

3.14.12 Protocol between Salford Youth Offending Service and Salford Next Steps Service

1. Introduction

This protocol has been introduced in order to promote good and consistent practice between Salford Youth Offending Service and Salford Next Steps Service, in managing joint cases.

It is the aim of this protocol to establish an agreed response between the two services in respect of the provision and management of interventions delivered to young people.

2. Case Work

On being allocated a new case, workers from each service will confirm if the case is open to the other service. Where this is applicable the case workers will arrange to meet within 15 working days, to share information and discuss future working arrangements. Following this meeting they will hold a joint meeting with the young person to explain their specific roles and responsibilities. The YOS intervention plan and Pathway Plan will be formulated to take account of these discussions.

Next Steps workers will be invited and are expected to attend formal review meetings, Complex Case Panel and MAPPA reviews at the Youth Offending Service. YOS case workers will be invited to meetings and reviews held at Next Steps and are expected to attend.

3. Joint Management Meetings

The lead managers of each service and the operational managers with lead responsibility from each service will meet on a quarterly basis to review joint cases and discuss future developments. These meetings will be recorded.

- **Senior Management meeting:**

To maintain a strategic overview of local arrangements to ensure effective working processes. This includes considering strategic partnerships with outside agencies, both statutory and non-statutory, to support and improve the service delivery.

This includes the sharing of information and discussion about individual case management.

YOS and Next Step Practice Manager Meeting:

- Consult on details of specific cases;
- Salford YOS to inform of all Next Step clients they become involved with;
- Sharing of information is to extend beyond just those young people in custody and include all young people subject to a Community Order;
- Salford YOS to develop the current intervention plan to include a 'snap shot' of pathway plan;
- Next step staff to ensure YOS staff sign the pathway plan;
- Next step staff to provide YOS staff with a copy of the pathway plan;
- YOS staff to provide Next Step staff with a copy of the Intervention plan;
- A Next Step manager to have access to the YOS recording system, Child's view;
- YOS to have access to carefirst;
- Staff from both teams to continue to attend meetings/reviews relating to the young people eg. DTO/Statutory Reviews (IRO) and Relevant Reviews (Relevant Review Officer) etc;
- A management representative from YOS and Next step to develop links between the teams and act as a conduit across the two services.

4. Quality Assurance Arrangements

Twice a year the operational managers with lead responsibility from each service will quality assure a number of joint cases to ensure the joint working arrangements detailed in this document are being adhered to. These findings will be recorded and feedback given to individual workers and shared with the heads of the services.

5. Disputes

Disputes between the YOS and Next Steps should ordinarily be resolved at Operational Manager level. If this is not possible then it should be referred to Heads of Service. If require a final arbitration will be made by the Assistant Director of Specialist Children Services.