

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

1. Introduction

This protocol has been introduced in order to promote good and consistent practice between Salford Youth Justice 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 Youth Justice Intervention Plan and Pathway Plan will be formulated to take account of these discussions.

Next step workers will be invited and are expected to attend formal review meetings, Complex Case Panel and MAPPA reviews at the Youth Justice Service office. Youth justice case workers will be invited to meetings and reviews held at the Next Step office and are expected to attend.

The Next Step Service and Salford Youth Justice Service must ensure that the young person is:

- Legally represented by a solicitor with expertise in youth justice.
- Supported whilst at the police station by an appropriate adult.
- Not held at the police station for longer than is necessary because support and/or accommodation is not available.
- Supported to understand what is happening to them.
- In addition to their carers, it is good practice for the young person's next step worker to attend court with them, particularly on the day of sentence, to ensure

that the young person's best interests are represented, that custody is used only as a last resort, and to act as a good parent would if their child was in court.

- If the young person has an Independent Child Trafficking Advocate, they should be advised, and attend court to further support the young person.
- If a young person receives a community sentence, their carers, next step worker and youth justice case manager should continue to work closely together, share information and clarify their roles and responsibilities to ensure that the child receives the support they need.
- If a young person enters custody their next step worker must visit them within one week of them being sentenced and detained. Subsequent visits must take place at intervals of not more than six weeks for the first year. Additional visits should also take place if reasonably requested by the young person, custodial establishment, YOT or where there are particular circumstances that require a visit.
- If a custodial sentence is likely, the carers, youth justice case manager worker and next step worker should work together to prepare the young person, explaining what will happen and how they will be supported. The next step worker should feed in any relevant information to the Youth Justice Service ahead of them preparing the pre-sentence report.
- Where a child in care is due to end a period in custody, the next step worker youth justice case manager must work together to co-ordinate arrangements for the young person's release and subsequent support in the community.
- These arrangements should be developed in collaboration with the young person and tailored to their individual needs. The Pathway Plan and Notice of Supervision or Licence should be confirmed with the child well before release and include key details, such as living arrangements, arrangements for education or employment, financial support, and any supervision or licence requirements following custody.
- All looked-after young people should be collected from the establishment at an agreed time on the date of their release and accompanied to their accommodation. Every effort should be made to have this undertaken by someone familiar to them and should not be by escort services. Customised support should be in place to help them successfully re-establish their lives in the community.

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 Youth Justice Service 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 Youth Justice Service to develop the current intervention plan to include a 'snap shot' of pathway plan
- Next step staff to ensure the youth justice case manager signs the pathway plan
- Next step staff to provide the youth justice case manager with a copy of the pathway plan
- Youth justice case manager to provide Next Step with a copy of the young person's Intervention plan
- A next step manager to have access to the Youth Justice Service recording system, Child's view
- Youth Justice Service to have access to carefirst
- Staff from both teams to continue to attend meetings/reviews relating to the young people e.g. DTO/Statutory Reviews (IRO) and Relevant Reviews (Relevant Review Officer) etc.
- A management representative from Youth Justice Service and Next step Service 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 Youth Justice Service 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.

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