**Joint Working Protocol**

**Hounslow Youth Offending, Families First Intensive Support and Children’s Social Care Services**

**Updated May 2018**

1. **Introduction**
	1. The Youth Offending Service and Children’s Social Care are often working with the same young people and their families albeit with a slightly different role and function.

1.2 It is imperative that these services work together effectively to avoid duplication of effort, and/or conflicting objectives. This protocol outlines the principles to promote effective working together in the best interests of children and their families, and the wider community.

1. **Shared Principles**
	1. Children’s Social Care and the Youth Offending Service share a commitment to the following:
* Safeguarding children and young people;
* Ensuring the best possible outcomes for young people and promoting their resilience within their family;
* Reducing young people’s involvement in offending and anti-social behaviour;
* Protecting the public;
* Working in partnership with families;
* Reducing social exclusion;
* Equality of opportunity and fair treatment.

2.2 In order to achieve shared objectives, the Youth Offending Service, Social Care and Families First need to ensure there is integrated planning to agree shared objectives and case managers and practitioners, with management oversight, should ensure that relevant information is shared in an effective and timely manner.

1. **Appropriate Adult Services**

3.1 The YOS is responsible for arranging the provision of Appropriate Adult Services to support young people aged 10-17 years inclusive in public custody suites in Hounslow. The police should only request an appropriate adult (A.A) if the young person’s parent/carer is unable to attend or is deemed unsuitable by the senior police officer in the custody suite. The police will contact the YOS directly during office hours or the Emergency Duty Team (EDT) out of hours, who will contact volunteers, recruited and trained by the YOS and who are rostered to attend between the hours of 5pm to 12am subject to the personal circumstances of the young person. National standards require that an A.A attends the police station within two hours of notification. However, the A.A will not proceed with the interview unless a solicitor is also in attendance. If the young person declines access to legal advice, the A.A will request time alone with them to advise them of their best interests.

If the young person is a child looked after, and the birth parents cannot/will not act as A.A it is expected that the social worker or an agent acting on their behalf, foster carers or residential worker, will fulfil this function. If, and only if, this is impractical will the YOS assume responsibility for this function. To assist in determining who is appropriate to act as A.A, family member or other professional, the social worker of any child looked after will record the contact details of any suitable persons on LCS. If parents are deemed to be unsuitable adults by the social worker, this should be recorded on LCS and communicated to the Police.

3.2 At the conclusion of the police interview the young person will either be charged with an offence, which requires that they are brought before Court at the earliest opportunity or granted bail by the police and given a date to return to the police station following further enquiries, or released pending further enquiries.

3.2.1 Where the young person is bailed to return, the A.A. must take reasonable steps to ensure that the home address remains viable and they are safe to return there. If the A.A has cause for concern they should request assistance in assessing the situation from a) during office hours – social care Front Door, or b) out of hours – EDT. The police have a reciprocal duty to safeguard children and young people and can be asked to assist where appropriate.

3.2.2 If the young person is charged and presented before a Court during office hours see section 5 below. If they are charged out of hours, the Police are empowered to detain the young person until the next available Court sitting [due to the practicalities of listing cases at court it is often the case that if a young person is charged late in the afternoon they will be detained overnight]. The police may detain a young person if there are grounds to believe that the young person may fail to attend Court or may interfere with witnesses. In such cases the police should request a placement from the Local Authority pursuant to the provisions of the S381 (6) 1984 Police and Criminal Evidence Act (P.A.C.E) until the next available youth Court sitting. A youth Court sitting takes place at either Feltham, Uxbridge or Ealing every weekday. Youths may be presented at a special Court on Saturdays and Bank Holidays, which the local YOT’s attend on a duty basis. A placement provided under P.A.C.E should not ordinarily be required for longer than 24 hours unless the young person is detained on Saturday after the special Court sitting has ended. The requirements of police detention pursuant to S38 P.A.C.E apply to 10 year olds to 17 year olds inclusive.

3.2.3 It should be noted that detention under PACE is not Police bail but lawful detention pending presentation to a court. The issue is whether it is appropriate to detain in police cells or whether provision available to the Local Authority is more appropriate. In this situation, the police custody sergeant will contact the Local Authority and enquire as to the availability of suitable accommodation. Independent research indicates that nationally police will request secure accommodation whether the grounds are met or not even if the anticipated outcome of a first Court appearance is the granting of bail. It is important that the first point of contact with the Local Authority, Children’s Social Care, YOS, or the Emergency Duty Team clarify the reasons for the police requesting secure accommodation, and whether a less restrictive supervised setting would deal with any concerns they may have. The outcome of this conversation should be recorded. If the young person is placed by the Local Authority, they are responsible for arranging suitable transportation to Court, details of which will be provided by the Police. The only grounds under P.A.C.E for a young person who has been charged with an offence to be detained in police custody is protection of the public or reasonable cause to believe they will abscond from Justice if placed in a non-secure setting. The latter may be evidenced by a history failing to attend court when required. In this instance the police may legitimately insist on secure accommodation being provided to enable a safe transfer to local authority accommodation. In all other cases placement in the community, residential or foster care if available, will be suitable. A transfer to secure accommodation, if necessary and appropriate, may be problematic due to limited availability, and distance from the borough. The need to appear in a local court at the next sitting will often render secure accommodation impractical. A social worker, YOS officer, or duty manager engaging in such conversations with police must ensure that the grounds for police detention or PACE transfer to secure accommodation are accurately recorded, and the details of the scheduled court appearance are relayed immediately to the accommodation provider and the YOS.

3.3 Historically, Appropriate Adults, including parents/carers have only been requested for young people up to the age of 17 years. Essentially, 17 year olds were treated to adults in this respect. However, a recent judicial review has determined that since young people do not reach the age of maturity until 18 years denial of access to Appropriate Adults for 17 year olds conflicts with Human Rights legislation. The code of practice cannot be revised without legislation to amend PACE; therefore, Police and Local Authorities have been advised rather than legally required to comply with the precedent established by the Judicial Review. The Metropolitan Police Service have decided to arrange the provision of Appropriate adults for 17 year olds forthwith. Therefore, all the foregoing applies to young people. Given the demography of offending this is likely to lead to an increase in requests to perform Appropriate Adult (A.A) duties, and a number of 17 year olds requiring overnight accommodation pursuant to P.A.C.E S38.

**4. Provision of Accommodation**

4.1 The Local Authority may be required to provide suitable accommodation for young people at various stages of the Criminal Justice process. However, the process is driven by the time scales of the Judicial process, and in many cases this will require prompt decision making and action by the agencies responsible.

4.2 A not uncommon situation is that following a Police interview the young person is granted Police bail to return pending further investigation, or the Police decision is to take further action, but the parents/carers have clearly refused a return home or have not been contactable. In this context 3.2.2 and 3.2.3 do not apply as no criminal charges have been laid. It is the duty of the Police and the A.A to notify Children’s Services of the young person’s circumstances, either through the Children’s Services Front Door, or E.D.T. if out of hours, as would be the case if person came to attention for other reasons.

4.2.1 The A.A will assist in resolving the problem(s) where possible, but it should be noted that out of hours they will invariably be a volunteer, and therefore, not equipped to negotiate with reluctant parents or escort the young person to a new placement. They will provide information but cannot undertake other professional tasks. During office hours, the YOS can assist the Intake duty worker in preparing a profile to assist the placement search, although information may be limited.

4.2.2 The YOS is unable to offer escort to any identified placement or other suitable address, where appropriate, agreed by the parents following conversations with Duty or EDT. This should be arranged by Children’s Services, who should liaise with the Police and YOS/A.A in relation to any risk concerns.

It is unlikely that a Local Authority placement will be necessarily pursuant to PACE for longer than a few hours until the next available Court sitting. If a placement is made on a Saturday afternoon / evening it may be required until the Court sits again at Uxbridge Magistrates Court on Monday morning.

The Local Authority will be responsible for making reasonable arrangements for the young person to attend Court. The Police will provide details of the hearing the young person is required to attend.

4.3 At the first hearing the Court will need to make a judgement concerning the young person’s status pending trial and / or sentencing. Most young people are granted bail, with or without Conditions, to appear at a designated hearing. If charged with a serious offence the Court may refuse the application for bail, although the Court will often still require an assessment from the YOS in Court before making a decision. In most cases bail will be granted unless the Crown Prosecution Service objects, which will then trigger a YOS assessment. Grounds for objection include likelihood of absconsion from Justice, possible interference with ongoing Police enquiries or witness intimidation, the last of an available suitable address and so forth.

4.3.1 The purpose of the YOS assessment is to consider whether any of the stated objectives are substantiated, and if so whether measures can be taken to mitigate the risk. This may entail a) assessing the home circumstances to consider whether curfew restrictions are viable b) assessing the suitability of addresses offered by the family c) assessing the suitability of a Local Authority placement as a bail address. This may require prompt assistance from Children’s Social Care in terms of providing pertinent information with respect to young people and their families with whom they are familiar or identifying alternative placements.

This addresses changes in practice required by the Legal Aid, Sentencing and Punishment of Offenders Act of 2012 (LASPO) following a recent Judicial Review in the Metropolitan Police Area, which affords looked after status to young people aged 10-17 years inclusive who are remanded to the secure estate as required.

4.3.2 **Youth Detention Accommodation**

Procedure to follow in the event of a young person being remanded into Youth Detention Accommodation (YDA) which replaces provisions for the remand of young people under 18 years into custody, or the secure estate pursuant to the Legal Aid, sentencing and punishment of Offenders Act, 2012.

4.3.3 Young people remanded to YDA are afforded looked after status for the duration of the remand episode, including 17 year olds. The placement costs for the remand period are borne, in their entirety by the Local Authority.

4.4 On the next working day (within 24 hours of the remand decision being made) the YOS will receive a placement confirmation form (PCF) from the holding institution (Youth Offenders Institution, Secure Training Centre or Secure Children’s Home). The PCF contains a range of information concerning needs, risk and safeguarding, generally provided by the YOS drawn from the assessment conducted while the Court is sitting. Importantly from the viewpoint of Children’s Services it provides information concerning the young person’s location and the contact details of the establishment. Please note that the Local Authority does not arrange placements for YDA, that function is fulfilled by the YJB Placements Team in liaison with the YOS.

4.4.1 The P.C.F will be forwarded by the YOS upon receipt to childrenssocialcare@hounslow.gov.uk, the Placements Team, Placements.Duty@hounslow.gov.uk. and the administrator for the Independent Reviewing Officer Service CpCC-gcSx@hounslow.gov.uk (enter youth detention accommodation in the subject field). The PCF will be attached to an email containing the name and contact details of the YOS Case Manager, who will provide a Single Point of Contact within the YOS for all additional information required.

4.4.2 Upon receipt of the PCF the Customer Services Officers at Children’s Social Care will notify the relevant Corporate Parenting Team (either the Late Entry or Through Care Team depending upon the age of the young person, immediately). The relevant service will allocate a designated Social Worker to the case for the remand period within 1 working day of notification.

 The administrator in Safeguarding & Quality Assurance will notify a manager to enable the allocation of an I.R.O to the case within 1 working day of notification.

4.5 All Social Workers and their Manager(s) should note that all regulations and standards for children looked after apply to young people remanded into YDA.

I.R.O’s and Social Workers and their Manager(s) should note that the local standard for holding the first looked after review is within 15 working days of the date of remand.

This is an interim arrangement subject to continuous review with the intention of marrying together the National Standards for Youth Justice, which requires an initial Remand Management Meeting to be convened in the secure state within 10 working days, and the standards for children looked after.

4.5.1 At the first review consideration should be given to the young person’s wellbeing and safety, contact with members of the family and so on, but also due regard shall be given to the possibility of a subsequent bail application. The YOS will be responsible for liaising with other agencies serving the court but may require support from Children’s Services in accessing suitable accommodation/placements in the community other than the family if appropriate, or supporting family members in providing an address suitable for bail.

If a bail application is not imminent the allocated local authority social worker must complete a Detention Placement Plan (DPP) for presentation of the review. The allocated YOS officer can/should assist in this process but is not responsible for the completion or presentation of the DDP at/for the review.

4.5.2 A D.P.P is required for all young people remanded to Y.D.A, even so- called ‘technical remands’ where the young person is already serving a custodial sentence that has been remanded to appear for a further offence, as for the period of the remand/YDA the young person is afforded LAC status.

 If the young person was not looked after prior to the YDA then a DPP should be completed based on an assessment of needs and how these may best be met whilst the young person be detained. A separate care plan or pathway plan is not required, under these circumstances. However, if the young person was already LAC the DPP should be based upon the assessment underpinning the care/pathway plan.

 The detention placement plan was introduced under the Care Planning, Placement and Case Review (miscellaneous amendments) Regulation, April 2013.

 Details of what should be included in a DPP are contained within Schedule 2 of the Regulations – http:www.education.gov.uk/a0224051/care-planning-regulation-after-remand

**5**. **Remand into Local Authority Accommodation**

5.1 The above process needs to be modified in the event of a Remand into Local Authority Accommodation (RILAA). The numbers are few as conditional bail with a condition to reside as directed by Children’s Services is usually preferred but RILAA remains available to the court as an option.

5.2 A young person who is RILAA may be returned to home subject to the obligatory checks which will be undertaken by the YOS. This will, invariably include requests for any information held by Children’s Services on Trio concerning the young person and other members of the household.

5.3 If the court imposes a ‘negative requirement’ then a return home cannot be agreed and alternative provision will need to be identified. Similarly, if the parents/carers refuse to care for the young person or the assessment indicates that the home environment is not safe or suitable then alternative provision must be made.

5.3.1 Also, if conditional bail is granted but for similar reasons a return home is not feasible then the following procedure follows:

The YOS will contact the Customer Service Officers (see 4.4.1) but usually by telephone as officers in court will not always have access to email.

The YOS Officer will convey any known and significant information to enable a duty social worker/manager to complete a placement profile to enable brokerage to access a suitable placement. The customer service officers will notify the appropriate service or team as in 1.2.2 above.

5.3.2 The YOS will inform childrenssocialcare@hounslow.gov.uk of the name of the allocated YOS Case Manager within 1 working day. Reciprocally Children’s Service will allocate a social worker with 2 working days.

5.3.3 At the same time the YOS will notify Safeguarding & Quality Assurance of the young person’s status.

An IRO will be allocated with 2 working days and a first review convened within 20 working days.

5.4 During the lead up to the 1st review the professionals involved must work jointly in response to changing circumstances and the best interests and wishes of the young person. However, where specific requirements have been made by the court these must be adhered to unless permission is granted by the Court. The advice and agreement of the YOS Case Manager should be sought before initiating any change in circumstances.

5.4.1 A DPP is not specifically required in the event of RILAA (unlike YDA). However, existing requirements for care and planning and review apply.

5.4.2 The court may impose conditions to a RILAA or attach conditions to bail. These may include electronic monitoring, which the YOS must assess as possible and appropriate before presenting the address as suitable.

5.4.3 It is imperative that the lead professionals from Children’s Services and the YOS communicate effectively. The YOS can often propose conditions that are supportive of identified placements, and Children’s Services can enable the young person’s compliance with court-ordered requirements.

**6. Joint Working: Court and Post Court**

6.1 After a finding of guilt, the Court will invariably remand the young person for a further period for the YOS to complete a Pre-Sentence Report (PSR). This is usually for a period of 15 working days, although a longer period may be agreed if specialist reports need to be commissioned. In certain circumstances, where the young person is a persistent offender, and a PSR has recently been completed (usually within the past 3 months) for a previous offence, and no significant change in circumstances is evident, the Court may sentence without a PSR. The YOS will always request time to complete an up to date report if there is a risk of custody, but the Court is not obliged to agree.

6.2 If the young person is an open case to FFISS or Children’s Social Care it is imperative that YOS is provided with all relevant information. This may include copies of the key documents such as care plan/pathway plan, child protection plan and any recent assessment. This will enable the PSR author to present information to the Court that takes proper account of any mitigating circumstances before sentencing, and wherever possible, make proposals that are supportive of plans already in place.

6.2.1 For similar reasons the allocated YOS Officer should be included in any LAC reviews, planning or strategy meetings. If key decisions need to be taken at a speed that inhibits consultation, then the YOS officer should be informed of the decision immediately. This may include emergency changes of placement that can disrupt supervision of the criminal Order.

 In essence, a key requirement for a community penalty is that the young person has a safe and suitable address that enables YOS to provide effective supervision in the community consistent with reducing the likelihood of re-offending. As such any proposals made in pre-sentence report should be congruent with other plans promoting the young person’s welfare and vice versa.

6.3 In some cases a custodial sentence will be inevitable due to the seriousness or persistence of the offending behaviour:

* If the young person is LAC pursuant to S31 1989 Children Act the Local Authority’s responsibilities and duties as corporate parent are unaffected;
* If the young person is accommodated (S20 1989 Children Act) then LAC status will cease at the point of sentence (please note the foregoing in relation to Local Authority’s responsibilities pursuant to Y.D.A).

6.3.1 However, the majority of custodial sentences for young people are Detention and Training Orders (D.T.O) ranging in length from 4 months to 24 months. A D.T.O is served half in custody and half in community. The period spent in custody can be reduced for good behaviour in the case of longer sentences. The YOS case manager will liaise with the custodial facility and the Youth Justice Board in relation to the date for release into the community and inform partner agencies as appropriate. However, it is important that planning for release commences at the earliest opportunity.

6.3.2 If the young person was accommodated prior to their arrest and detention the allocated social worker should remain actively involved with the case if the young person is sentenced to 12 months or less. This should apply unless it is agreed that the reasons for initial involvement no longer apply at either a care review conducted during the period of Y.D.A or a sentence planning meetings held at the custodial facility prior to release. It must be clear at least 30 days prior to release where the young person will reside and what level of support they will require.

6.3.3 Family and personal circumstances can change during the course of the custodial sentence, which may prompt the YOS to refer to Children’s Social Care to assist in pre-release planning even where the case has previously closed. In this event the YOS will complete an inter-agency referral which should be processed by the Intake team within 2 working days and, where appropriate, a social worker allocated.

6.3.4 The effective Resettlement of young offenders upon release from custody is critical and should be planned in detail well in advance of release. In cases where social care are the corporate parent it is imperative that decisions concerning placement upon release are made early. The local Resettlement policy is outlined under separate cover, but for the purposes of this protocol it is agreed that placements, in the small number of cases required, should be confirmed 4 weeks or 20 working days prior to the date of release. This enables the YOS to arrange the provision of services identified as necessary. The lead-in time is particularly important when placements are sought out of borough as arrangements for offender management will need to be agreed with another YOS, and this can take 3 to 4 weeks. If placements are arranged with inadequate advance notice, there can be delays in the provision of effective offender management. This can result in a failure to adequate protect the public or safeguard the young person, further offending and a recall to custody.

6.4 In all cases where decisions concerning local authority funded/supported placements are required it is imperative that due regard is given to the need for a young person to be enabled to complete the requirements of any community order or post-custody licence imposed by the court or the custodial facility (licence conditions).

6.5 Proposals for some requirements to be attached to a Youth Rehabilitation Order (YRO) will require consultation and agreement with Children’s Social Care. These include a Local Authority Residence Requirement or an Intensive Fostering Requirement. Both require an evidential link to the young person’s present living arrangements and their offending behaviour. In both cases the young person achieves looked after status for the duration of the requirement which cannot exceed 6 months.

6.5.1 Where the YOS Case Manager deems either requirement to be appropriate this will be escalated to the Head of YOS who will liaise with the appropriate Head of Service in Children’s Social Care, which will depend on the young person’s current status and circumstances, to agree an appropriate plan of action.

**7. Safeguarding**

7.1 In addition to its statutory functions the YOS has a clear duty to safeguard children and young people from harm and to promote their health and well-being.

This section of the protocol has been written with reference to the existing pan-London child protection procedures, Working Together and the Hounslow Local Children’s Safeguarding Board guidance concerning thresholds for concern. However, it is not a substitute for professionals becoming familiar with the contents of these documents.

7.2 A review of YOS inspection reports led by Her Majesty’s Inspectorate for Probation (HMIP) illustrates an expectation that YOS refers young people deemed vulnerable to harm for an assessment by Children’s Social Care. Such issues may include problematic substance misuse, involvement in gangs that may result in becoming the victim of violence, and other reckless or harmful behaviours.

7.3 During the initial assessment and the intervention phase the YOS case manager is responsible for identifying any safeguarding concerns including concerns in relation to the young person’s vulnerability to harm.

7.3.1 If a young person is an open case to Children’s Social Care and a risk of harm or need is identified whether attributable to the parenting being given, or the child’s own risk taking behaviour, the YOS Case Manager should inform the allocated Social Worker without delay. The duty of care is shared equally by both services. b) If the case is not open to Children’s Social Care the YOS Case Manager should fully complete a CFAN providing as much information as is known and e mail to the BSO’s at the Front Door and confirm receipt. This is a joint referral form for Social Care and FFISS and the appropriate consents must be obtained.

Where there is an immediate and significant risk of harm and there are delays with decision-making, or professional differences as to the course of action required, the YOS Officer must escalate to the Head of YOS (in their absence an Operations Manager) immediately.

7.3.2 In cases where the threshold of concern is lower the YOS Officer should inform the Operations Manager with lead responsibility for Safeguarding if they are dis-satisfied with the response to their referral. This can be discussed at the Access to Interventions Panel.

The purpose of any discussion is to ascertain the nature and level of concern and agree an appropriate course of action. These actions may include Children’s Social Care to accept the referral and undertake an assessment, Families First to offer early help for the young person and their family, or the YOS to continue involvement as a single agency. These decisions will be recorded on the respective agencies case management systems.

1. **Child Sexual Exploitation and Child Criminal Exploitation**
	1. Recent enquiry reports have indicated that YOS will frequently have contact with victims of C.S.E, predominately young women but young men are also vulnerable to exploitation.
	2. Exploitation may occur from older individuals, usually male with a sexual interest in children and young people, by groups of adults acting in an organised way, or by youth gangs, for whom young women may be a commodity to be exchanged for grace and favour.
	3. YOS officers should be alert to the signs of young people’s involvement in exploitation, such as money or merchandise the provenance of which cannot be explained, periods of absence from home or care placement, intelligence concerning gang involvement and so on. Any concerns must be discussed with line-management without delay and a course of action agreed. This may include request for police intelligence relating to known associates.
	4. If the young person is not an open case to Social Care, a CFAN should be submitted with a recommendation to pass to the Multi-Agency Safeguarding Hub (MASH). The YOS officer should complete the standardised CSE assessment tool and submit as supporting evidence.
	5. If an open case to social care a professional conversation should occur as to which professional should take the lead in completing the assessment.
	6. Once an assessment has been completed the case should be referred to the Multi-Agency Sexual Exploitation (MASE) panel for consideration as to the actions necessary to safeguard the young person.
	7. The YOS may decide, after consultation with the Head of Service, to refer to MASE independently. In the event of a professional disagreement as to whether the threshold for referral has been met in respect of a shared case the YOS officer will escalate to the Head of YOS for a decision and action.
	8. Any multi-agency plan to safeguard a young person from C.S.E must be a priority and will be integrated with the YOS plan. It is not peripheral to the core functions of the YOS, safeguarding is a key duty.

8.4 Child Criminal Exploitation is an increasing problem in Hounslow. It can occur in relationships between teenagers and adults who engage the young person in criminal behaviour. Also, there is emerging organised criminal [crime] activity that exploits vulnerable young people. This includes ‘county lines’, trafficking drugs and other contrabands using young people to transport. This places young people at considerable risk of violence from those who need to control them to continue exploiting them but also wider criminal networks in the environment in which they are forced to operate. It is imperative that the YOS, Children’s Social Care and Families First work together in an integrated way and share information effectively in order to manage both risk to the public posed by such young people who can sometimes be engaging in violent behaviour but also the safety and wellbeing of these young people who are exposed to risk beyond the familial context.

1. **Risk Management Panel**
2. The Risk Management Panel sits monthly. Membership includes the Heads of Service for YOS and Operational Safeguarding & CP, as well as Families First and Intensive Support (FFIS).
3. The Panel will review all cases where a young person is assessed as presenting a high or very high risk of harm to others. The panel should not necessarily be viewed as an alternative to a Referral to Social Care. Issues of risk and need are best dealt with through established safeguarding procedures as set out above. However, young people who pose a risk to others are invariably exposed to a risk of harm themselves, and the panel will take due account of these concerns.
4. Social Care often have an involvement with this cohort of young people and so the attendance of the allocated social worker or in their absence a written account of concerns and action taken is critical. It is also crucial that there is representation with decision making authority amongst the core membership to ensure that agreed actions are implemented and that there is proper accountability for the functions of the panel. The panel is not simply a forum for information exchange but a decision – making forum to determine and implement actions to reduce the risk of harm to the public.
5. The protection of the public is a statutory responsibility for all partner agencies not just the YOS. Regular and committed senior representation is a critical success factor to the functions of the panel.
6. **Review**

The protocol will be monitored by Children’s Services DLT and reviewed annually or as required.