

**Practice Agreement
Between**

**Bexley Youth Offending Service
Greenwich Youth Offending
Service**

**Lewisham Youth Offending
Service**

Bromley Youth Offending Service

And

**Bexley and Bromley Magistrates'
Court**

1. Introduction

- 1.1** This agreement has been drawn up between Bexley, Bromley, Lewisham and Greenwich Youth Offending Services (YOT's), and Bexley and Bromley Magistrates' Court. to take into account the new Court structure introduced on the 02.01.12 It will take effect from the agreed date and will be subject to an annual review.
- 1.2** It describes the commitments made by each agency as set out in National Standards for Youth Justice and the agreed protocols governing the new shared working arrangements of the four YOTS with the Courts.

2. Practical Arrangements

- 2.1** The Court will provide the appropriate YOT covering either the Bromley or Bexley Court with a youth court list, two days in advance with any 'extras' faxed through the day before, if known.
- 2.2** The YOT's will draw up a yearly Rota outlining Court cover for all Youth Court and Remand Courts (including Saturdays and Bank Holidays) and make this known to the Court so that this notification can take place. The 4 YOTs will also ensure that this rota is also shared between themselves, including which staff member is covering and their contact details.
- 2.3** The Court, when specifically requesting any psychological/psychiatric reports will state the nature of the report required, who should be responsible for the preparation of this report and make arrangements for the report to be prepared in consultation with the YOT Court Duty Officer This does not apply where the defence is responsible for arranging the reports themselves.
- 2.4** Where an out of area young person appears before Bexley or Bromley Youth Court's the justices will remit the case to the young person's home court unless it is undesirable to do so.
- 2.5** The Court will provide the YOT with a copy of the Court's register, recording the Youth Court's decisions, within 5 working days of the original hearing, as far as is possible.
- 2.6** The Court will arrange for the timely provision of the Court documents. Copies of orders will be sent within 10 working days of the order being made. Bail notices, remand warrants and referral orders will be produced and made available by the court staff to the YOT Court Duty Officer on the day of the hearing provided YOT are in attendance.

3. YOT Representation at Court

- 3.1** On Youth Court days at both Bromley and Bexley and as required on Saturday the YOT tasked with covering the Court that day will provide appropriate Court Duty staff to be in attendance. The Court will be notified as to which YOT has responsibility to cover the Court in advance. In all cases the YOT rota'd to provide court duty cover will present bail supervision packages to the Court on request after contact with the responsible YOT. YOT staff will be present at 9:30 am until the end of Court session.
- 3.2** Where extra Courts are set up the Court will notify the YOT covering the Court, seven days in advance where practicable. The YOT will not necessarily be present throughout such hearings. After any finding of guilt, where reports are requested, the Court should contact the Court duty YOT, who will endeavour to attend that same day. In the event that the YOT is unable to attend the Court will where possible send via secure email any requests for reports, plus any other Court documents, such as previous convictions and case summaries to the home YOT using the form attached at Annex A. (fax if not secure) See Details below :-

Bexley YOT fax number is: 01322 356 380.

Bexley secure email address is: Bexleybexleyyot@bexley.cjsm.net

Bromley YOT fax number is ; 0208 4663099

Bromley secure email address is: Grp.bromleyyot@bromley.gov.uk.cjsm.net

Greenwich YOT fax number is

Greenwich secure email address is :

Lewisham YOT fax number is

Lewisham secure email address is

- 3.3** The Children and Young People Services, Emergency Duty Team (EDT) will manage all out of hours enquiries pertaining to the YOT. On week days the service commence at 5.00pm. EDT can be contacted for:-

Bexley on 020 8303 7777.

Bromley on 020 8464 4848

Greenwich on

Lewisham on

- 3.4** The Children and Young People's EDT for the four YOT's will have access to the Saturday Court rota and relevant staffing contact details. They can be contacted on the EDT numbers above in 3.3. Cover will need to be provided to Bromley Court which is the nominated Court dealing with Overnight Remands on Saturday or Bank Holiday's for the four YOT areas or whenever the Court is closed during the normal working week for other reasons.

- 3.5 Where there is concern relating to any gang, violence or self harm relating to a young person who is appearing at Court, the home YOT will notify the duty YOT. The home YOT will also advise their own EDT team, the police and court security personnel as necessary. (It may be beneficial to have the name of the Police officer (SPOC) and their email address).
- 3.6 It may also be useful to ensure that YOTs are notified of any serious sexual assaults or offences and any matters that may attract media attention, so that the YOT Manager can be notified and that we can keep a track on the case through the court process.

4. Court Liaison/Communication

- 4.1 The Youth Court User Group meeting will be the main forum for multi-agency liaison regarding Bexley/Bromley Youth Court issues and will meet quarterly as convened by the Bench Legal Manager (BLM) or Designated Legal Advisor. This is a multi-agency forum and all agencies that have a central role in the Youth Court will be invited.
- 4.2 The Signatories to the Protocol will oversee implementation of this agreement. In accordance with National Standards the YOT will provide feedback to the Youth Panel on the sentencing patterns of the court twice a year.
- 4.3 Bexley Youth Court panel meetings are attended by Bexley Youth Panel and Legal Advisers. The YOT will attend these meetings.

Bromley Youth Court panel meetings are attended by Bromley Youth Panel and Legal Advisers. The YOT will attend these meetings and are expected to do presentations and present issues to the Youth Panel. The next Bromley Youth Panel is being held on 28.3.12. – they are held bi-annually.

- 4.4 The Bench Legal Manager or representative will attend as necessary the Bexley/Bromley YOT Management Board meetings.
- 4.5 The Court will provide a representative to attend each of the four YOT's relevant risk management panels. Each of the four YOTs will provide meeting dates and times to the Court in advance. (Can this be clarified as we have a representative from court for the Deter Young Offenders (DYO) panels only, which are held every 6 weeks, not the YOT Risk Management Panels, which are held fortnightly at Bromley YOT).
- 4.6 The Bench Legal Manager and YOT Service Managers' will meet quarterly to discuss any operational issues and share performance data. (Can we get dates for these meetings).

5. Facilities at Court

- 5.1** The Court will provide access to a room for use by the YOT's supported by appropriate IT infrastructure for interviewing and other tasks requiring completion at court.

6. Equal Opportunities/ Human Rights

- 6.1** The arrangements described in this agreement are designed to be free of discrimination on the ground of race, gender, age, disability, language, ability, literacy, religion, sexual orientation or any other improper grounds.

7. Bail Information and Supervision

- 7.1** Bail supervision information will be available in cases where there may be objections to (un)conditional bail. The aim of bail supervision is to provide support to young people during their period of bail to ensure they surrender to bail and do not re-offend on bail.
- 7.2** The YOT Bail Support Officer or the YOT Court Duty Officer tasked with covering court that day will make an assessment on these young people and custody officers will ensure that YOT staff are able to interview the young person at the earliest opportunity in the Court custody suite. This assessment will be undertaken using the Youth Justice Board Bail ASSET profile. Liaison will take place as appropriate with the CPS (who provide the YOT with full details of the offence (preferably a copy of Advance Disclosure Information :ADI) and give YOT staff an indication of any CPS objections to bail), defence lawyers and the Legal Adviser. Where the young person comes from outer borough or is not from the area of the YOT covering court, then appropriate liaison will take place with the home YOT as to the suitability/appropriateness of any bail package proposal
- 7.3** Written consent to any Bail Supervision Programme will be sought from the young person and parent/carer (if appropriate). It is recognised that consent is not required and absence of consent does not prevent the Court imposing whatever conditions it considers necessary but the Court will liaise with YOT staff with regard to the enforcement/feasibility of any conditions imposed.
- 7.4** In most cases where the above has taken place on the day of the court hearing a written bail programme will be offered /written to the Court which will clearly identify those elements suitable as conditions of bail and the consent of the young person and parent/carer.

- 7.5** Failure by the young person to comply with the conditions of the bail supervision will lead to the defendant being contacted by the YOT within 24 hours by way of a telephone call, home visit and if no or an unacceptable explanation is received a Final Warning Letter will be sent. If they fail the subsequent offered bail appointment, (ie Bail Support National Standard 2009) they will then be reported to the police by the end of the next working day for breach action.
- 7.6.** Where the YOT considers the Court may contemplate a remand to Local Authority Accommodation, they will attempt to locate a placement in advance of the court appearance. If no remand placement is available the YOT is reliant on Children and Young People Services finding an alternative placement and advising the YOT. This will allow the Bail Support Officer/Court Duty Officer to make enquiries at the earliest opportunity. In such cases, the YOT covering court must contact the home YOT, if the young person is not from their borough whose responsibility it is to liaise with their respective Social Care in identifying placements. (May be beneficial to get the relevant named department and commissioning team who is identifying placements).
- 7.7.** In any event all the youth justice agencies will prioritise all defendants under 18 held in the Court's cells, so far as is practicable and endeavour to ensure that all young people appearing at the Youth Court are dealt with as a vulnerable group and afforded the necessary privacy from adult court users who may be attending adult court sittings.
- 7.8.** At 9:00am the Duty Officer at the YOT covering either Bromley or Bexley Court will contact their local police on a daily basis to confirm details of youth defendants held overnight.
- 7.9.** Between Monday and Friday, Bromley Bexley, Greenwich and Lewisham Police should advise Bexley/Bromley Magistrates Court of any defendant arrested, charged and denied bail as soon as possible to arrange a hearing on the same day. It is the responsibility of the Police to ensure all relevant papers are forwarded to the CPS for any application to be heard that same day. The Court's normal cut-off rules apply unless the Police have been notified to the contrary by the Court.
- 7.10.** Bromley/ Bexley Magistrates Court will inform the YOT covering the Court that day as per rota of any youth detained overnight in custody as soon as possible on the day of the hearing and ensure that they relay any risk or vulnerability issues to the Court duty officer.
- 7.11.** Legal Advisors will ensure the court list and the position of young people held in cells is reviewed by 11.30am and 2.30pm.

- 7.12.** The YOT will ensure all specific requirements of the Bail Support and Supervision Programme and proposed placements and/or support services are enforced in accordance with National Standards 2009 pertaining to Bail Supervision and Support (BSS) and Bail I.S.S. (Intensive Supervision and Surveillance and take into account specific concerns of the Court.
- 7.13.** Where a young person meets the requirements for ISS this will be organised by the YOT. The Court duty Officer will need to liaise with the YOT as to making arrangements for ISS assessments and any adjournment periods in relation to ISS.

8. Remands to Secure Accommodation

- 8.1** If the Court is considering remanding a young person to the Secure Estate they should request the YOT make an assessment, if this has not already taken place. In the case of 15/16 year old boys and 17 year old girls, this should include an assessment of vulnerability, which may lead to a recommendation that the defendant be remanded to local authority secure accommodation rather than the prison service establishment. The YJB is ultimately responsible for determining where a young person is Remanded. In those cases where the YOT covering court is not the home YOT for the young person's area, the Court Duty Officer will liaise with the home YOT as per YJB Bail and Remand Guidelines with regard to assessing vulnerability, consideration of placement and transportation when Remanded to Local Authority Secure Accommodation. The Court Duty Officer/Bail and Remand Worker will inform the Court as to the responsible authority for the young person at the outset and present the views of the Home YOT with respect to the proceedings before the Court. This covers all tasks under 8.2 - 9.2)
- 8.2** Once it has been identified that a remand resource has been identified the YOT will provide basic details of the client as well as sending over a completed copy of the Youth Justice Board (YJB) assessment tool (ASSET). The YOT will need to complete the Placement Information form (PIF) and the Post Court Report (PCR) and these will need to be sent to the YJB via secure email.
- 8.3** When a secure remand is imminent, the YOT will inform the YJB Placements Team and the home YOT's Practice Manager as early as possible. This will enable the Placements Team to identify potential resources with vacancies for remand placements.

- 8.4** The YOT will undertake the necessary negotiations with the YJB Placements Team. This includes transportation. For the purpose of a court ordered secure remand, these responsibilities are placed on the YOT and are set out in paragraphs 8.5, 8.6, 8.7 below.
- 8.5** A YOT Officer will request that the Court stand the case down when it is minded to order a secure remand so that the following arrangements can be made:
- A placement identified by the Youth Justice Board
 - Contact made with a secure escort agency arranging for transportation.
 - Completion of a post court report to establish the risk of self-harm or suicide.
- 8.6** Once the secure remand has been made, the youth will be the responsibility of the YOT.
- 8.7** The YOT will be responsible for ensuring that the designated escort has copies of all appropriate information to accompany the defendant to the receiving establishment.

9. Remands to Custody/Secure Accommodation

- 9.1** All young people remanded into Custody/Secure Accommodation will be seen by an appropriate YOT Officer for completion of the Placement Information form and post-court report form. Any vulnerability information regarding the potential for self-harm and harm to others or any gang related concerns should be clearly indicated so that the Secure establishment/Custodial placement child protection/risk management procedures will be triggered. The YOT Officer is responsible for passing this and other relevant information to SERCO within one hour of the disposal of the case, who will ensure that this documentation accompanies the defendant to the relevant YOI.
- 9.2** For the purposes of a remand into prison the young person will be assessed by the YOT with respect to vulnerability and risk immediately upon being Remanded using the Placement Information form and Post Court Report form. It will be the responsibility of SERCO or whichever company holds the relevant contract to transport the young person to the secure establishment.
- 9.3** Where secure transport is required, the duty YOT must contact the home YOT or home YOT's EDT to both arrange and approve secure transport and all associated costs. Please also refer to the YJB guidance on Court Outcomes 2011.

10. Electronic Monitoring

- 10.1** In cases where the proposed use of tagging, as part of a bail condition, is for young people already accommodated or who may be in the Care of Local Authority Accommodation, the consent to tagging being used at the proposed address must be obtained, where appropriate from the parent/carer, residential unit, and Social Worker. The Court Duty Officer will liaise with the Home YOT responsible for the area where the young person is looked after (ie the responsible authority). It is the home YOT's responsibility to ensure that the appropriate liaison takes place with involved agencies). Where the area the young person resides is not the same as the responsible authority, then the 'Home YOT' must notify appropriate agencies for that area. (10.2 – 10.4)
- 10.2** If a bail package is offered by YOT to the Court includes electronic tagging as a bail condition the YOT will ensure consent is obtained prior to presenting the package to the Court.
- 10.3** Where the young person is known to Children's Services, or is placed into Local Authority Care, it is the YOT's responsibility to ensure that the details of the electronic monitoring contract are forwarded to the relevant Social Worker and Placement team at the Placement Planning meeting.
- 10.4** Should it be necessary for an emergency change of placement to be made by Children's Social Care, the YOT, in conjunction with the named Social Worker will inform the Court, the CPS and the young person's legal representative with respect to the criminal proceedings of any change of placement to enable the Court to consider a bail variation. In such instances, the attendance of the young person should not be required if there are no CPS objections to the application although it may be appropriate and desirable for the young person to attend. Details of the new placement will be faxed to the YOT, the relevant borough's Police Station and the monitoring contractor by the named Social Worker as soon as possible and in any event no later than 24 hours after the change of placement has been made.

11. Reports for Court

Stand-down Reports

- 11.1** In order to avoid unnecessary delay, the home YOT will provide the Court Duty Officer with a recent existing report for the Court, together with the stand down report undertaken by the Court Duty Officer having liaised with the home YOT to provide additional information, in appropriate cases. The existing report should not be more than three months old. The Justices can then decide whether they wish to request a fresh report.

Specific Sentence Reports (SSR) for Reparation Orders

- 11.2** SSRs are prepared on the same day as the request and where there is commercial/corporate victim and the Court proposes to make a Reparation Order. Where the young person is not from the same area as the YOT providing Court Duty that day, the Court duty Officer will liaise with the home YOT to establish the suitability of any such request and will inform the Court
- 11.3** When appropriate the YOT will provide an SSR within two hours of the request. Reports requested before 11:00am will be available during the morning session and by 3:00pm within the afternoon session. In most circumstances reports requested after 3:00pm will be available for the next available Youth Court dependant on staff availability. In the event of the YOT being unable to provide a SSR due to lack of staff or court time an adjournment to the next available Youth Court day will be requested.
- 11.4** If the YOT Officer believes a full Pre-Sentence Report (PSR) is required, the basis for such a conclusion should be explained.
- 11.5** In general, SSRs will not be appropriate:
- Where the offender appears to be suffering from mental health problems.
 - Where the offender has a drug dependency that will impact on the success of any order.
 - Where the offender has specific needs that are too complex to be addressed within a SSR and a full assessment will be needed that will be addressed within the preparation of a full PSR.
 - Where a young person is under the age of 17 years and is unaccompanied by a parent/carer.
 - Where the Court Duty Officer has been unable to contact the home YOT/Responsible Authority to establish the suitability of such a proposal due to lack of verifiable information.

Pre-Sentence Reports

- 11.6** A PSR will be requested in cases where the offence is of a serious nature and there is a likelihood the offender has complex offending related needs that may result in a custodial sentence. The Court Duty Officer will notify the Court of the Home YOT/ Responsible Authority and ensure that the home YOT is made aware of such a request. Such reports should be sent by Secure Email to the YOT Covering the Court on Sentencing by 3.00pm at the latest the day before.

- 11.7** The home YOT will prepare PSRs in line with the National Standards timescale (within 15 working days of the request).
- 11.8** In cases where a young person known to a YOT appears before the Court and the Court are minded to sentence the Court Duty Officer will Liaise with the home YOT and where appropriate the YOT will provide a copy of the most recent PSR (if written within the last 3 months). Where a Report is available but the home YOT do not think it appropriate to use then the Court Duty Officer will relay the reasons for this to the Court. If the Court adjourns for a new PSR to be prepared the Court duty Officer will notify the home YOT of the request by 10.00am the next working day as well as send appropriate documentation
- 11.9** The home YOT will produce a PSR to the Court in line with National Standards time scales. The YOT will endeavour to include information about the views of the victim and the impact the offence has had relevant information from the school or other education provider and a parenting assessment with advice as to the need for any intervention.
- 11.10** When requesting a PSR the Court should give a preliminary indication of seriousness by stating clearly if it considers the matters before it are serious enough to warrant a community penalty or so serious that custody will be considered. Specific assessments may also be indicated (eg: Intensive fostering, Intensive supervision and surveillance, parenting assessments, Curfew, and specified activities). This will enable the report writer to tailor the report and include the appropriate assessments.
- 11.11** Where it has not been possible to complete a PSR as a young person withholds his/her consent through missing appointments, the YOT Court Duty Officer will request that the PSR author send the Court a written statement in advance of the court day as to why the report was not completed. The YOT should also indicate whether alternative arrangements have been made to interview the defendant. The statement should include a new appointment to complete the PSR, if appropriate.
- 11.12** The YOT covering Court will send by secure email (preferred) or fax requests for out of area reports to the relevant YOT on the day of the request or the following day. In the case of remittals for sentence the CPS provide a copy of the Advance Information to the YOT Officer who in turn will forward such to the home YOT within 24 hours of the Court's decision.

We seem to have missed sequencing of numbers.

- 11.14** The CPS pre-sentence information documentation will be requested by the YOT on the day the report is requested. In the unlikely event of this not being available on the day, the YOT will ask the CPS to serve the bundle on the YOT within 2 working days of the request.

Sentence Reports Quality Audits

- 11.15** Periodic PSR quality audits will be carried out by the YOT's in accordance with the relevant YOT's Reports Quality Assurance Programme and the results of such exercise will be provided to the Youth Panel to assist in promoting high standards of assessment and consistency both with individual YOTS and across YOT's . Court Report Feedback forms may be presented with reports presented to court by the responsible YOT, Verbal feedback from the Court will be relayed to the Court Managers of the respective YOT's.

12. Reparation Orders

- 12.1** When producing a report for a Reparation Order, the YOT will always explore the possibility of direct reparation with the victim. Where this has been agreed it will be indicated in the report. Where this has not been agreed a community reparation project will be proposed.
- 12.2** Where direct reparation to the victim is still being negotiated the report will suggest that the Court make the order to undertake reparative activities as directed by the responsible officer.

13. Community Based Orders

- 13.1** Any proposal for a Youth Rehabilitation Order (YRO) will set out the issues to be addressed and in broad terms the action proposed for dealing with them along with the assessed level of minimum contact required under the Scaled Approach. This information should satisfy the Court that the proposed action is suitable to meet the identified needs, comply with legislation and is proportionate to the seriousness of the offence(s).
- 13.2** A responsible officer will be identified in all reports where a YRO is proposed and a first appointment time given.
- 13.3** The option of an Attendance Centre Requirement, a Curfew Order Requirement (with/without) electronic monitoring) and Unpaid Work Requirement can all be imposed by the Court under a Youth Rehabilitation Order without a Supervision Requirement and the YOT will advise the Court on the appropriateness of such options.

13.4 YROs will be deemed to be held by the YOT unless the home YOT indicates at time of sentence that due to age of the young person the order is to be managed by the National Offender Management Service. An outline plan will be submitted to the Court where the PSR is proposing a YRO to be the most suitable option. This will also address the appropriateness of attaching a reparative element. The Court can should stipulate the number of reparation hours to be undertaken within the YRO. (Bromley YOT have separate guidance re: reparation hours under YRO).

13.5 Community Punishment Orders and Community Punishment and Rehabilitation Orders for 16 and 17 year olds convicted of offences prior to the 30.11.09 will continue to be provided and managed on behalf of the Probation Service by the YOT within agreed protocols.

13.6 All community based orders will be managed in accordance with the relevant National Standards and Home Office guidance.

14. Detention and Training Orders (DTO)

14.1 The Home YOT will make the necessary arrangements with the Youth Justice Board to identify a placement if a DTO is a probable disposal.

14.2 The YOT Court Duty Officer will interview all young people sentenced to a DTO before they are transported to establish any enhanced risk of suicide or self harm. This information will be shared with the Home YOT, escort and receiving establishment through the placement information form (PIF) post-court report and Asset vulnerability information.

14.3 Young people aged 15 to 17 sentenced to a DTO will be detained by staff from SERCO and transferred to a receiving establishment. The YOT Court Duty Officer will liaise with the Home YOT to ensure all necessary documentation has been sent to the YJB Placements section and forwarded on to the custodial institution. The Court duty officer should let escorts know of any concerns re vulnerability or risk to others. The Custodial Warrant is prepared by the Court. and a copy given to the escorts. Court duty Officers will let the home YOT know of this result immediately. Where there is a Remand to Local Authority Secure, Court duty staff should retain original copy for home YOT and give a copy to the secure escorts to take with them to the proposed placement.

14.4 When a young person under 15 is sentenced to a DTO staff from SERCO remain responsible for detaining the young person until collected by an escort company arranged by the Youth Justice Board. The YOT will provide all necessary paperwork to the escort except for the warrant which is prepared by the Court as above.

15. Parenting Orders

- 15.1** Whenever a report is requested the YOT will undertake an assessment on all parents using the tools produced by the Trust for the Study of Adolescence on behalf of the Youth Justice Board. Parenting assessments will need to be completed on any young person under the age of 16.
- 15.2** Where a Parenting Order is made a responsible officer will be identified. Parenting Orders will be managed according to National Standards and Home Office guidance.
- 15.3** A copy of the Parenting Order should be sent to the home YOT Business Support Team by the Court.

16. Monitoring and Review of Orders

- 16.1** The YOT will provide information on the general progress of magistrates sentencing decisions. This will include a summary of community based orders and the rehabilitation period of DTOs completed.

17. Enforcement of Orders and Warrants

- 17.1** The home YOT will be responsible for the application of summonses or warrants for the purpose of breach proceedings in community sentences / Detention and Training Order (Licence) made in the Youth Court in accordance with National Standards. Recall of section 91 sentences are the responsibility of the YOT who will furnish the YJB with the necessary documentation to enable a warrant to be issued to the police for the young person's detention and recall to custody. The police will be informed of this and the Court and CPS informed if there are any other matters listed that may require the young person to be produced from custody.
- 17.2** Where the information is laid by the home YOT for enforcement they will prepare the summons for issue by the Court. Such applications for either Bromley or Bexley Court can be done administratively via Bromley Court or directly at the Court the order is supervised at if there is available Court time to deal with it. Home YOT's are responsible for swearing their own Warrants when a Summons is not appropriate.. At the time of applying for a warrant on a failure to appear or where the Young Person whereabouts are unknown the YOT will have completed a warrant to be signed by the Court and used by the Police and Civilian Enforcement Officers. The YOT will also provide additional information on the young offender, which will include a risk assessment, using the Offender Information sheet with a recommendation with respect to police bail. Although the Court's view as to the appropriateness of bail will supersede any proposal from the YOT.

- 17.3** Orders with shorter lengths/special concerns where timeliness is an important consideration are to be listed if breached within 5 working days of the issue of the summons. The YOT will advise the Court on such cases.
- 17.4** The YOT will present the facts relating to the breach in a standard written format, together with a written breach report with suggestions for further action, the original sentencing report, the facts of the original offence and any record of findings of guilt.
- 17.5** Where a young person fails to appear in Court and contact details are available, the YOT Court duty Officer will endeavour to establish the reason for non-attendance, liaise with the Home YOT and inform the Court of what they have established..
- 17.6** Warrants issued for non-attendance will be clearly identified as a youth for Police or enforcement officers to take prompt action.
- 17.7** During the course of an Order as outlined in Revised National Standards (2009 NS. 3.22) for Youth Justice services if the young person receives one formal warning and then fails to comply a further time, the YOT must initiate breach action within 5 days of the most recent failure to comply.
- 17.8** If failure to comply suggests an enhanced risk of serious harm to self or others in such cases the YOT may take breach action by way of a Warrant application as soon as practicable. In such cases the YOT should contact the court to advise them.
- 17.9** On the same working day of initiating breach the YOT must:
- complete a Breach Initiation Checklist on the young person.
 - complete breach report on the young person.
 - contact Court Listings to obtain a Breach Date for the Young Person to appear in Court.
- 17.10** Breach action for DTO licences will be listed within 5 days of the issue of the summons.

Review of Protocol

This will take place on an annual basis and be undertaken jointly by the Bench Legal Manager and the YOT Service Manager or their designated officers.

Signed on Behalf of
Bexley/Bromley Magistrates Court:

Eric Hall
Bench Legal Manager

Signed on behalf of the Bexley YOT

Charlotte Shrimpton
YOT Manager

Signed on behalf of the Bromley YOT

Lorraine Duffus
Operations Manager

Signed on behalf of the Greenwich YOT

Signed on behalf of the Lewisham YOT