50 young people most at risk of offending, revising the list every six months in consultation with the relevant local agencies. It must support the YIP in securing monitoring data from local agencies and provide on-going support in resolving project management issues.

1.7 The Yot must also consider what holiday schemes are necessary to prevent crime in deprived estates during school holidays and seek to raise funding to enable them to set up and run those schemes.

1.8 The Yot must monitor and report in the Youth Justice Plan on its annual expenditure committed both directly and indirectly on preventive services. The Yot Manager should report to the Steering Group at least annually on the effectiveness of youth crime prevention services in the area.

Responsibility

Refer also to

Yot Manager

Youth Justice Board Prevention Strategy 2002

Yot Manager, Police Service, Local Authority

Crime and Disorder Act 1998 s115

Yot Manager

Yot Manager

Yot Manager

National Standard 2 Remand Management

Introduction

2.1 Yot Managers are responsible for the development of an integrated remand management strategy for their area. A comprehensive remand management strategy must encompass the following:

- provision of appropriate adults;
- facilities to accommodate young people under s38 (6) of the Police and Criminal Evidence Act (PACE) 1984;
- bail information;
- bail supervision and support;
- liaison with the local authority regarding appropriate accommodation of which remand fostering will be a part; and
- mechanisms for reviewing young people remanded in custody or securely remanded.

Work with young people following arrest

2.2 Whilst many young people are arrested, many do not proceed any further through the system. It is essential that proper processes are followed.

2.3 When a child or young person below the age of 17 is arrested, a parent, other relative or carer should always be present at the police interview unless there are exceptional circumstances which prevent this or render it inappropriate. Where such circumstances exist the Yot must provide an appropriate adult service to police stations in their area.

2.4 Appropriate adult services may be provided directly by the Yot, or by accredited Yot volunteers. Where the service is provided by volunteers, the Yot Manager must ensure that they receive appropriate training, guidance and support, and that they have been police checked, and checked against the Department of Health register.

Responsibility

*Yot Manager,
Director of
Social Services*

Police Service

Yot Manager

Refer also to

*Youth Justice
Board's Key
Elements of
Effective
Practice -
Remand
Management*

*Police and
Criminal
Evidence Act
1984 s60 (1) (a),
s66 and Code of
Practice*

	Responsibility	Refer also to
<p>2.5 The Yot must produce written information for the parent(s)/carer(s) of young people arrested by the police that offers advice about legal representation and information about their parental responsibilities in those circumstances. This information should always be readily available at police stations.</p>	<p><i>Yot Manager, Police Service</i></p>	<p><i>Youth Justice Board's Key Elements of Effective Practice - Remand Management</i></p>
<p>2.6 The Yot must ensure that the appropriate adult service meets the requirements of PACE 1984 and that the PACE codes of practice are followed. An appropriate adult service must be provided within two hours of the initial request from the police if required.</p>	<p><i>Yot Manager</i></p>	<p><i>Police and Criminal Evidence (PACE) Act 1984 s60 (1) (a), s66 and Code of Practice</i></p>
<p>2.7 The police should take all reasonable steps to secure the parents'/carers' attendance before requesting an appropriate adult service. The reasons the parent(s) or carer(s) were not available will be explained to the Yot on referral to the appropriate adult scheme, who will note them along with the referral.</p>	<p><i>Yot Manager</i></p>	
<p>2.8 If the parent(s) or carer(s) are not available for practical reasons, such as commitments to care for younger children or they may be available later, steps should be taken to explore ways of supporting them to attend.</p>	<p><i>Yot Manager</i></p>	
<p>2.9 When a young person has been charged, and if his/her parent(s) or carer(s) were not present at the interview with the police, the Yot must try to contact them within one working day and inform them, taking into account any child protection concerns, of the outcome of the proceedings in writing.</p>	<p><i>Yot Manager</i></p>	
<p>2.10 When it is necessary to detain a child or young person overnight in accordance with s38 (6) PACE 1984, the police must consider transferring the child or young person to local authority accommodation in line with the PACE codes of practice. The Local Authority needs to</p>	<p><i>Police Service, Local Authority</i></p>	

	Responsibility	Refer also to
ensure that 'PACE' beds are available.		
2.11 Following charge and bail and before leaving the police station, the police must give the young person verbal and written information on what will happen next.	<i>Police Service</i>	
2.12 Where the decision is to give the young person a Reprimand, or to issue a Final Warning, it is essential that the parent(s) or carer(s) are present for the actual Reprimand or Final Warning, unless exceptional circumstances prevent them. It is not acceptable to use an appropriate adult for the issue of a Reprimand or Final Warning, except in exceptional circumstances with the agreement of the Yot Manager.	<i>Yot Manager, Police Service</i>	
2.13 The Yot must ensure that appropriate information in leaflet form is available in police stations for young people and their parent(s)/carer(s), including, as a minimum: <ul style="list-style-type: none"> ■ how to obtain legal advice; ■ services available through the Yot; ■ location of the court, and serious consequences for breaching bail and/or not attending; and ■ information relating to Reprimands and Final Warnings. 	<i>Yot Manager, Police Service</i>	
2.14 The police must inform the local Yot within one working day whenever a young person under the age of 18 has been charged with an offence or Reprimanded or bailed for a Final Warning.	<i>Police Service</i>	
Bail information		
2.15 Where there is a risk that bail may be refused Yots must assess young people on their first appearance before a court in their area, and provide the court with verified factual information about the availability of an appropriate bail address and	<i>Yot Manager</i>	<i>Crime and Disorder Act 1998</i>

	Responsibility	Refer also to
any other relevant circumstances.		
2.16 Where a young person from another Yot area appears before the court for the first hearing, the Yot covering the court area is responsible for liaising with the home area and providing information to the court on the services offered by that area.	<i>Yot Manager</i>	
Bail supervision and support (BSS)		
2.17 The Crime and Disorder Act 1998 s38 (4) includes in the list of youth justice services that local areas must provide: ‘...the provision of support for children and young persons remanded or committed on bail while awaiting trial or sentence...’	<i>Yot Manager</i>	
2.18 Where aspects of the work such as BSS are provided by a voluntary organisation there must be a regular reporting mechanism to the Yot Manager and appropriate quality assurance arrangements in place.	<i>Yot Manager</i>	
2.19 All Yot Managers must ensure that annual data are compiled showing the use of bail supervision compared to other bail options and to custodial and secure remands in their area. They must monitor the effectiveness of the service in meeting the aims of the scheme and report to the Yot Steering Group on this.	<i>Yot Manager</i>	
Aims		
2.20 The aims of BSS are to: <ul style="list-style-type: none"> ■ meet objections to bail; ■ prevent offending on bail; ■ ensure the appearance of the young person at court to reduce delays in the court process; and ■ ensure remands to custody and secure 		

	Responsibility	Refer also to
remands are kept to the essential minimum.		
2.21 Yot Managers must ensure that there is local BSS provision available to young people aged 10-17 in their area.	<i>Yot Manager</i>	
Pre-court work		
2.22 Each BSS scheme must have arrangements in place for effective liaison with the police and courts to ensure that all young offenders detained in police custody for production in court are referred to it.	<i>Yot Manager</i>	
2.23 The police and courts are encouraged to co-operate in effective liaison with the BSS scheme.	<i>Police Service, Justices' Chief Executive, Yot Manager</i>	
2.24 The BSS scheme must establish mechanisms to ensure they are aware of and are able to deal with any young people appearing at youth courts, adult magistrates' courts and before a judge in chambers. The service must be available at weekends and bank holidays as well as during the weekdays.		
2.25 <i>Bail Asset</i> should be used to assist in the assessment of the particular needs of the young person. Accommodation needs must be assessed.		
Court work		
2.26 BSS staff must consult with the CPS regarding remand decisions, along with legal representatives.	<i>Yot Manager, CPS</i>	
2.27 Where the CPS opposes bail, or there are concerns about the young person failing to appear in court or committing further offences, a short report, in writing where possible, must be prepared for the court on the young person's suitability for BSS with an outline of the programme to be undertaken. Alternatively, in cases where the young person is unsuitable for BSS, the report may need to refer to the appropriateness of a remand to local authority accommodation with relevant conditions		

	Responsibility	Refer also to
as necessary being attached.		
2.28 BSS staff, or their representatives in court, must be available to answer questions from the magistrate or judge on the contents of the report.	<i>Yot Manager</i>	
2.29 BSS staff should ask the court for appropriate elements of the bail supervision plan to be made an enforceable condition of bail.	<i>Yot Manager</i>	
2.30 BSS staff must explain to the court what the breach arrangements are when a young person is placed on bail supervision.	<i>Yot Manager</i>	
2.31 Courts must be informed of any substantial change to the programme at subsequent appearances if any change to the bail/remand status is under consideration.	<i>BSS Officer</i>	
2.32 In the event of a finding, or plea, of guilt, the court must be provided with a final report outlining the progress of the young person whilst on the scheme. This can be incorporated into the Pre-Sentence or Specific Sentence Report if necessary.	<i>BSS Officer</i>	
2.33 The BSS scheme must follow up those young people who were remanded in custody or securely remanded on their first appearance, liaising with the secure establishment and legal representative, with a view to presenting a further package consisting of either a remand to local authority accommodation with a range of appropriate support measures or a BSS package, at their next appearance, or to the judge in a chambers hearing, where appropriate.	<i>BSS Officer</i>	
Entry to the bail supervision and support programme		
2.34 After the court has made BSS a condition of bail, an interview with the young person and the parent(s)/carer(s), where available, must take place at the court or the BSS office immediately. BSS staff or their representatives must:	<i>BSS Officer</i>	

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ explain how the scheme will operate; ■ give a broad outline of the programme to be undertaken; and ■ explain the obligations of the young person, including breach procedures, the consequences of non-compliance and the date, time and location of the first appointment. 		
2.35 There must be an agreement to this initial programme signed by the young person.	<i>BSS Officer</i>	
2.36 If the young person is under 16 years of age, contact must be made with them immediately (by the end of the next working day) and information made available to the parent(s)/carer(s) (taking into account any child protection concerns) about the obligations and requirements of the BSS.	<i>Yot Manager</i>	
2.37 Where the final BSS programme differs from the initial plan, there must be a signed agreement with the young person containing the details within two working days of the court appearance.	<i>BSS Officer</i>	
Contact with the young person		
2.38 Whilst a young person is subject to BSS, there must be a minimum of three contacts a week unless there are exceptional circumstances. A contact can be with a bail support worker, volunteer, mentor, sessional worker or other agency to which the young person has been referred. There must be at least one specifically focused session to meet the needs that have been identified in the <i>Bail Asset</i> assessment.	<i>Yot Manager</i>	
2.39 Exceptions to this frequency of contact include the young person who is already subject to a community supervision order and is being seen on a regular basis. However, exceptions must be kept to a minimum, appropriately authorised and recorded.		

	Responsibility	Refer also to
2.40 Tagging on bail should be considered when extra surveillance is assessed as necessary to prevent offending.		<i>Home Office guidance on 12 to 16-year-olds and 17-year-olds tagged on bail</i>
Programme content		
2.41 Specifically focused sessions will depend on the assessed needs of the young person using <i>Bail Asset</i> . Schemes must have access to programmes addressing and integrating the young person into mainstream education, training and employment. They must also have access to social skills programmes, health and substance misuse interventions, and opportunities for the constructive use of leisure time.	<i>Yot Manager</i>	
2.42 The Yot Manager must monitor whether these programmes are available to young people on BSS schemes and must inform the Chief Officer's Steering Group if they are not provided.	<i>Yot Manager</i>	
2.43 BSS schemes should consider making use of mentors, volunteers or sessional workers to provide additional support to the young person, particularly in terms of maintaining involvement in education and training.		
2.44 Home visits or contact with a residential home must take place on a regular basis.	<i>BSS Officer</i>	
2.45 For persistent and serious offenders meeting the ISSP criteria (see Standard 9) requiring very high levels of supervision and surveillance, the use of Intensive Supervision and Surveillance Programmes (ISSPs) where available should be considered.	<i>Yot Manager</i>	<i>Youth Justice Board guidance on Intensive Supervision and Surveillance Programmes</i>
Attendance at court		
2.46 In all those cases where there is a risk of non-attendance at court, the BSS scheme must help to achieve attendance at court appearances by contacting the young person, and their parent(s)/carer(s), to remind him/her to attend court and/or by taking him/her to court.	<i>BSS Officer</i>	

	Responsibility	Refer also to
Breach		
<p>2.47 A failure to comply with the instructions of the BSS scheme must be followed up by a telephone call or home visit within 24 hours. Where this fails to provide a response, a letter should be sent out. If there is no reasonable excuse, a written warning must be issued and documented on the young person's file. If the failure to comply relates to any elements which are specific conditions of bail, then the police need to be notified immediately and appropriate action taken.</p>	<i>BSS Officer, Police Service</i>	
<p>2.48 BSS schemes must agree a written protocol with the police for reporting non-compliance with bail conditions including non-compliance with specific conditions imposed by the court.</p>	<i>Yot Manager, Police Service</i>	
Records		
<p>2.49 BSS schemes must keep detailed records of all young people placed on BSS showing their attendance and work undertaken whilst on the scheme. Where schemes are run by partner agencies, records must be made available to the Yot.</p>	<i>BSS Officer</i>	
<p>2.50 Information about the work undertaken with the young person must be made available to court report authors to ensure continuity of approach.</p>	<i>BSS Officer</i>	
Promoting the scheme		
<p>2.51 The Yot Manager must ensure that the BSS scheme is effectively promoted to magistrates, judges, Justices' Clerks, the CPS and the police through literature, regular presentations and other promotional activities. This should be an on going process.</p>	<i>Yot Manager</i>	
Work with children and young people remanded to secure facilities		
<p>2.52 Where a young person is likely to be, or has been remanded to a secure facility the Yot worker must contact the Youth Justice Board</p>		

	Responsibility	Refer also to
<p>Placement Team in accordance with the Youth Justice Board's Placement Guidance.</p>		
<p>2.53 When a remand has been made <i>Bail Asset</i> (or full <i>Asset</i> if available) and a completed Post Court Report must be faxed to the Youth Justice Board Placement Team and secure facility, and originals passed to the escort service for delivery to the establishment. If <i>Asset</i> is not completed before the young person is taken to custody then the secure establishment must contact the Yot within one hour to request that <i>Asset</i> be prepared. The secure establishment must treat the young person as vulnerable until <i>Asset</i> documentation is received.</p>	<p><i>Yot Manager, Secure establishment staff</i></p>	
<p>2.54 If there is a particular cause for concern a telephone call must be made directly to the secure establishment reception unit and to the Youth Justice Board Placement Team, who will send a vulnerability alert to the establishment. Where there is risk of self-harm or harm to others, the escort contractor must be informed. If the young person is remanded to Prison Service accommodation, the contractor for Prison Service Escorts must open a 2052 SH Form.</p>	<p><i>Yot Manager, Secure establishment staff</i></p>	
<p>2.55 On arrival, secure establishment staff must complete form T1(V) within one hour of admission and the Essential Information Form, if appropriate, within 24 hours. Secure establishment staff undertaking this process must locate and read the <i>Asset</i> and the Post Court Report provided by the Yot.</p>	<p><i>Yot Manager, Secure establishment staff</i></p>	
<p>2.56 A planning meeting must be organised by the secure establishment within five working days of arrival. The Yot worker from the home Yot (or a Yot worker seconded to the secure facility, if such arrangements have been agreed) must attend. All other relevant parties must also attend this meeting. Parent(s)/carer(s) should be encouraged to attend.</p>	<p><i>Yot Manager, Secure establishment staff</i></p>	

	Responsibility	Refer also to
<p>2.57 Before the meeting takes place, Yot and secure facility staff must collate detailed information from all relevant sources, including the young person and their parent(s)/carer(s), about their health, welfare, education, current circumstances and risk to self and others. The planning meeting must be informed by the <i>Asset</i> assessment.</p>	<p><i>Secure establishment staff</i></p>	
<p>2.58 The planning meeting must:</p> <ul style="list-style-type: none"> ■ determine whether a programme could be offered in support of a bail application at the next court appearance; and ■ prepare a remand plan setting out what programme of work will be offered to the young person by the secure establishment and the Yot, should the remand continue. 	<p><i>Yot Officer</i></p>	
<p>2.59 Secure establishment staff must provide the young people remanded to their custody with programmes linked to their assessed needs as agreed at the planning meeting.</p>	<p><i>Governor/ Director</i></p>	
<p>2.60 The Yot Manager must ensure that the young person is visited at least monthly in the secure facility by a Yot worker, social worker, or staff member from a partner agency as appropriate.</p>	<p><i>Yot Manager</i></p>	
<p>2.61 The remand plan must be reviewed monthly by the secure establishment and the Yot to review against any targets set, and where there is a significant change of circumstances, a further application for bail or an alternative must be considered.</p>	<p><i>Secure establishment staff</i></p>	
<p>2.62 Where children are remanded to local authority accommodation with a security requirement, reviews must be carried out in accordance with the Children (Secure Accommodation) Regulations 1991 and the Review of Children's Cases Regulations 1991.</p>	<p><i>Yot Manager, Director of Social Services</i></p>	

2.63 When a young person has been convicted and a report ordered there must be a discussion or meeting between the report writer and secure establishment staff. This will ensure that the PSR reflects the progress made by the young person whilst on remand and assist in formulating the proposal in the report. This can take place at the planning meeting.

Responsibility

Refer also to

*PSR author,
Secure
establishment
staff*

	Responsibility	Refer also to
<p>3.3 Agreements should be reviewed on an annual basis.</p>	<p><i>Yot Manager, Justices' Chief Executive, Crown Court Directorate</i></p>	
<p>Inter-agency liaison</p>		
<p>3.4 Each area should have a Youth Court User Group that meets regularly to:</p>	<p><i>Justices' Chief Executive</i></p>	
<ul style="list-style-type: none"> ■ ensure the effective and timely exchange of information on young offenders; ■ monitor the impact of the local youth justice service agreement; ■ provide a forum where the Yot Manager can report on the impact and outcomes of the work of his/her team; ■ provide a forum for monitoring and discussing sentencing trends; ■ develop the efficiency and effectiveness of the court's administrative work; and ■ review services to victims. 		
<p>Court duty</p>		
<p>3.5 Each Yot must ensure adequate representation in any court(s) sitting within its geographical area in order to provide the following services:</p>	<p><i>Yot Manager</i></p>	
<ul style="list-style-type: none"> ■ participation in pre-court and other meetings to exchange information on the young person; ■ presenting court reports to sentencers and providing advice on remand, including 		

	Responsibility	Refer also to
<p>vulnerability issues regarding 15 to 16-year-old boys and sentencing options;</p> <ul style="list-style-type: none"> ■ provide verbal and/or written updates of recent PSRs, SSRs and bail information; ■ interview all young people remanded on bail for court reports to provide information and where possible an appointment; ■ provide information and a first appointment to all young people made subject to a community order, a Referral Order, Reparation Order or BSS; ■ interview all young people remanded or sentenced to secure facilities (see below); ■ provide data to other Yots on young offenders from their area appearing before local courts; and ■ if a community order is made, the Yot must arrange for the young person's first contact with a Yot Officer to take place within one working day of the court appearance. The young person must be advised of the consequences of non-compliance with the community order. <p>3.6 If a DTO or a Section 90/91 sentence is a probable disposal, the PSR writer must make the necessary prior arrangements for a placement in a secure establishment in accordance with Youth Justice Board guidance.</p> <p>3.7 Where a custodial sentence is imposed or a secure remand ordered a Yot member must</p>	<p><i>PSR author</i></p>	

	Responsibility	Refer also to
<p>interview the young person and:</p> <ul style="list-style-type: none"> ■ fax all relevant information including <i>Asset</i> and the Post Custody form to the secure establishment; ■ hand copies of the information to the secure escort service to accompany the young person to the secure establishment; ■ if there is an enhanced risk of suicide, self-harm or harm to others, the Yot member must notify the secure provider immediately by telephone and in writing, and inform the secure escort service within one hour of the court hearing. They will open a 2052 SH form which will go with the young person to the establishment; ■ provide information to the Youth Justice Board Placement Team in accordance with the Youth Justice Board's <i>Secure Facilities Placement Guidance</i>; ■ deal with any welfare issues and help the young person come to terms with the situation; and ■ inform the parent(s) (if appropriate) or carer(s) if not in court. 	<p><i>Yot Officer</i></p>	
<p>3.8 The Yot Manager should report regularly to the Yot Steering Group on the work of the Yot in courts including the use of custodial remands and sentences.</p>	<p><i>Yot Manager</i></p>	

National Standard 4 Assessment

	Responsibility	Refer also to
Introduction		
<p>4.1 All children and young people entering the youth justice system should benefit from a structured needs assessment. The assessment process is designed to identify the risk factors associated with offending behaviour and to inform effective intervention programmes. The Youth Justice Board has developed the <i>Asset</i> common assessment profile for this purpose. <i>Asset</i> must be completed for all young people subject to:</p> <ul style="list-style-type: none"> ■ bail supervision and support; ■ a request for a court report (PSR and SSR); ■ community disposals (Final Warnings, Referral Orders, Reparation Orders and community penalties) at the start, quarterly review and closure stages; and ■ custodial sentences at the assessment, transfer to the community and closure stages. 	<p><i>Yot Manager</i></p>	<p><i>Youth Justice Board's Key Elements of Effective Practice – Assessment, Planning Interventions and Supervision</i></p>
<p>4.2 There is a specific <i>Bail Asset</i> and a shorter version of the standard <i>Asset</i> for Final Warnings.</p>	<p><i>Yot Officer</i></p>	
<p>4.3 All PSRs and SSRs must state whether or not <i>Asset</i> has been completed.</p>		
Standards for assessment		
<p>4.4 The <i>Asset</i> assessment must be informed by:</p> <ul style="list-style-type: none"> ■ at least one interview with the young person; ■ an interview with parent(s) or carer(s) unless 	<p><i>Yot Officer</i></p>	

	Responsibility	Refer also to
<p>the young person is aged 16 years or over and /or is estranged from his or her parent(s); and</p> <ul style="list-style-type: none"> ■ existing reports, including any previous <i>Asset</i> or other assessments, PSR, list of previous convictions, statement of education needs, and any information relevant to the offending about contact with police, health and social services. 		
<p>4.5 A <i>Risk of Serious Harm</i> assessment must be completed if <i>Asset</i> indicates there is a risk of the young person committing serious harm to him/herself or others. This information needs to be shared as appropriate with the police and other agencies with a possible referral to the local multi-agency public protection panel (MAPP).</p>	<i>Yot Manager</i>	
<p>4.6 The young person must be invited to complete the <i>Asset</i> self-assessment form and must be given any necessary assistance to do so.</p>	<i>Yot Officer</i>	
<p>4.7 The young person’s name must be checked with social services records including the child protection register before an assessment is undertaken.</p>	<i>Yot Officer, Social Services Dept.</i>	
<p>4.8 The young person’s name must be checked to see if they are attending education or training.</p>	<i>Yot Officer; LEA, Connexions</i>	
<p>4.9 Where applicable, any intervention must take account of any existing Child Protection Plan, Pastoral Support Plan, Individual Education Plan, Care Plan, Children in Need assessments, Pathway Plans, or any other relevant plan.</p>	<i>Yot Officer</i>	
<p>4.10 The most recent <i>Asset</i> must be readily available for inspection at all times that work is being undertaken with the young person.</p>	<i>Yot Manager</i>	

	Responsibility	Refer also to
4.11 All <i>Assets</i> must be reviewed and updated at the appropriate specified intervals and must be completed at the end of the intervention (i.e. when Yot responsibility ends).	<i>Yot Officer</i>	
4.12 Initial and final assessment scores should be recorded and analysed at least quarterly and the data on the needs associated with offending reported to the Steering Group and to the Youth Justice Board (via quarterly reports).	<i>Yot Manager</i>	

National Standard 5 Restorative Justice, Work with Victims of Crime and Community Payback

	Responsibility	Refer also to
<p>Introduction</p> <p>5.1 This standard is to ensure that work involving contact with victims of crime takes account of, and respects their wishes about, involvement in restorative processes. The involvement of victims of crime must always be entirely voluntary. Victims must never be asked to do anything that is primarily for the benefit of the offender.</p>		<p><i>Youth Justice Board's Key Elements of Effective Practice – Restorative Justice</i></p>
<p>Work with victims</p> <p>5.2 Yots should establish a protocol with local victims' services, particularly Victim Support, specifying in which circumstances information about victims will be shared, when joint work might be undertaken, and how referrals will be made. This must include consent of the parent(s)/carer(s) where the victim is a child. Victims' organisations and Yots must not supply names and addresses of victims to third parties unless they have the permission of the individuals concerned to do so.</p>	<p><i>Yot Manager, Victim Support</i></p>	
<p>5.3 Information on victims must be held securely and completely separate from other case information held by the Yot.</p>	<p><i>Yot Manager</i></p>	
<p>5.4 Access to information on victims should be restricted within the Yot to those who need it.</p>	<p><i>Yot Manager</i></p>	
<p>5.5 Information on victims should be destroyed when the restorative justice activity in a case is at an end.</p>	<p><i>Yot Manager</i></p>	
<p>5.6 Yots must ensure that the young offender's personal details are not disclosed to a victim</p>	<p><i>Yot Manager</i></p>	

	Responsibility	Refer also to
without his/her informed consent.		
<p>5.7 Yots must establish a protocol with the police in consultation with other relevant agencies for the exchange of information relating to victims of crime, and to facilitate contact with victims at the earliest appropriate stage. This protocol must:</p> <ul style="list-style-type: none"> ■ be in accordance with Youth Justice Board guidance on exchanging information; ■ detail how victim consent must be obtained; and ■ ensure the security of victim information. 	<p><i>Yot Manager, Police Service</i></p>	
<p>5.8 The Criminal Justice and Court Services Act 2000 requires the Probation Service to ensure that victims of violent and sexual offences, where the offender receives a custodial sentences of 12 months or over, are kept informed of their progress and are consulted prior to the offender’s release into the community. Yots must therefore establish a protocol with their local probation service concerning the discharge of this duty.</p>	<p><i>Yot Manager, National Probation Service – local area</i></p>	
<p>5.9 Yots must ensure that all work with victims accords with both the guidance to Yots on work with victims and the following general principles:</p> <ul style="list-style-type: none"> ■ the wishes of victims in relation to their involvement in restorative justice processes must be respected by Yot staff at all times; ■ the need of victims to feel safe; ■ victims should be given sufficient information to enable them to make informed choices 	<p><i>Yot Manager</i></p>	<p><i>Victims’ Charter</i></p>

	Responsibility	Refer also to
<p>about whether, and at what level, they wish to be involved in restorative justice processes;</p> <ul style="list-style-type: none"> ■ restorative justice services offered will include victims being able to provide information about the effects of crime, and to receive information about the results of the intervention, apologies, direct and indirect reparation and mediation; and ■ before any direct contact between victim and young person takes place, a full risk assessment must be undertaken. 	<i>Yot Manager</i>	
<p>5.10 Yot Managers must ensure all staff working with victims have had appropriate training.</p> <p>Community Payback</p>	<i>Yot Manager</i>	<i>Youth Justice Board/Home Office Guidance on Community Payback</i>
<p>5.11 Community Payback is the term used for structured activities that must be in place in every Yot area to support court ordered interventions when the victim does not wish direct reparation. The Community Payback scheme must deliver visible benefits in improving the local environment, which allows the local community to see that young offenders have made reparation for their behaviour.</p>	<i>Yot Manager</i>	
<p>5.12 The Yot Manager must ensure there are a range of Community Payback options available to facilitate the identification of work suitable for the offence and offender. These should include work such as repairing damage, environmental work and removing graffiti.</p>	<i>Yot Manager</i>	
<p>5.13 Community Payback schemes should</p>	<i>Yot Manager</i>	

	Responsibility	Refer also to
encourage change of attitude, confidence building and community re-integration for the young offender.		
5.14 Any Community Payback activity that is required of a young person under any of the above orders must form part of a contract between the young offender and the Yot in which the type of activity, dates, times and duration must be clearly stated and understood by the young offender and her/his parent(s)/carer(s).	<i>Yot Manager</i>	
5.15 All placements must be appropriately supervised, risk assessed and conducted within the requirements of the Health and Safety (Young Persons) Regulations 1997 and the Youth Justice Board's Community Payback guidance. Staff supervising Community Payback schemes must have training in risk assessment and health and safety issues.	<i>Yot Manager</i>	
5.16 The Yot must ensure that Community Payback activities are non-discriminatory and that all young people are treated fairly.	<i>Yot Manager</i>	
5.17 Everyone involved in delivering Community Payback who has substantial unsupervised access to children and young people must be subject to checks with the police and the Department of Health to ensure they do not present a threat to young people.	<i>Yot Manager, Clerk to the Justices</i>	
5.18 The Community Payback programme must be lodged with the Clerk of all courts in the Yot area and data must be updated on a quarterly basis.		

National Standard 6 Final Warnings

Introduction

6.1 The Crime and Disorder Act 1998 introduced a new system of Reprimands and Final Warnings to replace Cautioning of juveniles. The legislation envisages that Final Warnings will usually be accompanied by an intervention programme and that is reflected in this standard and Youth Justice Board targets.

6.2 The Criminal Justice and Court Services Act 2000 made it possible for a young person to be bailed from a police station in order to deliver Reprimands and Final Warnings at restorative conferences involving parent(s) and, where appropriate, victim(s). Yots and police services must comply with joint Youth Justice Board/Home Office guidance.

Standards

6.3 A protocol should be agreed between the Yot and the police on the operation of Final Warnings covering:

- any circumstances in which the police will issue Final Warnings without prior assessment by the Yot.
- notification of the Yot by the police of suitable cases and arrangements for bailing them for assessment;
- contact with victims;
- information to the police on the outcome of interventions;

Responsibility

Refer also to

Youth Justice Board's Key Elements of Effective Practice – Final Warnings Interventions

Criminal Justice and Police Act 2000

*Yot Manager,
Police Service*

Home Office/Youth Justice Board's Guidance on Final Warnings 2002

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ arrangements for victims to be informed of the outcome; and ■ joint training arrangements for police and Yot staff. 		
<p>6.4 The police must notify the Yot within one working day of cases where a Final Warning has been issued and of the arrest of any young person who is suitable for receiving a Final Warning and bail them, if appropriate, for assessment by the Yot.</p>	<i>Police Service</i>	
<p>6.5 The police should agree with the Yot arrangements for contacting the victim wherever possible within one working day of the young offender being arrested and give him/her appropriate information regarding:</p> <ul style="list-style-type: none"> ■ the role of the Yot; ■ the Yot's intention to contact him/her; and ■ the victim's choice as to whether or not to accept involvement with the offender. 	<i>Police Service</i>	
<p>6.6 The Yot must undertake an assessment of the young offender within 10 working days of referral. The assessment must be based on <i>Asset</i> and should include a home visit where possible. Any decision to discontinue the assessment as a result of non-compliance must only be taken after two failed appointments. The assessment should inform the intervention programme, which should include the following, as appropriate:</p> <ul style="list-style-type: none"> ■ a restorative approach where the victim wants to become involved; 	<i>Yot Officer</i>	

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ a one-off session if the risk of reoffending is low; and ■ a brief programme of activity to address needs identified by <i>Asset</i> where the risk is higher. 		
6.7 An intervention programme must consist of a minimum of one (post assessment) contact.	<i>Yot Officer</i>	
6.8 All Final Warning assessments must be concluded and the police informed within 15 working days from the date of bail.	<i>Yot Officer</i>	
6.9 The police should issue all Final Warnings within 20 working days from the date of bail. Reprimands and Final Warnings should be given in the presence of the offender's parent(s) or carer(s) where the offender is aged 16 or under. The police need to ensure Yots are informed when the Final Warning has been delivered.	<i>Police Service</i>	
6.10 The case must be closed when reasonable attempts have been made to get the young offender to complete the programme. The case should be marked either: <ul style="list-style-type: none"> ■ programme successfully completed; or ■ unsatisfactory compliance. 	<i>Yot Officer</i>	
6.11 A final <i>Asset</i> (if the intervention has been greater than the minimum requirement) should be completed when an intervention programme is concluded.	<i>Yot Officer</i>	
6.12 Information about the outcome of the Final Warning must be made available to the court where	<i>Yot Officer</i>	

	Responsibility	Refer also to
the young person reoffends.		
6.13 The Yot Steering Group should be informed annually by the Yot Manager of the impact of the Final Warning scheme, including completion and reoffending rates.	<i>Yot Manager</i>	

National Standard 7 Reports for Courts and Youth Offender Panels

Responsibility

Refer also to

Introduction

7.1 This standard covers the preparation of Pre-Sentence, Specific Sentence (reparation and action plan) and Stand Down reports for the courts. It also covers the preparation of reports for Youth Offender Panels.

All reports

7.2 All reports, in whatever format, must be:

- balanced;
- impartial;
- timely;
- focused;
- free from discriminatory language and stereotypes;
- verified and factually accurate; and
- understandable to the young person.

7.3 Reports must be based on:

- an *Asset* assessment;
- a minimum of one interview with the young person;
- an interview with at least one parent and/or carer where possible;

Yot Manager

Yot Officer

- victim personal statements where available; and
- information from all relevant sources.

Youth Offender Panel reports

7.4 These reports must be made available to all Youth Offender Panel members a minimum of two working days prior to the initial panel meeting.

Responsibility

Refer also to

Yot Manager

7.5 They should highlight the key risk factors identified in *Asset*.

Yot Officer

7.6 The report should inform the panel of the range of interventions available that may be appropriate for inclusion in the contract.

Yot Officer

Pre-Sentence Reports

7.7 The purpose of a Pre-Sentence Report (PSR) is to provide information to the sentencing court about the young person and the offence(s) committed and to assist the court to come to a decision on a suitable sentence.

7.8 A PSR must be in writing and a copy provided to the young person, his or her parent(s) or carer(s) (if appropriate – there is a need to consider child protection implications), the court, the Crown Prosecution Service and defence.

7.9 A PSR must be produced within 15 working days of request. PSRs concerning persistent young offenders (PYOs) and those young offenders meeting the ISSP criteria must be produced within 10 working days of request.

Yot Manager

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ ‘A persistent young offender is a young person aged 10-17 who has been sentenced by a criminal court in the UK on three or more occasions for one or more recordable offences, and within three years of the last sentencing is subsequently arrested or has information laid against them for a further recordable offence.’ ■ To meet the ISSP criteria a young person must be appearing in court charged with, or convicted of, an offence and must have previously been charged, warned or convicted of offences on four or more separate dates within the last 12 months. Additionally they must have previously received at least one community penalty or custodial penalty at any stage. Young offenders can also qualify for ISSP if they are at risk of custody because: <ul style="list-style-type: none"> i) the current charge or sentence relates to an offence which is sufficiently serious that an adult could be sentenced to 14 years or more; ii) they have a history of repeat offending on bail and are at risk of a secure remand under section 130 of the Criminal Justice and Police Act 2001. 		
<p>7.10 A PSR must be written using the following format:</p> <ul style="list-style-type: none"> ■ front sheet; ■ sources of information, including whether an <i>Asset</i> has been completed; 	<i>Yot Manager</i>	

- offence analysis, including impact of the offence on victim(s);
- assessment of young person;
- assessment of risk to the community, including the risk of reoffending and harm; and
- conclusion including proposal for sentencing.

Specific Sentence Reports (SSRs)

7.11 The purpose for this standard of a Specific Sentence Report (SSR) is to provide timely information to determine the offender's suitability for a particular sentence (Reparation and Action Plan Orders) envisaged by the court.

Yot Manager

7.12 An SSR must:

Yot Manager

- be based on *Asset*;
- assess the young person's suitability for the specific order envisaged by the court;
- be a written report, which may be presented verbally;
- other than in exceptional circumstances be available on the day of request where a recent *Asset* is available; and
- exceptionally be produced within five working days where there is no recent *Asset* available.

National Standard 8 Court Ordered Interventions

	Responsibility	Refer also to
<p>Introduction</p> <p>8.1 The standards in this section refer to the following orders: Referral, Reparation, Action Plan, Parenting, Supervision, Community Punishment and Rehabilitation, Attendance Centre, Drug Treatment and Testing (DTTO), Curfew, Anti-Social Behaviour (ASBO), and Child Safety Order.</p> <p>8.2 Work with young offenders on court ordered interventions should follow the principles of effective practice based on research and evidence as identified by the Youth Justice Board’s <i>Key Elements of Effective Practice</i>.</p> <p>8.3 The supervision of court orders must be informed by the following objectives:</p> <ul style="list-style-type: none"> ■ provide a rigorous and effective punishment; ■ reduce the likelihood of offending; ■ rehabilitate the young person; and ■ enable reparation to be made to the victim or wider community. <p>8.4 Court orders confer rights and responsibilities on young offenders. On the making of an order a written, signed agreement should be made with the young offender setting these out. The agreement should include:</p> <ul style="list-style-type: none"> ■ acceptable and unacceptable absence criteria; ■ the right to be treated fairly and with respect; 	<p><i>Yot Manager</i></p> <p><i>Yot Manager</i></p>	<p><i>Youth Justice Board’s Key Elements of Effective Practice – Assessment, Planning Interventions and Supervision, Offending Behaviour, and Restorative Justice</i></p>

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ the requirement to behave acceptably (in a non-abusive or discriminatory way); and ■ time keeping. 		
<p>8.5 All contacts with offenders should be organised to take place at a time when they do not conflict with a young offender’s school or work attendance or religious observance and should include home visits, involving parent(s)/carer(s) appropriately.</p>	<i>Yot Officer</i>	
<p>Standards relating to all orders <i>(Some variations apply to Community Punishment and Rehabilitation Orders)</i></p>		
<p>8.6 Contact with the offender is expected to take place twice a week for the first 12 weeks of all orders and thereafter once a week unless the assessed level of risk requires contact to be maintained at a higher intensity. A contact is a planned meeting with the young person by the Supervising Officer, another member of the Yot, a member of another agency, or a volunteer authorised to see the young person, in respect of the supervision of his or her court order.</p>	<i>Yot Manager</i>	
<p>8.7 Failure to attend (FTA) must be recorded as acceptable or unacceptable. Unexplained FTAs must always be followed up within one working day by telephone, home visit or letter to seek an explanation. General principles must be agreed in the Yot about what constitutes an acceptable and unacceptable reason for non-attendance. These must be defensible to the general public. Sickness or work commitments should be evidenced where possible. If an absence is deemed unacceptable a</p>	<i>Yot Manager</i>	

	Responsibility	Refer also to
warning must be issued to the young offender in writing.		
<p>8.8 Unacceptable failures to comply with the requirements of the order must result in the issuing of a formal written warning. During the order if the offender receives two formal warnings and then fails to comply a further time breach action must be initiated within five days of the most recent failure to comply. Breach action can only be stayed in exceptional circumstances with the authorisation of the Yot Manager. The reason must be noted on the file. When breach action has been initiated the young offender should be allowed to continue the order until the date of the court hearing unless it would be disruptive for the individual or other offenders on orders for him/her to do so.</p>	<i>Yot Manager</i>	
<p>8.9 Intervention plans must be drawn up within 15 working days of the making of the order (this does not apply to Curfew, Reparation, Attendance Centre and Parenting Orders). They must be based on risk factors associated with the offending identified in <i>Asset</i> and set out arrangements to address them. All assessments must consider the needs of the victim and plans will include restorative processes. They will take account of plans made for the young offender by other agencies (e.g. Social Services, Education, Health). The plan or contract should be discussed, agreed and signed by the young person and his/her parent(s)/carer(s).</p>	<i>Yot Manager</i>	
<p>8.10 Where the assessment reveals the young offender represents a serious risk of harm to him/herself or others, plans must be agreed with the Yot Manager and other key agencies to manage the risk in line with any national or local guidance.</p>	<i>Yot Manager</i>	

	Responsibility	Refer also to
<p>8.11 Intervention plans and Referral Order contracts must be reviewed involving the young person, parent(s)/carer(s) and relevant agencies, and the <i>Asset</i> assessment updated in discussion with the young offender, at a minimum of three monthly intervals and at the end of the order. The review must be recorded on the case file.</p>	<p><i>Yot Manager</i></p>	
<p>8.12 Where appropriate, consideration should be given to seeking revocation of Supervision and Community Rehabilitation Orders at the half way stage if sufficient progress is being made.</p>	<p><i>Yot Manager</i></p>	
<p>8.13 When a case is transferred to another Yot, or to the National Probation Service, there must be continuity in the frequency of supervision. It is the responsibility of the Yot where the young person is living to supervise the order in consultation with the home area Yot if appropriate. Up-to-date case files, together with a transfer summary, must be transferred within five working days.</p>	<p><i>Yot Manager, National Probation Service – local area</i></p>	
<p>8.14 The Yot must ensure that the court receives feedback on its sentencing decisions.</p>	<p><i>Yot Manager</i></p>	
<p>REFERRAL ORDERS</p>		
<p>Introduction</p>		
<p>8.15 Referral to a Youth Offender Panel is a sentence for young people aged 10-17 years, pleading guilty and convicted by the court for the first time. The length of the order (3-12 months) is decided by the court. The content of the order is decided by a panel consisting of community volunteers and a member of the Yot. Contracts with</p>		<p><i>Joint Home Office/Lord Chancellor's Department/ Youth Justice</i></p>

	Responsibility	Refer also to
<p>young people should include:</p> <ul style="list-style-type: none"> ■ reparation to the victim and/or wider community; and ■ an intervention programme to prevent reoffending. 		<i>Board guidance for Courts, Yots and Panels</i>
<p>8.16 Yots must comply with joint Home Office/Lord Chancellor's Department/Youth Justice Board guidance issued in February 2002.</p>	<i>Yot Manager</i>	
<p>Standards</p>		
<p>8.17 Yots must recruit, select and train an appropriate number of Community Panel Members who are representative of the local community. Yots must ensure they are competent to fulfil their role. The Yot must convene and administer Youth Offender Panel meetings. Panels must comprise at least two volunteer panel members and one Yot staff member. All panel members must be competent to undertake the role. Panels must be chaired by a volunteer panel member.</p>	<i>Yot Manager</i>	
<p>8.18 A Yot Officer must be allocated to the case before the end of the next working day following the court hearing.</p>	<i>Yot Manager</i>	
<p>8.19 The Yot Officer must meet the young person, the parent(s) or carer(s) within five working days of the court hearing.</p>	<i>Yot Officer</i>	
<p>8.20 Unless the victim has asked not to be contacted, the Yot must also contact victims in all cases, within the same timescale.</p>	<i>Yot Manager</i>	

	Responsibility	Refer also to
8.21 At the initial meeting with the young person, the Yot Officer must either complete or update an <i>Asset</i> assessment.	<i>Yot Officer</i>	
8.22 An initial panel meeting must be convened within 20 working days of the court hearing. The Yot must ensure progress meetings are held at least once every three months.	<i>Yot Officer</i>	
8.23 The action agreed in the Referral Order contract must begin within five working days of the contract being signed.	<i>Yot Officer</i>	
8.24 Although work may be contracted out to a partner agency, there must be a face-to-face meeting with a Yot practitioner and the young offender at least once every two weeks for the first half of the order and at least once a month thereafter.	<i>Yot Manager</i>	
8.25 A final panel meeting must be called during the last month of the order.	<i>Yot Officer</i>	
Management and enforcement of Referral Orders		
8.26 Where the offender fails to comply with any conditions specified in the contract, unless there are acceptable reasons such as ill health, the Yot Officer must convene a panel meeting within 10 working days to consider whether the order can work, or whether the young person should be referred back to court. Any referral back to the court must be undertaken as soon as possible and must be no later than 10 working days after the panel meeting.	<i>Yot Manager</i>	
8.27 Where a Referral Order is revoked by the court, victims (if they have indicated a wish to be		

kept informed) and panel members must be informed within 10 working days. A brief explanation of the circumstances of revocation should be given.

REPARATION ORDERS

Introduction

8.28 The Reparation Order is designed to ensure that a young offender makes reparation to the victim or to the wider community. These standards should also be read in conjunction with Standard 5.

Standards

8.29 Initial contact between the young person and parent(s) or carer(s) must take place before the end of the next working day following the court hearing. The purpose of the meeting is to:

- explain the nature of the court order;
- explain how it will work in practice; and
- explain the consequences of failing to comply.

8.30 The frequency of contact between the young person and the responsible officer will be determined by the nature of the activity and detailed in a plan of work; however it must be specified at the outset of the order and the young offender and his/her parent(s)/carer(s), if appropriate, informed.

8.31 Where the offender is suitable for a Reparation Order, but the victim does not consent to reparation or cannot be contacted, the Yot must

Responsibility

Refer also to

Yot Manager

Youth Justice Board's Key Elements of Effective Practice – Restorative Justice

Yot Manager

Yot Officer

Yot Officer

	Responsibility	Refer also to
deploy Community Payback (5.11 – 5.18).		
8.32 The responsible officer, or designated other, must contact the victim within five working days of the order being made to discuss arrangements for reparation. Consent of victims willing to accept reparation should be given in writing.	<i>Yot Manager</i>	
8.33 Once the arrangement for reparation is agreed, it must be set down in writing and a copy given to the young offender and victim.	<i>Yot Officer</i>	
8.34 The work must be supervised by a Yot member, partner agency or volunteer who has had appropriate training (including in health and safety). The tasks set must be risk-assessed by the Yot.	<i>Yot Manager</i>	
8.35 The order must be enforced in line with paragraph 8.7 and 8.8 above. The Yot Manager must ensure that victims are never cited in breach hearings.	<i>Yot Manager</i>	
8.36 Where a young person fails to comply with direct reparation, the Yot must inform the victim of the action being taken to enforce the order within two working days.	<i>Yot Manager</i>	
ACTION PLAN ORDERS AND SUPERVISION ORDERS		
Introduction		
8.37 The Action Plan Order is intended to provide a short, intensive, individually tailored response to offending behaviour and associated risks.		
8.38 The Supervision Order is appropriate when a more extended period of supervision is required		<i>Youth Justice Board's Key</i>

	Responsibility	Refer also to
because of the frequency or seriousness of the offending. It should be designed to tackle the full range of offender needs associated with the offending (identified by the <i>Asset</i>) over a period of time. The Supervision Order can encompass the Intensive Supervision and Surveillance Programme (see standard below).		<i>Elements of Effectice Practice – Assessment, Planning Interventions and Supervision, Offending Behaviour Programmes, and Restorative Justice</i>
Standards		
8.39 Initial contact between the Yot Officer and the young person and parent(s)/carer(s), where possible, must take place before the end of the next working day following the court hearing.	<i>Yot Officer</i>	
8.40 The minimum contact must be twice a week for the first 12 weeks, weekly for the next three months and fortnightly thereafter, unless assessed as presenting a high level of risk, in which case contact should revert to at least twice weekly.	<i>Yot Officer</i>	
8.41 An intervention plan must be prepared in 15 working days in line with 8.9 above. The content of supervision should address the needs identified in <i>Asset</i> and include restorative processes in conjunction with Standard 5.	<i>Yot Officer</i>	
8.42 Failure to attend must be dealt with as outlined at 8.7 above. Enforcement action must be taken as outlined at 8.8 above.	<i>Yot Officer</i>	

COMMUNITY REHABILITATION ORDERS, COMMUNITY PUNISHMENT ORDERS AND COMMUNITY PUNISHMENT AND REHABILITATION ORDERS

Introduction

8.43 Offenders aged 16 and 17 years may be subject either to community sentences designed for children/young persons or those designed for adults. In considering ‘adult’ sentences the PSR writer should take into account the maturity of the young offender, his/her offences and the degree and nature of intervention that would be appropriate.

8.44 The standards for these orders are set out in Section D of [Probation Service] *National Standards 2000*, the national standards for the supervision of adult offenders in the community (where they are referred to by their previous titles of Probation, Community Service and Combination Orders). The Youth Justice Board requires that similar standards of compliance and enforcement are applied for young people subject to these orders when supervised by Yots.

8.45 Community Punishment Orders (CPO) are normally supervised by the National Probation Service and so are not covered here. However, the responsibility for prosecuting breach action is retained by Yots where enforcement by the Probation Service has not been successful. A protocol should be drawn up between the Yot and the local Probation Service about how this is to be handled.

*National
Standards for
the Supervision
of Offenders in
the Community
(Home Office
2000)*

	Responsibility	Refer also to
<p>Standards for Community Rehabilitation Orders and the community element of Community Punishment and Rehabilitation Orders</p>		
<p>8.46 At least 12 appointments must be made within the first 12 weeks of supervision, normally scheduled to take place weekly.</p>	<i>Yot Officer</i>	
<p>8.47 Home visits need to be made on a regular basis and at least monthly.</p>		
<p>8.48 Six appointments must be made within the second 12 weeks, after which appointments may reduce to monthly contact.</p>		
<p>8.49 In Community Punishment and Rehabilitation Orders (CPROs) the first work session must take place within 10 working days of the order being made.</p>	<i>Yot Officer, Probation Service</i>	
<p>8.50 An intervention plan must be drawn up in line with 8.9 above.</p>		
<p>Enforcement</p>		
<p>8.51 For all young people subject to a Community Rehabilitation Order (CRO), CPO or CPRO the Supervising Officer must:</p> <ul style="list-style-type: none"> ■ when an offender seeks to change an appointment before a due date indicate whether this change is acceptable or not and give reasons. If the change is not agreed then the young person’s failure to attend will be deemed unacceptable; ■ ensure that any apparent failure to comply 	<i>Yot Officer</i>	

with the requirements of the order is followed up with the individual within two working days by an enquiry letter, interview or telephone call to determine the reason for failure;

- fully record every apparent failure within a further five working days, including whether or not any explanation was given by the young person, and if so what that explanation was and whether or not it was acceptable. If the explanation is not considered acceptable, or no explanation is given within the further five working days, record the incident as an unacceptable failure to comply;
- place copies of any written warnings on the young person's case records along with a note of the young person's comment on the warning;
- where breach proceedings are required, instigate breach proceedings within five working days of the relevant unacceptable failure to comply;
- normally offer the young person further appointments or community punishment work pending breach or appeal against sentence, unless a decision has been recorded, with reasons, why this should not happen;
- for all young persons on CROs, CPOs, or CPROs breach action may be taken after one unacceptable failure where appropriate;

	Responsibility	Refer also to
<ul style="list-style-type: none"> ■ where a breach action is not to be taken on the first unacceptable failure, formally warn the offender, using a ‘yellow card’ warning letter; and ■ give only one formal warning in any 12-month period of supervision before commencing breach action. <p>8.52 For CPROs only one warning is permitted for the probation or community service element.</p>		
<h2>ATTENDANCE CENTRE ORDERS</h2>		
<h3>Introduction</h3>		
<p>8.53 The Attendance Centre Order, where available, is a valuable sentence. It can deprive a young offender of his/her liberty at pre-arranged times.</p>		<p><i>Home Office Attendance Centre Rules 1995</i></p>
<p>8.54 Junior Attendance Centres (JACs) are subject to Home Office Attendance Centre Rules. The local Yot Manager acts as the local agent and is responsible for the appointment of the Officer in Charge (OIC).</p>	<p><i>Yot Manager</i></p>	
<h3>Standards</h3>		
<p>8.55 When a young person is made subject to an Attendance Centre Order they are required to report to the centre as instructed by the OIC or other person with delegated responsibility.</p>	<p><i>Officer in Charge</i></p>	
<p>8.56 The Yot, in collaboration with the OIC, must have an effective system in place for ensuring that enforcement action is taken promptly whenever there is non-compliance with an Attendance Centre Order. The Yot is responsible</p>	<p><i>Officer in Charge</i></p>	

for prosecuting breaches of Attendance Centre Orders on behalf of the OIC.

8.57 Enforcement and breach must be in accordance with 8.7 and 8.8 above.

DRUG TREATMENT AND TESTING ORDERS

8.58 The Drug Treatment and Testing Order (DTTO) is an intensive sentence for offenders who have a serious problem with drugs; it requires a high degree of motivation for an offender to complete.

8.59 DTTOs are co-ordinated by the National Probation Service. There is no separate provision by Yots for young people made subject to a DTTO.

8.60 Yots should negotiate a local protocol with the National Probation Service for referral of young offenders to the DTTO scheme where appropriate and for liaison should an order be made. The DTTO scheme needs to be responsive to the needs of 16 and 17-year-olds.

CURFEW ORDERS

8.61 The Curfew Order is a valuable sentencing tool where the court is concerned about the behaviour of a young person when he/she is out at night or other specified times and can be monitored using electronic tagging.

Standards

8.62 The Yot must negotiate a protocol with the local security systems providers regarding the use of electronic monitoring arrangements.

*Yot Manager,
Security firms*

*Home
Office/Lord
Chancellor's
Department
Guidance*

	Responsibility	Refer also to
<p>This needs to cover:</p> <ul style="list-style-type: none"> ■ exchange of information; ■ the appropriate enforcement of Curfew Orders; and ■ the management of breach proceedings. <p>8.63 When the court is considering use of a curfew the Yot should be ready to advise on any associated risks, e.g. the risk that the young person might be vulnerable whilst confined to his/her home.</p>		
<p>LOCAL CHILD CURFEW SCHEMES</p> <p>8.64 Section 14 of the Crime and Disorder Act 1998 allows Local Authorities to develop local child curfew schemes in agreement with the police.</p> <p>Standards</p> <p>8.65 A protocol should be established between the police, Local Authorities and Yots to determine roles and responsibilities in proposing and administering local child curfews.</p> <p>8.66 Whenever an application or order is made, the police or Local Authority should inform the Yot within one working day.</p>		
<p>ANTI-SOCIAL BEHAVIOUR ORDERS</p> <p>8.67 The Anti-Social Behaviour Order (ASBO) can be a useful device where people are causing persistent aggravation in a particular locality. Although not their specific responsibility the Yot should assist</p>		
	<p><i>Yot Manager, Police Service, Local Authority</i></p>	<p><i>Home Office guidance on developing an ASBO protocol</i></p>

the police and local authority when considering or applying for an ASBO on a young person.

8.68 A protocol should be established between the police, Local Authorities and Yot to determine roles and responsibilities in proposing and administering ASBOs.

*Yot Manager,
Police Service,
Local Authority*

8.69 Where an ASBO is proposed and the order made, the police or Local Authority should inform the Yot within one working day.

CHILD SAFETY ORDERS

8.70 This order is available in the Family Proceedings Court for children under 10 years of age. It is designed to prevent involvement in anti-social behaviour. The order supplements and links existing child welfare legislation (Children Act 1989) to the Crime and Disorder Act 1998.

8.71 The Yot should agree a protocol with the local Social Services Department. The protocol should specify:

*Yot Manager,
Social Services
Dept.*

- in what circumstances an application would be made;
- the appointment of a responsible officer; and
- enforcement arrangements.

PARENTING ORDERS

Introduction

8.72 A Parenting Order is a court order to help

	Responsibility	Refer also to
<p>before the end of the next working day following the court hearing. At this meeting the responsible officer must:</p>		
<ul style="list-style-type: none"> ■ explain the requirements of the order; ■ check that the parent(s) understand(s) the requirements and consequences of non compliance; ■ agree a draft plan for meeting the requirements of the order and what will be expected; and ■ make arrangements for other social work agencies, where involved, to be consulted. 		
<p>8.75 Where parents are directed to programmes other than with the responsible officer, a pre-meeting must be held not more than two weeks before the sessions commence.</p>	<p><i>Yot Officer</i></p>	
<p>8.76 Group-work sessions must take place at least fortnightly, but no more than weekly.</p>		
<p>8.77 When the requirements have been met, the responsible officer must meet with the parent(s) to evaluate the order.</p>	<p><i>Yot Officer</i></p>	
<p>8.78 If the parent(s) fail(s) to comply with a requirement, including missing an appointment, the responsible officer must make contact within one working day by visit, telephone or letter. If there is no acceptable reason for the failure, a formal warning must be issued.</p>	<p><i>Yot Officer</i></p>	
<p>8.79 In the event of more than one unacceptable failure in a period of three months, the responsible</p>	<p><i>Yot Officer</i></p>	

	Responsibility	Refer also to
<p>officer must meet with the parent(s) and any other involved agency to review the order. The review must explore whether there are ways the order can be made to work, whether it should be returned to court to request amendment or revocation, or whether the failure to comply should be reported to the police for enforcement action. The decision must be recorded on the file.</p>		
<p>8.80 The Yot Manager should agree with the Director of Education arrangements for appropriate education staff to act as responsible officers.</p>	<p><i>Yot Manager, Director of Education</i></p>	
<p>8.81 The Yot Manager should report annually to the Yot Steering Group on their progress with parenting orders.</p>	<p><i>Yot Manager</i></p>	

National Standard 9 Intensive Supervision and Surveillance Programmes

Responsibility

Refer also to

Introduction

9.1 The Intensive Supervision and Surveillance Programme (ISSP) is the most rigorous non-custodial intervention available for young offenders. It combines intensive community-based surveillance with a comprehensive and sustained focus on tackling the factors that contribute to the young person's offending behaviour. Where an ISSP is used, it must meet the following standards and be delivered in line with the Youth Justice Board's *Key Elements of Effective Practice*.

9.2 Most offenders will spend six months on ISSP. The most intensive supervision (a minimum of 25 hours per week) will last for the first three months of the programme. Following this, the supervision will continue at a reduced intensity (a minimum of five hours per week) for a further three months. On completion of ISSP the offender will continue to be supervised for the remaining period of their order.

9.3 In cases where a programme is of a fixed term but less than six months (e.g. the community period of an eight month DTO) the general aim should be to maximise the high intensity period, but the exact balance between high and low intensity should also reflect the level of the young person's level of risk and need.

In bail cases where the time on ISSP is not fixed the young person should remain on high intensity as long as it is necessary to effectively manage risk to the community. A reduction to low intensity may need to be approved by the court.

9.4 Eligibility criteria for ISSP are outlined in

Youth Justice Board's Key Elements of Effective Practice – Intensive Supervision and Surveillance Programmes

paragraph 7.9

9.5 There are currently no new legislative powers in relation to ISSP and so present statutory powers will be used to administer the intervention.

9.6 There are three routes onto ISSP:

- as a condition of bail supervision and support;
- as part of a community penalty (either a Supervision Order or a Community Rehabilitation Order); or
- as a condition of community supervision in the second part of a Detention and Training Order (DTO).

Standards

9.7 Where there is an ISSP available, Yots should consider the use of ISSP in any PSR or bail assessment where:

- the offender fits the criteria for ISSP;
- the current offence before the court is of sufficient gravity for the court to consider a custodial sentence or remand; and
- there is a place available.

9.8 Consideration should be given to the use of ISSP during the post-release phase of a DTO where the nature of the offending or the risks presented by the offender warrant it, or during the licence

PSR author

*Yot Officer,
Secure
establishment
staff*

period for a young person who has served a section 90/91 offence.

Supervision

9.9 The supervision element of the programme must have the following features:

- a minimum of 25 hours, programmed contact time each week for three months, with support during evenings and weekends. This must be followed by a minimum of five hours a week for the next three months, with support during evenings and weekends. Coverage of the core elements which are:

- education and training (especially basic literacy and numeracy) and employment;
- interventions to tackle offending behaviour;
- reparation to victims or the community in conjunction with Standard 5; and
- assistance in developing interpersonal skills and family support.

In addition programmes should include access to support for individual problems, for example homelessness, drug misuse or mental health problems.

Community surveillance

9.10 The Yot Manager must ensure that the ISSP scheme provides a minimum of two surveillance

Responsibility

Refer also to

Yot Officer

Yot Manager

contacts a day and a maximum of 24 hours cover seven days a week. A period of tagging can be counted as one check. The scheme must tailor individual packages of surveillance to the risks posed by each offender. There must be available at least one of the following types of surveillance:

- tracking – staff who track the whereabouts of young offenders throughout the week, reinforcing participation in their supervision programme by accompanying them to appointments, providing support and advice, and following up any non-attendance;
- tagging – electronic monitoring of the young offender, for example to reinforce a night-time curfew if that is the time when they are most at risk of reoffending;
- voice verification – voice verification at times specified in a contact schedule, in order to confirm that the young offenders are where they are supposed to be;
- intelligence-led policing - the police will overtly monitor the movements of these young offenders at key times to reinforce the programme as well as sharing information with the ISSP staff in the Yot.

Initial contact

9.11 The offender subject to ISSP must be seen on the same day as the court appearance if on bail or subject to a community sentence.

ISSP staff

	Responsibility	Refer also to
9.12 For those subject to a DTO the offender must be seen on the day of release.	<i>Yot Officer</i>	
Programme plan		
9.13 A signed and agreed programme plan must be finalised by all parties within two working days of a bail condition being imposed and five working days of a community order being made.	<i>ISSP staff</i>	
9.14 For those on ISSP during the second part of a DTO the final review meeting must identify the programme to be provided during the supervised part in the community, and the requirements on the trainee during that period (including those to be included in the Notice of Supervision). Where it is agreed that a requirement to comply with the ISSP is appropriate, then this must be contained within the Notice of Supervision from the Secretary of State. Before transfer to the community takes place, the Supervising Officer or the key/case worker in the custodial facility must read the supervision notice to the trainee and ask him or her to sign that the requirements are understood.	<i>ISSP staff</i>	
9.15 The plan must be reviewed by the Supervising Officer at monthly intervals; the review will be informed by <i>Asset</i> .	<i>Supervising Officer</i>	
Enforcement		
9.16 The ISSP must be enforced in line with the requirements relating to bail, community supervision or DTO as appropriate.	<i>Supervising Officer</i>	
9.17 Yot Managers should ensure that arrangements are in place with local courts to fast-track breach proceedings for young people on ISSP.	<i>Yot Manager</i>	

National Standard 10 Secure Accommodation

Responsibility

Refer also to

Introduction

10.1 This is designed to set down underpinning statements for the operation of all secure establishments commissioned by the Youth Justice Board to deliver services to young offenders either remanded or sentenced by the courts. Secure establishments operate under contract or service level agreement (SLA) to the Youth Justice Board. The minimum standards listed below are encapsulated within the contracts and SLAs. The Youth Justice Board is responsible for enforcing compliance.

Staffing and management

10.2 Secure establishments should deploy sufficient numbers of trained and qualified staff to enable the regime requirements to be delivered to the specified standards.

10.3 Staff deployed should constitute a mix of men and women and include appropriate representation from minority ethnic groups.

10.4 Secure establishments should ensure that all staff and managers have written job descriptions, proper supervision and regular performance appraisal.

10.5 All staff who have access to young people must be screened in accordance with the *Choosing with Care* recommendations.

10.6 All staff and managers must be trained to agreed standards and have access to regular training and professional development opportunities.

10.7 To ensure exchange of information and good communication, secure establishments should hold

*Governor/
Director*

*Choosing with
Care report*

*Criminal Justice
and Court
Services Act
2000 –
Protection of
children
guidance*

	Responsibility	Refer also to
regular staff meetings and shift handover meetings.		
10.8 Staff should be encouraged to report to managers concerns about the conduct of colleagues and managers where appropriate.		
10.9 Staff and managers have an obligation to behave in an open and honest ('pro-social') way as a model for young people.		
Assessment and training plans		
10.10 A full assessment must be made of each young person admitted to custody within 10 working days of admission. The assessment should cover the health, social, education, vocational and any other needs of the young person.	<i>Governor/ Director</i>	
10.11 Secure establishments who do not receive an <i>Asset</i> on the reception of a young person must follow this up with the Yot concerned within one hour, and must treat the young person as at risk of self harm until the information is received. If it is not forthcoming within 24 hours, the regional Youth Justice Board office whose catchment area the establishment falls into must be notified.	<i>Governor/ Director</i>	
10.12 All young people must be assessed on reception by a qualified nurse or doctor. This will include an assessment of mental health needs as well as an assessment for substance abuse. Where withdrawal treatment is needed the young person must be referred to a specialist doctor or nurse and a drug or alcohol worker, who may be based in the secure establishment or the community.	<i>Governor/ Director</i>	
10.13 All young people must be assessed for risk of self-harm and suicide on arrival.	<i>Governor/ Director</i>	

	Responsibility	Refer also to
10.14 Clear records must be kept on work undertaken with each young person. The Data Protection Act applies to these records so they must be kept securely.		
10.15 Each young person must have a comprehensive induction to the secure establishment.		
10.16 A key worker, case worker or case manager must be allocated to each young person to provide advice and assistance during their period in custody.	<i>Governor/ Director</i>	
10.17 The same principles apply to sentenced and remanded young people, although the latter hold a different status and are subject to summary release by the courts.	<i>Governor/ Director</i>	
Ethos, culture and care		
10.18 Each young person must be aware of the conduct expected during the period of detention. This will be supported by an incentives and sanctions scheme.	<i>Governor/ Director</i>	
10.19 Secure establishments must provide young people with the basic necessities of life including food and drink, accommodation, heat, light and security.	<i>Governor/ Director</i>	
10.20 Physical restraint must be used only as a last resort and then following approved, accredited methods. The minimum necessary force must be applied and incidents documented, recorded and audited.	<i>Governor/ Director</i>	
10.21 Staff using force must have had appropriate up-to-date training.	<i>Governor/ Director</i>	

	Responsibility	Refer also to
10.22 Secure establishments must have a policy on dealing with incidents of discrimination that will include provision for independent investigation.	<i>Governor/ Director</i>	
10.23 Young people should be allowed to practice their faith and observe religious and cultural practices provided they are consistent with good order and discipline.	<i>Governor/ Director</i>	
10.24 Staff should respect the privacy of the individual provided this does not jeopardise good order and discipline or the security of individuals or the establishment.	<i>Governor/ Director</i>	
10.25 There must be a complaints procedure that is clear, published and free of discrimination. Young people must be free to raise complaints without fear of sanction.	<i>Governor/ Director</i>	
10.26 Staff dealing with complaints must provide at least an interim response within seven days and a full response within 21 days. This should take into account the possibility of third party failure.	<i>Governor/ Director</i>	
10.27 Secure establishments must have in place a published child protection procedure drawn up in conjunction with the local area child protection committee; this procedure will be followed whenever there is an allegation of child abuse in the establishment.	<i>Governor/ Director</i>	
10.28 On reception, all young people must be given the opportunity to telephone someone who may be concerned about their welfare.	<i>Governor/ Director</i>	
External contact		

	Responsibility	Refer also to
10.29 Parents or carers must be notified of significant events that affect the young person whilst in custody.	<i>Governor/ Director</i>	
10.30 Frequent telephone contacts, visits and letters between young people and their parent(s)/carer(s) should be encouraged.	<i>Governor/ Director</i>	
10.31 Secure establishments should provide links with the local community and, subject to risk assessment, facilitate a young person's participation in outside activities in line with training plan targets.	<i>Governor/ Director</i>	
Constructive activity		
10.32 Young people must not be locked in their rooms more than 14 hours a day; this should fall to 10 hours as resources permit (younger children will need more time in bed). In exceptional circumstances, where risk or behaviour warrant it, the Governor/Director may abrogate this standard in individual cases.	<i>Governor/ Director</i>	<i>Youth Justice Board's National Specification for Learning and Skills</i>
10.33 Young people must have access to a range of stimulating activities at weekends and evenings as well as time for reflection or homework alone.	<i>Governor/ Director</i>	
10.34 Special provision and oversight must be provided for those identified as vulnerable, including those at risk of self-harm.	<i>Governor/ Director</i>	
10.35 Each young person must be given the opportunity of fresh air for at least one hour per day.	<i>Governor/ Director</i>	
10.36 Secure establishments must all have well stocked libraries for use by young people. These must include works in non-English languages as appropriate to the population of the establishment.	<i>Governor/ Director</i>	

	Responsibility	Refer also to
10.37 Young people should be expected to keep their personal living spaces clean and tidy. They should not however be used as cleaners or orderlies unless this is part of a properly supervised accredited vocational training programme.	<i>Governor/ Director</i>	
Learning and skills		
10.38 There must be an educational assessment on arrival; educational needs must be continually addressed in the individual training plan with appropriate goals. All education should be delivered in line with the national specification for learning and skills.	<i>Head of Learning and Skills</i>	<i>Youth Justice Board's National Specification for Learning and Skills</i>
10.39 All young people held in secure establishments must participate in education and training as stated in the national specification for learning and skills.	<i>Governor/ Director</i>	
10.40 Young people on remand cannot be compelled to undertake education unless they are of statutory school age but should be encouraged to do so.	<i>Governor/ Director</i>	
10.41 The daily programme must be organised so that other activities do not clash with education.	<i>Governor/ Director, health care staff</i>	
10.42 Those serving six months or more must have their educational attainment continually reassessed including on departure.	<i>Governor/ Director, Head of Learning and Skills, Yot education staff</i>	
10.43 Education and training programmes and courses must be in line with Youth Justice Board and Prisons Learning and Skills Unit (PLSU) guidance and the <i>National Specification for Learning and Skills</i> . Young people completing them successfully should be given certificates and accreditation.	<i>Governor/ Director</i>	

	Responsibility	Refer also to
10.44 An individual record of achievement must be provided for each young person.		
10.45 All teachers and learning assistants must be appropriately qualified and trained; training should include induction into the requirements of the establishment.	<i>Head of Learning and Skills</i>	
Offending behaviour work		
10.46 Appropriate offending behaviour programmes should be provided for all convicted young offenders in secure establishments. These should be delivered in accordance with the Youth Justice Board's <i>Key Elements of Effective Practice</i> .	<i>Governor/ Director</i>	<i>Youth Justice Board's Key Elements of Effective Practice – Offending Behaviour Programmes</i>
10.47 Offending behaviour work should constitute part of the individual training plan.	<i>Governor/ Director</i>	
Health care		
10.48 All young people should receive health care of a similar standard as they would receive in the community.	<i>Governor/ Director</i>	
10.49 All secure establishments must have in place procedures to identify and manage those at risk of self harm and suicide; these should be regularly monitored, reviewed and updated.	<i>Governor/ Director</i>	
Premises, safety and security		
10.51 The secure establishment must take all reasonable steps to ensure the establishment is safe for young people, visitors and staff.	<i>Governor/ Director</i>	
10.52 Each establishment must have in place an		

	Responsibility	Refer also to
anti-bullying policy and ensure it includes keeping records that are regularly audited and reviewed.	<i>Governor/ Director</i>	
10.53 Secure establishments must conform to rules and regulations about health and safety, including monitoring harmful substances and food hygiene and safety.	<i>Governor/ Director</i>	
10.54 Each establishment must have written procedures for searching and other security activities that should be made explicit to the young person on arrival.	<i>Governor/ Director</i>	
10.55 All staff and volunteers working in secure establishments must have training (including regular refresher training) in security.	<i>Governor/ Director</i>	
10.56 All breaches of security must be promptly investigated and any shortcomings rectified.	<i>Governor/ Director</i>	
10.57 Each secure establishment must have in place contingency plans to activate in case of emergency. Such plans should regularly be tested and updated.	<i>Governor/ Director</i>	
10.58 Arrangements must be made to ensure the personal property, including any valuable items, belonging to young people is stored securely during the period of custody.	<i>Governor/ Director</i>	
10.59 The physical infrastructure of the building must conform to reasonable standards of comfort and care.	<i>Governor/ Director</i>	

National Standard 11 Integrated Work with Young Offenders Sentenced to a Detention and Training Order

Responsibility

Refer also to

Introduction

11.1 This standard incorporates the revision to the April 2000 standard agreed by the Home Secretary and circulated to Yots and secure establishments. This standard must be read in conjunction with the joint Home Office/Lord Chancellor's Department/Youth Justice Board guidance of February 2000 and March 2001 (both under revision).

Supervision during the custodial phase

11.2 The Yot Manager must ensure that a Supervising Officer is allocated within one working day of sentence. The *Asset* form must be completed by the Yot prior to the young person being taken to the secure establishment and arrive with him/her or be faxed in advance. Where the placement is made without an *Asset* form the young person will be treated as vulnerable until it arrives. Where the *Asset* form does not arrive the secure establishment must contact the Yot within one hour and the Yot must provide the *Asset* form within one working day. If it is suspected that there may be specific risk factors, e.g. self harm, health or substance misuse, these must be communicated to the secure facility immediately.

11.3 Secure establishment staff must undertake a reception interview within one hour of the offender's arrival that assesses the offender's needs and level of vulnerability. This interview must include the completion of the T1V form. Staff undertaking the interview must see written information about the offender that will have

Yot Manager

Secure establishment staff

	Responsibility	Refer also to
<p>already been sent to the secure establishment by the supervising officer or Yot staff involved in court proceedings.</p>		
<p>11.4 The supervising officer or designated Yot Officer must ensure that within 24 hours of the court appearance, the secure establishment has received a record of the current and previous assessments. These include sentence or care plans, PSRs, current <i>Asset</i>, previous convictions, health and all educational plans, and the Post Court Report form.</p>	<p><i>Yot Officer</i></p>	
<p>11.5 A sentence planning meeting must be convened within 10 working days of admission. The offender’s parent(s) or carer(s) should be encouraged to attend the meeting, including the local authority social worker if the young person is a looked after child. Independent visitors appointed under the Children Act are to be invited as appropriate.</p>	<p><i>Yot Officer, Governor/ Director, Social Services Dept.</i></p>	
<p>11.6 The planning meeting needs to ensure the views of the home education and health authorities are represented, as are those of the young person themselves. Relevant education staff from the secure establishment should contribute to the sentence plan. The education element of the plan should conform with the <i>National Specification for Learning and Skills</i>.</p>	<p><i>Yot Officer</i></p>	
<p>11.7 Governors/Directors of secure establishments should agree with Yot Managers who should chair planning and review meetings and how they will be organised and administered. The contents of all meetings need to be accurately recorded and documented.</p>	<p><i>Yot Manager, Governor/ Director</i></p>	

	Responsibility	Refer also to
<p>11.8 The sentence plan must be based on the planning meeting and recorded through the appropriate T-form documentation. It must address objectives to be achieved during the custodial phase and how they will be measured, and objectives to be achieved post-transfer. This should be based on the <i>Asset</i> assessment and must include objectives addressing the factors that contributed to the offending. The training plan must describe the contribution each agency involved with the offender will make in meeting the objectives, and the timescales in which services will be delivered. Any disagreement about the programme of work to be delivered must be recorded in the training plan.</p>	<p><i>Yot Officer, Secure establishment staff</i></p>	
<p>11.9 Education, health and accommodation needs on transfer to the community must be addressed from the beginning of the sentence and firm arrangements agreed for accommodation and education, training or employment arrangements to form a seamless post-release transition. The supervising officer must ensure the plan is distributed, that the offender and the parent(s) or carer(s) understand it, and that the offender has indicated the extent of his or her agreement with the plan by signing it.</p>	<p><i>Yot Officer, Secure establishment staff</i></p>	
<p>11.10 Initial assessment for literacy and numeracy attainment using the Youth Justice Board's approved assessment tool should be carried out within 10 working days of admission.</p>	<p><i>Secure establishment staff</i></p>	
<p>11.11 Secure establishment staff must deliver the training plan with the active support of the supervising officer from the Yot. Education and training elements must comply with the <i>National</i></p>	<p><i>Secure establishment staff</i></p>	

Specification for Learning and Skills.

11.12 Within one month of the initial planning meeting, the supervising officer must hold a case discussion with the trainee's keyworker or personal officer and the trainee. The purpose of this discussion is to ensure that the training plan, including the individual education plan, is being implemented as agreed. Thereafter a review meeting involving, where possible, those who attended the initial planning meeting, must be held at least every three months. A review after two months is required if the order is of eight months or less. This process should also include the consideration of suitability for early release.

11.13 One month before the discharge date a resettlement review meeting will be held to confirm arrangements for discharge including arrangements for education, training, employment, offending behaviour work, accommodation, health provision and other relevant issues. Within 10 days of discharge a review should be undertaken to ensure all the necessary arrangements are in place and going to plan. For this meeting *Asset* and literacy/numeracy assessment in the case of those young people serving a sentence of 12 months or more should be updated.

11.14 The final review meeting must detail the specific release arrangements, including reporting details and where the young person will be living in the community. If the young person is a looked after child or without suitable supported accommodation the Local Authority must make suitable accommodation arrangements for the young person in advance of the release into the community. Where a young person is under 16 or

Responsibility

Refer also to

*Yot Officer,
Secure
establishment
staff*

*Secure
establishment
staff,
Yot Officer,
Local Authority,
Learning and
Skills Council*

*Yot Officer,
Secure
establishment
staff,
Social Services
Dept.*

	Responsibility	Refer also to
vulnerable, consideration should be given to the arrangements for him/her to get back to the home area on the day of release.		
11.15 Before a young person can be released into the community a Notice of Supervision must be prepared, authorised and signed by the young person.	<i>Governor/ Director</i>	
11.16 Young offenders serving a DTO of 12 months or less must be visited at least monthly by a Yot member. For offenders subject to a longer DTO, the frequency of visits will be agreed as part of the training plan, but must not be less frequent than every two months. The Supervising Officer must make regular contact with secure establishment staff to discuss progress, and must maintain regular contact with the parent(s) or carer(s).	<i>Yot Manager, Secure establishment staff member</i>	
Post-transfer supervision		
11.17 The offender must report to the Yot Supervising Officer on the same day as transfer to the community.	<i>Yot Officer</i>	
11.18 On transfer to the community the training plan must be reviewed within 10 working days and subsequently on a three-monthly basis or at the end of the order, whichever is sooner. The Supervising Officer must chair the review meetings. The offender is expected to attend. A member of the secure facility staff must attend the first review and be invited to subsequent reviews, along with those invited to reviews held during the custodial phase. The parent(s) or carer(s) must be encouraged to attend and contribute. The final review must assess what has been achieved during the order.	<i>Yot Officer</i>	

	Responsibility	Refer also to
11.19 A Yot member must make a home visit within five working days of transfer. Home visits must then be undertaken at least monthly.		
11.20 Contact must be at least twice weekly for the first 12 weeks after transfer, then at least once every 10 working days. Enforcement of the DTO community supervision element is in line with the standards for community supervision outlined in paragraphs 8.7 and 8.8.	<i>Yot Officer</i>	
11.21 The Supervising Officer must assess and monitor accommodation needs on transfer to the community and ensure that satisfactory accommodation is available.	<i>Yot Officer</i>	
11.22 The Supervising Officer must, where appropriate, monitor whether the home education authority provides a continuing programme of education for those of school age of at least 25 hours per week on transfer, and must inform the Chief Officers' Steering Group if this is not provided.	<i>Yot Officer, Connexions Personal Advisor, Yot Manager</i>	
11.23 The Supervising Officer must monitor whether the home health authority provides planned services (including drug and mental health services) on transfer to the community, and must inform the Chief Officers' Steering Group if the services are not provided	<i>Yot Officer, Yot Manager</i>	
11.24 The Supervising Officer must ensure that links are developed for offenders aged 13+ with a Connexions Personal Adviser (in England) or other relevant adviser.	<i>Yot Officer, Connexions Personal Advisor</i>	
11.25 The Supervising Officer must respond to	<i>Yot Officer</i>	

	Responsibility	Refer also to
unexplained or missed appointments including unauthorised absences from school or college during post-transfer supervision.		
11.26 If any failure to comply suggests, in the light of the risk assessment, an enhanced risk of harm to self or the community, the Supervising Officer must review the case with the Yot Manager or their nominee as soon as possible and within one working day to decide what action should be taken. This may include breach action. The decision must be noted in the file.	<i>Yot Officer</i>	
11.27 The Supervising Officer should ensure that all young people are reassessed to measure literacy and numeracy levels using the Youth Justice Board approved assessment tool within 10 days of sentence end.	<i>Yot Officer, Yot education staff</i>	
11.28 The Supervising Officer must provide the secure establishment from which the young person was discharged with an end of sentence report incorporating their education, training and employment performance as laid down in the <i>National Specification for Learning and Skills</i> .		

National Standard 12

Section 90/91 (Formerly Section 53): Pre- and Post-Release Supervision

	Responsibility	Refer also to
<p>Introduction</p> <p>12.1 This section relates to longer sentences imposed for serious offences under section 90/91 of the Powers of Criminal Courts (Sentencing) Act 2000, formerly section 53 of the Children and Young Person’s Act 1933. The vast majority of such sentences will be under section 91. Section 90 relates only to the sentence of detention during Her Majesty’s pleasure for the offence of murder. Decisions on the placement of all juvenile section 90/91 offenders are made under section 92, by the section 53/92 unit in Prison Service headquarters.</p>		<p><i>Powers Criminal Courts and Sentencing Act 2000</i></p>
<p>Standards</p> <p>12.2 The Yot must provide the Prison Service section 53/92 unit with early warning of a possible section 90/91 order being made by completing a pre-sentence notification.</p>	<p><i>Yot Manager</i></p>	
<p>Custodial phase</p> <p>12.3 All section 90/91 cases must be allocated a Supervising Officer within one working day of sentence. A ‘paired’ officer must also be appointed within five days to cover the case in the absence of the Supervising Officer.</p>	<p><i>Secure establishment staff, Yot Officer</i></p>	
<p>12.4 <i>Asset</i> must be fully completed before all custodial sentences. Where the form does not arrive at the secure establishments, the procedures outlined in paragraph 11.2 above must be followed.</p>	<p><i>Yot Officer</i></p>	
<p>12.5 The supervising Yot Officer must visit both the offender and the parent(s) or carer(s), where appropriate, within five working days of sentence.</p>	<p><i>Yot Officer</i></p>	

	Responsibility	Refer also to
<p>12.6 For those serving an indeterminate sentence, including those detained at Her Majesty’s pleasure, the Supervising Officer must ensure the assessment is completed within 20 working days of sentence. He/she must ensure that the <i>Asset</i> assessment underpins the sentence planning process.</p>	<i>Yot Officer</i>	
<p>12.7 Within 15 working days of sentence the supervising officer must submit information to the relevant authorities about the circumstances of the young person during the remand period for the purposes of sentence calculation. Where the offender is detained within the Prison Service juvenile estate, the relevant authority is the establishment concerned. Where the offender is detained elsewhere, the relevant authority is the Prison Service section 53/92 unit.</p>	<i>Yot Officer</i>	
<p>12.8 The Supervising Officer must ensure that information is exchanged whenever necessary between parents or carers, other relevant agencies and secure facilities staff involved in working with the young person.</p>	<i>Yot Officer</i>	
<p>12.9 The Supervising Officer must attend an allocation board scheduled to take place within 20 days of reception for those young people sent to Prison Service establishments, attend the first month’s review, all subsequent reviews, and participate fully in sentence planning.</p>	<i>Yot Officer</i>	
<p>12.10 The Supervising Officer must visit the offender at least once every three months and at least monthly for the three months prior to planned release.</p>	<i>Yot Officer</i>	

	Responsibility	Refer also to
12.11 The Supervising Officer must contact the family or carer after each visit made to the young person where the parent(s) have not attended.	<i>Yot Officer</i>	
12.12 The Supervising Officer must ensure that accommodation, education, health and any other needs on release are identified in good time before release.	<i>Yot Officer</i>	
12.13 Arrangements must be made for the young person to access, as necessary, accommodation, health, education or training/employment services on release.	<i>Yot Manager, LEA, Social Services Dept., Connexions</i>	
12.14 A protocol with the National Probation Service's local office must be in place for the planned and agreed transfer of section 90/91 young people approaching their 18th birthday.	<i>Yot Manager, National Probation Service</i>	
Post-release supervision		
12.15 The Supervising Officer must see the offender on the day of release and make a home visit within five working days of release.	<i>Yot Officer</i>	
12.16 After the first contact on the day of release, subsequent contact must be twice weekly for the first 12 weeks of the licence and then at least once every 10 working days until the end of the licence period.	<i>Yot Officer</i>	
12.17 The Supervising Officer must arrange a review meeting at the end of the second week after release. The Supervising Officer must chair the review meeting. The young person is expected to attend. A member of the secure facilities staff must attend the review along with those invited to attend reviews undertaken during the custodial phase. The parent(s) or carer(s) must also be encouraged	<i>Yot Officer, Secure establishment staff</i>	

Responsibility

Refer also to

to attend and participate.

12.18 The Yot must ensure that the young person understands the licence conditions and must monitor compliance. In the event of any unacceptable failures to comply, the Supervising Officer must review the case as soon as possible, within one working day, to decide what action should be taken; the decision should be recorded on the case file.

Yot Officer

12.19 Where there is persistent failure to comply or enhanced risk to self or community, the Supervising Officer in discussion with the Yot Manager must, for those serving sentences of less than four years, invoke breach proceedings. In the case of those serving sentences of four years and over the Supervising Officer must immediately report the matter to section 91 staff at the Prison Service Management Group for possible recall to prison. Given that all section 90/91 offenders will, by definition, have been convicted of serious offences (often involving violence), supervision may need to be especially close and recall action may need to be taken urgently to protect the public.

Yot Manager