



## **Children and Young People's Support and Safeguarding Services**

### **Joint Protocol between East Riding Youth Offending Team and Children's Social Care to address Sexually Harmful Behaviour Displayed by Children and Young People known to the Youth Offending Team**

#### **Subject:**

Young people between the ages of 10 and 18 years who are referred to the youth offending team either by court order or pre court disposal issued by the police including final warning and youth conditional caution. The youth criminal justice system is applicable to young people up to the age of 18 years, however the delivery of the disposal in some cases will continue after their 18<sup>th</sup> birthday until completion.

#### **Objective:**

To address the criminal justice requirements, assessment and intervention work with young people who have displayed sexually harmful behaviour by providing good practice guidance and clear process to the youth offending team and children's social care. This will ensure appropriate timely delivery of sexually harmful behaviour assessment and intervention work and support to young people and their families.

#### **Legislation and Guidance:**

- Criminal Justice and Immigration Act 2008
- Sexual Offences Act 2003
- Children Act 1989, 2004
- Working Together 2010
- YJB – AIM Report
- AIM – Procedures for the initial assessment of children & young people who display sexually harmful behaviour 2007
- G-MAP – A guide to assessment and therapeutic services March 2010
- YJB National Standards for Youth Justice Services 2010
- YJB Key Elements of Effective Practice 2008

#### **Data Sharing:**

The information connected with sexually harmful behaviour (SHB) cases is by its nature sensitive. Disclosure of such information must only be undertaken in compliance with the provision of the Data Protection Act 1988. Consideration must always be given to the protection of the victim, needs of the young person and the welfare of other members of the family. Third party information including pre-sentence information, psychiatric, psychological and medical reports must only be disclosed to those authorised caseworkers involved in the case. These case workers must flag these documents as not for publication or citation by anyone else.

## **Key Personnel:**

The protocol applies to

- All youth offending team staff
- Specialist social work staff trained in SHB work and their children's social care managers

## **Key Responsibilities:**

- Meeting the needs of the child or young person taking into account the impact of the SHB on the victim(s)
- Addressing public protection concerns and protecting others from harm
- Reduce the likelihood of further sexually harmful behaviour
- Work with East Riding multi agency public protection panels (MAPPA) and multi agency risk assessment conference meetings (MARAC) to manage offenders in the community

## **Referral Pathways:**

Children and young people come to the attention of the youth offending team (YOT) through referral pathways; either pre court disposal or youth court order. The pre court order disposals include final warnings and youth conditional cautions. The flow chart for the SHB process is shown in Appendix 1. The youth court orders include referral orders, youth rehabilitation orders and youth custody (Appendix 2).

## **Consultation:**

Consultation with YOT staff in relation to sexually harmful behaviour may be made at the pre sentence report stage or as part of ongoing intervention work. All such consultations should be recorded on YOIS and on the specialist worker consultation form (Appendix 3) by the specialist worker SHB. (All forms and templates are available in the children's social care forms library in the online procedure manual).

## **Allocation:**

The youth justice manager will inform the specialist worker SHB and children's social care line manager when the pre court and youth court orders are received by the YOT. The youth justice manager will also assign a suitable YOT co-worker to support the work of the specialist worker SHB in the delivery of the intervention sessions. The overall case management for the youth court orders remains with the assigned YOT case manager. Once a final warning has been completed by the YOT, the case management is transferred to the specialist worker SHB and the children's social care line manager in order that the intervention work can be delivered.

## **Assessment:**

### **ASSET**

The YJB ASSET tool is used to assess all children and young people within the criminal justice system. The ASSET includes offence analysis and takes into account both the static and dynamic factors within a child's life. The ASSET – Risk of Serious Harm (ROSH) assesses the risk of harm. Collectively they inform the intervention planning process to

address and reduce the risk of harm and likelihood of reoffending. The AIM assessment (see below) informs this youth justice assessment, intervention planning and risk management.

### **AIM**

AIM (Assessment, Intervention and Moving on) developed from a project set up in Greater Manchester by the YJB in January 2000. The AIM model is well evaluated by the Youth Justice Trust and is the recognised model for assessing the sexually harmful behaviour of young people. It evaluates concerns and strengths within the four domains of sexual behaviour, development, parent / carer and environment; using a scoring system based on high and low concern factors. The outcome can be plotted onto a matrix which is then used to inform an intervention plan for the child, young person and their families. The AIM model has been revised and is referred to as AIM2. This assessment framework meets the requirements of the YJB's Key Elements of Effective Practice and should be used to inform the ASSET, ROSH and intervention planning. A copy of the completed AIM assessment must be stored within the young person's YOT active case file.

### **Time Scales:**

All work within a youth criminal justice setting is governed by National Standards set by the Youth Justice Board; the most recent revision of these was in 2010.

### **Pre-Court Disposals:**

#### **Final Warning**

The police notify the YOT of suitable cases for final warnings and bail the young person for assessment. The ASSET assessment must be undertaken within 10 working days of the date of referral from the police. The AIM assessment will inform the ASSET assessment. The YOT must notify the police of assessment outcome within 15 working days of the bail date; the police, and when applicable Crown Prosecution Service (CPS), will consider the findings of the assessment. If the family and the police are in agreement a final warning will be issued by the police within 20 working days of the bail date.

#### **Youth Conditional Cautions**

The police will notify of conditional cautions being given with one working day. The YOT will notify the outcome of their assessment within 15 working days of the bail date.

### **Community Court Orders:**

#### **Referral Order (RO)**

The assessment, including AIM, commences within 5 working days of the court hearing. The YOT must hold an initial YOT panel meeting within 20 working days of the court hearing to agree a contract which forms the basis for the intervention plan. The intervention work identified in the assessments work must start within 5 working days of the contract being signed; this will include the AIM assessment work.

#### **Youth Rehabilitation Order (YRO)**

The YOT will make contact with the young person within one working day of the order being made. The intervention plan must be complete within 15 working days of sentence. The AIM assessment work will be incorporated into this plan.

### **Youth Custody:**

The specialist worker is expected to contribute to the custody case planning. An initial planning meeting is held within 10 working days of the custodial sentence being given. The sentence plan will be based on the ASSET assessment. Dependant on the YOT and secure estate assessments, the specialist worker SHB may be required to start the AIM assessment whilst the young person is in custody or upon release into the community. This AIM assessment will inform and be a valuable part of the offender management process. There will be specific review dates throughout the custody order which the specialist worker SHB will be required to attend. See Appendix 4 for a table of the minimum frequency of meetings. It should be noted that these may increase to correspond to any risk management plans. Delivery of intervention work by the specialist worker SHB will be in line with the YOT intervention plan based on the assessed ROSH (Risk of Serious Harm).

### **Intervention Appointments:**

All intervention work is to be completed with children and young people at the frequency determined by the YJB ASSET assessment of Risk of Serious Harm (ROSH) Vulnerability and Likelihood of Reoffending (LoR)

### **Reporting:**

The outcome of the AIM assessment should be incorporated into a report and consider:-

- The young person and parent / carer response to the assessment process
- Key development and health issues
- An understanding of the emergence of the sexually harmful behaviour
- Strengths and concerns
- Risk formulation and management
- Intervention needs and overall plan
- Multi agency support required to address unmet needs e.g. CFAS, YOT, education and health

All reports will be held within the YOT active case file of the young person.

### **Sexually Harmful Behaviour Intervention Work:**

Intervention work should be delivered based on the assessment of risk and the needs of the young person. The work should be carried out in a non discriminatory manner taking into account the gender, culture and religion of the young person. The specialist worker SHB will use professional judgement of the individual circumstances in using the most appropriate assessment model either AIM or AIM2 in line with the AIM project guidelines 2007.

Parental / carer consent and a working agreement (Appendix 5 and 6) should always be completed with the parent / carers who are expected to participate in the assessment and support delivery of the intervention work. Planning and review of the SHB intervention should be undertaken using the agreed format (see Appendix 7 and 8); to assess progress against agreed targets and inform the YOT review process.

The intervention work will usually encourage motivation for positive change, healthy sexual relationships, sexual abuse as a process, consequences of sexual abuse and managing difficult and potentially risky situations. The risk to the victim(s) and potential victims must always be a consideration in devising the SHB intervention and overall offender management. To

support the YOT offender management process the specialist worker SHB will be expected to attend all YOT planning and review meetings for each case assigned. There may be occasions when the specialist worker SHB is required to attend the East Riding risk management meetings and / or the MAPPA panels to inform and co-operate with shared multi disciplinary risk and offender management plans.

### **Recording of Intervention Work:**

All work undertaken with the young person and contact with family in relation to the SHB should be recorded by the specialist worker SHB as a session note and emailed to the YOT case manager for recording on YOIS within 5 working days of the contact except for high risk and MAPPA cases which require all recordings to be made within 24 hours contact. AIM assessments, signed SHB plans and reviews must be emailed to the case manager to be stored within the young person's YOT active case file.

### **Case Transfers:**

Occasionally young people move YOT areas during their court orders. It is expected that the specialist worker SHB will assist the YOT in these transfers by consulting with the appropriate YOT and other professionals connected with the case to provide relevant information and documentation as necessary. Incoming SHB YOT cases will be allocated as outlined above.

### **Management:**

The SHB assessment and intervention process will be supported and managed by the children's social care line manager taking into account the requirements of the youth justice process, legislation and guidance. Clinical guidance should be provided by G-MAP or the SCAS team as appropriate.

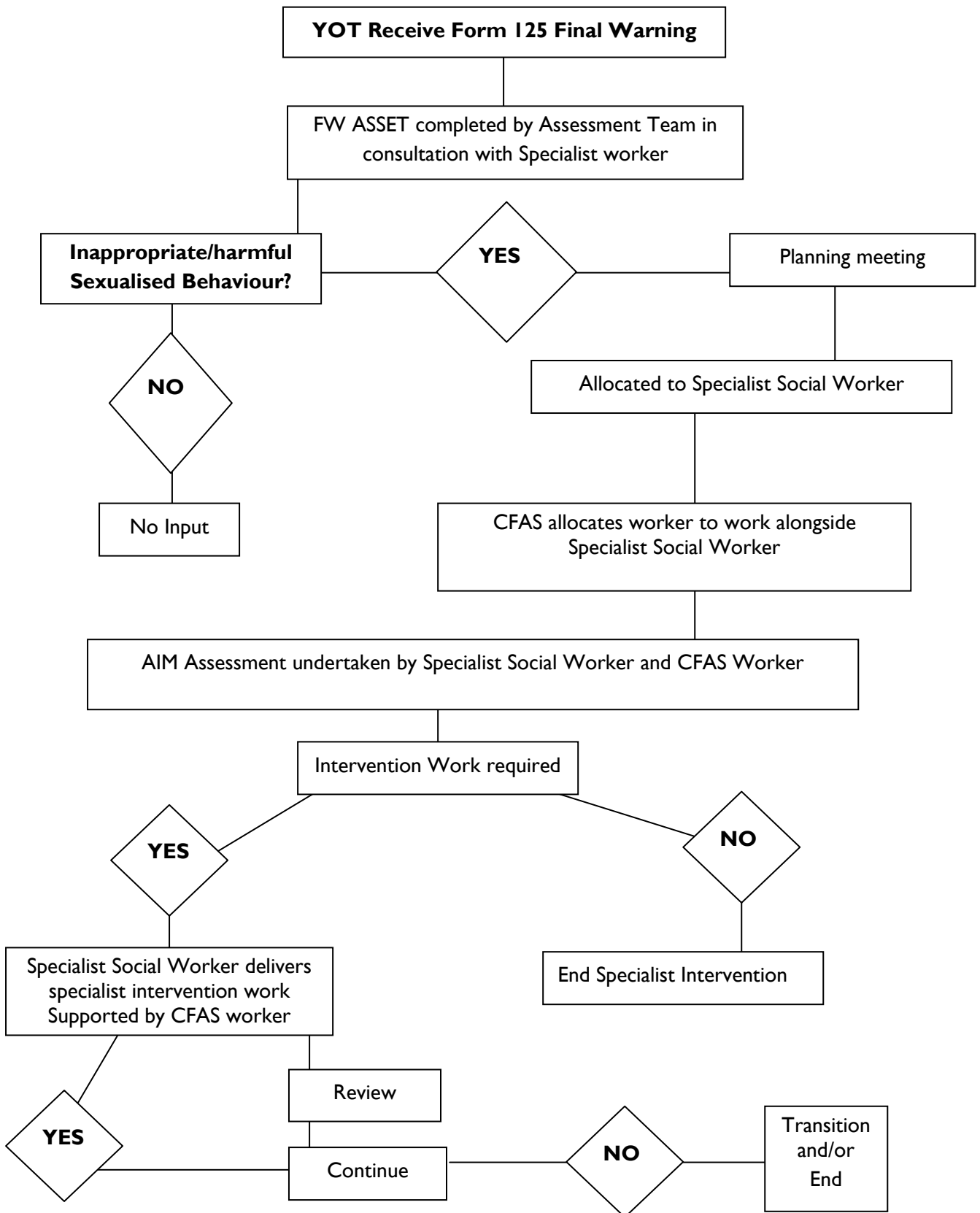
### **Areas of Disagreement:**

In the event of disagreements in relation to the assessments, planning and delivery of intervention work; these should be addressed by the children's social care line manager and youth justice manager. If matters cannot be resolved then the presenting issue must be passed to the targeted support themed manager in YSS.

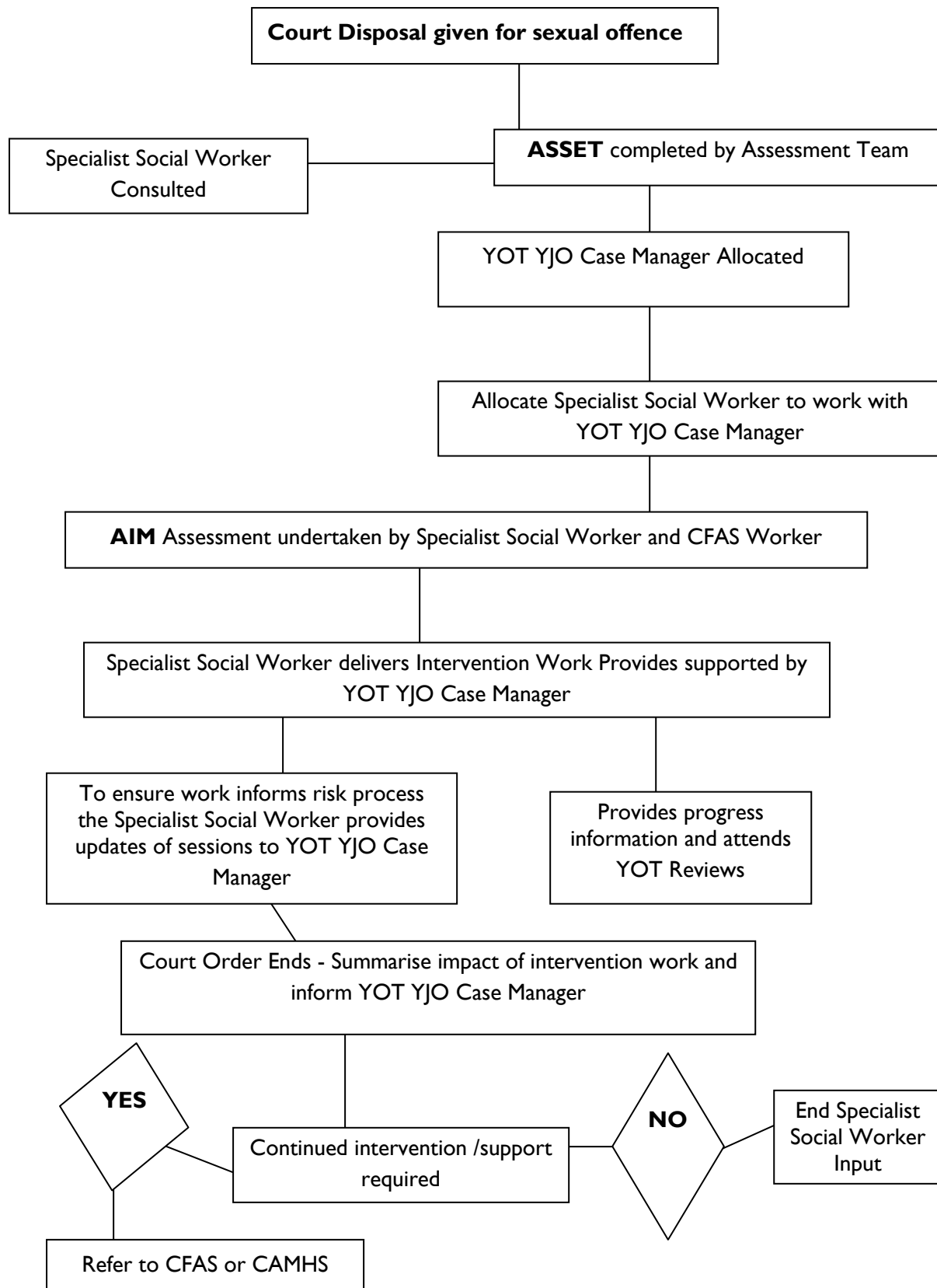
### **Compliments and Complaints:**

If a compliment or complaint is logged for a particular worker or in relation to the assessment and intervention process it should be dealt with in accordance with East Riding of Yorkshire Council procedures. Both YOT and children's social care managers should be informed on receipt of the compliment or complaint.

**Process Map for Work YOT Final Warning Process Chart**  
**East Riding of Yorkshire Council Specialist Social Worker Support for Children and Young People who Display Sexually Inappropriate or Harmful Behaviour**



**Process Map for Youth Offending Team Work for Court Disposal  
East Riding of Yorkshire Council Specialist Social Worker Support for Children and  
Young People who Display Sexually Inappropriate or Harmful Behaviour**



## Children with Sexualised Behaviour and Young People who Display Sexually Harmful Behaviour

- |   |  |
|---|--|
| <input type="checkbox"/> Telephone enquiry    | <input type="checkbox"/> letter / email of enquiry (please attach) |
| <input type="checkbox"/> Face to face enquiry | <input type="checkbox"/> Meeting invite (please attach)            |

Date of enquiry:

Dealt with by:

Name:

DOB:

Enquiring worker:

Location:

Tel:

<b>Nature of Query/Concern</b> (Brief description)
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### Actions

APPROPRIATE ENQUIRY:

- 1      Advised re: alternative resource
- 2      Telephone consultation to assist work - refer to consultation form
- 3      Recommended referral to specialist team
- 4      Arranged consultation meeting
- 5      Referred to manager
- 6      Other

<b>Follow-up Action:</b> (describe)
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**YJB National standard 9: Planning and delivering interventions in custody and resettlement into the community (Detention and Training Orders)**

Sentence length	Initial planning meeting	Case discussion	1st review meetings*	Subsequent reviews*	Release preparation meeting	Final release review meeting
4 months	Within 10 working days of arrival	Prior to review meeting	None	None	After 4 weeks (alongside final review)	After 4 weeks (alongside resettlement review)
6 months	Within 10 working days of arrival	4 weeks after initial planning meeting	None	None	1 month before release date	10 working days before release
8 months	Within 10 working days of arrival	4 weeks after initial planning meeting	If early release - none. If not early release then four weeks before release.	None	1 month before release date	10 working days before release
10 months	Within 10 working days of arrival	4 weeks after initial planning meeting	Within 3 months of case discussion	Every 3 months following 1st review	1 month before release date	10 working days before release
12 months	Within 10 working days of arrival	4 weeks after initial planning meeting	Within 3 months of case discussion	Every 3 months following 1st review	1 month before release date	10 working days before release
18 months	Within 10 working days of arrival	4 weeks after initial planning meeting	Within 3 months of case discussion	Every 3 months following 1st review	1 month before release date	10 working days before release
24 months or more	Within 10 working days of arrival	4 weeks after initial planning meeting	Within 3 months of case discussion	Every 3 months following 1st review	1 month before release date	10 working days before release

## Children with Sexualised Behaviour and Young People who Display Sexually Harmful Behaviour

### CONSENT TO SHARE INFORMATION

Name:

Other names known by:

Date of birth:

Place of birth:

- 1 I give permission for this referral to be made to the Specialist Worker SHB
- 2 I give permission for the following agencies / organisations / relevant parties to be contacted for information to be gained about me / my child/my family:
  - Children’s Social Care
  - Education Support Services
  - Police / Probation / Youth Offending Teams
  - General Practitioner / Child and Adolescent Mental Health Services / National Health Service
  - Any other agency deemed relevant
- 3 I understand that this information will be used to assist in work with me/my child/family only if it is relevant to child and public protection
- 4 I understand that information provided may be used for anonymised research purposes

#### Young Person:

Signed: .....

Print name: .....

Date: .....

#### Parent / Person with Parental Responsibility:

Signed: .....

Print name: .....

Date: .....

## **Children with Sexualised Behaviour and Young People who Display Sexually Harmful Behaviour**

### **WRITTEN WORKING AGREEMENT FOR WORK WITH A YOUNG PERSON**

**NAME OF PERSON TO BE ASSESSED:**

**DOB:**

**1. THIS WORK WAS REQUESTED BY:**

**AGENCY:**

**2. PURPOSE OF THE WORK:**

**3. EXPECTATIONS ABOUT THIS WORK OF:**

a) Referring workers:

b) Young persons view:

c) Parents/Carers view:

d) Staff from the specialist project:

e) Any other party: (specify)

**4. AREAS TO BE EXPLORED DURING THE WORK:**

**5. WORK TO BE DONE BY OTHER AGENCIES:**

**6. HOW THE WORK WILL BE DONE:**

**Who will do the work:**

**Who will do the work with family members:**

**Dates of sessions:**

**The work will take place at:**

**With your consent we will contact the following individuals / agencies for relevant information to assist us with this work:**

**NB: Although we try to be clear from the outset about who we might need to talk to, sometimes we find we need to discuss matters with other people. We will talk to you about this as the need arises.**

**CONCLUSIONS:**

- a) I have agreed to participate in this assessment process (subject to any reservations outlined above (delete as necessary)).
- b) At the end of this assessment I understand that a written report will be prepared and that I have the opportunity to discuss the contents.
- c) I understand if at any time I disclose information that makes the workers concerned for my safety or the safety of others, then this information cannot remain confidential and the workers will inform whoever needs to know in order to keep me and others safe from harm.
- d) I understand data from measures I complete will be stored by the Local Authority and may be used in a form that cannot link it with myself for research purposes.

**YOUNG PERSON:**

**Signed:** ..... **Date:** .....

**PARENT / CARER:**

**Signed:** ..... **Date:** .....

**PARENT / CARER:**

**Signed:** ..... **Date:** .....

**REFERRING WORKER:**

**Signed:** ..... **Date:** .....

**Agency:** .....

**ALLOCATED WORKERS:**

**Signed:** .....

**Date:** .....

**Agency:** .....

**Signed:** .....

**Date:** .....

**Agency:** .....

## Children with Sexualised Behaviour and Young People who Display Sexually Harmful Behaviour

### Specialist Social Worker Intervention Plan

<b>Name</b>		<b>Timescale of Work and Arrangements/Structure of Sessions</b>	
<b>DoB / Age</b>			
<b>Assessment Commenced</b>		<b>Plan Prepared By</b>	

#### Summary of AIM assessment

**Date completed:**

	<b>Identified Issues from Assessment</b>	<b>Goal</b>	<b>Intervention</b>	<b>Review Date</b>
1				
2				
3				
4				
5				

#### Confirmation of Specialist Care Plan

		Date		Date
Young Person	Print: Signed:		Specialist Social Worker	Print: Signed:
Parent / Carer	Print: Signed:		Youth Justice Manager	Print: Signed:
Social Worker	Print: Signed:		Family Support Team Manager	Print: Signed:

**Children with Sexualised Behaviour and Young People who Display Sexually Harmful Behaviour**

**Specialist Worker Intervention Plan Review**

<b>Name</b>		<b>Date of Birth</b>		<b>Age</b>	
<b>Review / End Date</b>		<b>Number of sessions to date</b>		<b>Next review required</b>	

<b>Specialist Worker Intervention Plan Review</b>				
<b>Date</b>		<b>Location</b>		<b>Present</b>
<p><b>Progress update against identified goals:</b></p> <p><b>Significant Events:</b></p> <p><b>Obstacles to Progress:</b></p> <p><b>Comment on Safety Issues and Level of Supervision Required</b></p> <p><b>Conclusions and Recommendations</b> (for inclusion in 3 month plan or changes needed to overall plan)</p> <p><b>Date of Next Intervention Plan Review</b></p>				
<p><b>Signed:</b></p> <p>Young Person: _____ Parent Carer: _____</p> <p>Specialist Worker: _____ Youth Justice Manager: _____</p> <p>Social Worker: _____ Family Support Team Manager: _____</p>				