

BRACKNELL FOREST YOUTH JUSTICE TEAM

**VICTIM AND RESORATIVE JUSTICE POLICY**

1. The YOUTH JUSTICE TEAM (YJT) will have a named person who will be responsible for overall co-ordination of work with victims regarding Court Orders, Pre-Sentence Reports, Youth Conditional Cautions (YCCs) and other Out of Court Disposals where the young person engages in voluntary intervention from the YJT.

This will be the Restorative Justice Co-ordinator (RJ Co-ordinator).

1. All staff and volunteers who work with victims will receive appropriate training and supervision.
2. The RJ Co-ordinator will receive notifications of all Court outcomes from the Court Officers. Notifications of all Out of Court Disposals will be provided by the YJT’s Business Support.
3. Victims contact details found on YOT1 forms, provided routinely by the Police, will be passed on to the RJ Coordinator by the YJT’s Business Support. These details will be deleted from the YOT1 form, by Business Support, prior to the form being saved on the YP’s electronic folder.
4. If victims contact details are not provided on the YOT1 form, the RJ Co-ordinator will seek to obtain those from the Officer in the Case (OIC) - providing the victim did not specifically object to contact being made by the YJT.
5. The RJ Co-ordinator will make contact with the victim within 5 working days from the date the victim was identified, by sending a letter explaining the Restorative Justice (RJ) processes and offering direct, indirect or community reparation. **(NB If the victim is 17 years or under the letter will be sent to the young person’s parent or carer initially).**
6. If no reply has been received within a reasonable period of time, the RJ Co-ordinator will make telephone contact with the Victim to discuss their possible participation in RJ and if they want to be updated on the YP’s progress. Update will include information re Breaches and re-offending. Home visits will take place when appropriate.
7. Prior to visiting a victim at home, the RJ Co-ordinator will undertake a risk assessment. This will include a check of the Bracknell Forest Council’s electronic ‘Alert System’, which will highlight any risk issues pertaining to the individual and / or the address.
8. All communication with victims is to be recorded on the victim’s intervention screen on ChildView and updated as appropriate. All significant contact with victims (where information about impact and comments about participation in RJ are gained) will be recorded on the young person’s intervention screen on ChildView and the Case Manager will be notified accordingly, to ensure comments are included on AssetPlus, PSRs and Supervision Plans.
9. All personal details pertaining to victims will be kept within a secure drive which is accessible to relevant staff only in line with GDPR and Victims’ Code of Practice. These records will be deleted 2 years from last contact, in line with BFC retention policy. All paper records will be destroyed once victim contact is concluded, except for information that would be relevant to future research and evaluation, as per the Victims’ Code of Practice.
10. All Court ordered interventions and YCCs supervised by the YJT will include an element of Victim Impact Awareness work, if appropriate. All Referral Orders will include Direct, Indirect or Community Reparation.
11. The RJ Coordinator will be notified of all Community Resolution (CR) cases. When a YP engages with voluntary supervision by the RJT, the RJ Coordinator will make contact with the victim to seek comments about impact and explore the prospects of their engagement in RJ – if this has not already been accessed by the police. In cases where the YP doesn’t engage with voluntary supervision, the RJ Coordinator will communicate with the victim to ascertain whether RJ had been accessed by the police and refer back to police if this has not happened.
12. A range of RJ interventions will be available including face to face meetings between a young person and victim, letters of explanation and / or apology written to victim, restorative justice panel meetings, reparation designed to repair the harm caused.
13. In all cases where the victim agrees to have a face-to-face meeting with the young person, suitability and risk assessments will be undertaken in consultation with the Case Manager. Each case will be assessed to determine which RJ interventions are appropriate taking the victims needs / wishes into account and the capacity, vulnerability and level of remorse shown by the young person.
14. In cases when the young person is sentenced to custody for 12 months or over, the YJT RJ Co-ordinator will make contact with Thames Valley Probation’s Victim Liaison Unit to explore joint working and ensure seamless transfer of the case upon the young person’s release from custody, in accordance with the YJT – Probation Victim Liaison Unit Protocol 2012.
15. In all cases of violent or sexual offences for which a custodial sentence is imposed, the YJT RJ Co-ordinator will receive notification of release. In cases where the victim has requested no further involvement, contact will only be made following discussion regarding potential risk to the victim at the Risk Focus Group / MAPPA.
16. All young victims who meet the criteria set by the SAFE! Project will be offered a referral for 1:1 support. Whenever possible and, if requested, a joint visit will be made for the first appointment to the young person with the RJ Co-ordinator.
17. All Victims with whom the RJ Co-ordinator had communication will be asked to provide feedback regarding their level of satisfaction with the service provided and with the restorative process – either verbally or electronically.
18. All contact with victims will be sensitive to the individual needs of the victim including issues around gender, age, race, sexuality and disability with the aim of providing a fully inclusive service to all victims of crime.
19. All relevant data on victims’ consultation and participation in the restorative process will be submitted to the Youth Justice Board (YJB) quarterly, commencing April 2023, in line with the YJB’s Key Performance Indicator (KPI) Recording Guidance for Youth Justice Services.