

The Management of Risk of Harm, Serious Harm and Safety and Well-Being Policy and Procedures

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Contents

1. Introduction.....	2
2. Assessment Procedures	3
3. Risk level.....	4
3.2.1 Low –.....	4
3.2.2 Medium –.....	4
3.2.3 High –.....	4
3.2.4 Very High –	5
4. Case Management.....	5
5. Low Judgements, potential future harmful behaviours and Intervention Plans.....	6
6. Communication with the Child – Parent/Carer	7
7. Multi Agency MARP (MARP)	7
7.1 MARP Initial Meetings	8
7.2 MARP Review Meetings	9
8. Multi-Agency Public Protection Arrangements (MAPPA)	9
9. YJT High/Very High ROSH/ Safety and Well-Being judgements.....	10
10. Specialist Assessments.....	10
11. Working with Partner agency processes	10
12. Community Safeguarding and Public Protection Incidents (CSPPI).....	11
13. Transfer /Caretaking of Cases	11
13.4 Transfers/Caretaking arrangements with other YJTs and the Probation Service	12
15. Non-Statutory Cases	13
16. Role of Volunteers	13

1. Introduction

- 1.1 Somerset Youth Justice Team (YJT) has a responsibility to ensure that the supervision of children is as effective as possible. The purpose of managing risk is to reduce the likelihood of children offending and re-offending, harming others (including staff), or themselves.
- 1.2 This document provides specific guidance on the management of risk of harm and risk of serious harm (ROSH) to the public and to staff; and guidance in relation to concerns for a child's own safety and well-being.
- 1.3 It also provides guidance on the management of children where the need to do so is identified by AssetPlus core assessment or other assessments (such as AIM3, S<, Savvy) and who may require additional risk management response or intervention.
- 1.4 Identified children may be involved with other services and this document should be read in conjunction with [Effective Support for Children and Families in Somerset - Somerset Safeguarding Children Partnership](#), & [Somerset Safeguarding Children Partnership Procedures \(proceduresonline.com\)](#).
- 1.5 "Risk of harm" refers to the potential and likelihood for children to cause harm, not amounting to Serious Harm, to others.
- 1.6 "Risk of Serious Harm". Serious Harm is defined as "*death or injury (either physical or psychological) which is life-threatening and/or traumatic and from which recovery is expected to be difficult, incomplete, or impossible*". The risk of serious harm refers to the likelihood or imminence of this occurring. (Youth Justice Board for England and Wales 2014)
- 1.7 Risk to "Safety and Well-Being" refers to the seriousness and likelihood of a child's own safety and well-being being compromised, through their own behaviour/ personal circumstances or because of the acts/omissions of others". (Youth Justice Board for England and Wales 2014)
- 1.8 In order to assist in the management of the above risks, the YJT operates a multi-agency MARP (MARP) involving police, health, probation and a senior manager, together with invited professionals involved in the lives of children under discussion. This panel constitutes Multi Agency Public Protection Arrangements (MAPPA) Level 1 if relevant to Risk of Serious Harm – local agency management (see section 7).

2. Assessment Procedures

- 2.1 All children supervised by the YJT on statutory orders, will have an AssetPlus assessment completed within 4 weeks of start of YJT involvement. AssetPlus assessment will be reviewed maximum 12 weekly (or sooner upon any significant change becoming known), and will adhere to Youth Justice National Standards. The YJB has published guidance notes for completion of all sections of AssetPlus and Somerset YJT practice will align with these.

Children working with YJT in non-statutory capacity will have an appropriate assessment of needs completed (using a Fact Finding document), which will include assessment of harm, serious harm and safety and well being. Any child assessed as high/very high in either domain will trigger completion of core AssetPlus assessment in order to evidence effectively the management of risks / safety and well being concerns.

- 2.2 The AssetPlus '*explanations and conclusions*' section incorporates analysis of harmful behaviours and potential adverse outcomes and will be completed as fully as possible. The nature of any unavailable information will be identified, the means of obtaining it will be clarified and a date given when the information will be available.

If problems in obtaining the necessary information persist, the case holder will inform the relevant line manager for potential support through escalation routes as appropriate. If line manager is unavailable and such problems are viewed as critical i.e. they prevent an accurate assessment and the potential impact and imminence of harmful behaviours/adverse outcomes is major or critical, the case holder will consult with the duty manager who will support escalation as necessary, record the outcome of this on the YJT case management system (CMS) and advise the relevant line manager as soon as practicable.

- 2.3 Any future harmful behaviours which have a potential major or critical impact on others, identified in AssetPlus, will trigger a judgement of risk level of Medium, High or Very high. The level will be relevant to an assessment of the imminence of that behaviour occurring. (Refer to AssetPlus guidance).

- 2.4 Potential adverse outcomes to a child's safety and well-being will also be assessed in line with Asset Plus guidance and the Safeguarding procedures, follow [Effective Support for Children and Families in Somerset - Somerset Safeguarding Children Partnership](#), & [Somerset Safeguarding Children Partnership Procedures \(proceduresonline.com\)](#).

- 2.5 In some cases children will pose both a risk of serious harm to others and be simultaneously have high safety and well being concerns for their own safety. Where this is the case, risk management processes will be followed but, additionally, all requirements of managing safety and well-being, safeguarding and child protection procedures will be adhered to as per relevant policies and guidance.

3. Risk level

- 3.1 The AssetPlus future behaviours and future adverse outcomes sections (in explanations and conclusions) inform the ROSH and Safety and Well-Being concerns judgements.

Any 'high' or 'very high' judgement rating will be discussed as soon as practicable with the relevant line manager or duty manager (within 24 hours). The pathways and planning section of AssetPlus will identify what measures will be taken/are required/in place to manage/mitigate the identified risk/concern and will be countersigned by line manager. If the line manager is unavailable, the duty manager will undertake these functions. Where the duty manager has been consulted, they will advise the relevant line manager of the outcome of these consultations as soon as practicable.

- 3.2 AssetPlus requires staff to make the following judgements on cases involving ROSH and Safety and Well-Being concerns:

3.2.1 Low –

ROSH; that there is **no evidence at present** to indicate likelihood of serious harmful behaviour in the future.

Safety and Well-Being concerns: that any risks that have been identified are **unlikely** to occur and/or would **not impact on the child's immediate safety.**

Any requirement to support/manage identified factors will be incorporated into the child's intervention plan and/or support and control measures.

3.2.2 Medium –

ROSH: that some risk is identified but the child is **unlikely to cause serious harm** unless circumstances change.

Safety and Well-Being concerns; that some risks to the child's safety and well-being have been identified and are likely to occur. **The child's immediate safety is unlikely to be compromised provided specific actions are taken.**

It is expected that identified relevant issues can be addressed as part of the normal supervision process. Any requirement to support/manage identified factors will be incorporated into the child's intervention plan and/or support and control measures.

3.2.3 High –

ROSH; that the potential event **could happen at any time** and the **impact would be serious.**

Safety and Well-Being concerns; that clear risks to the child's safety and well-being have been identified, are **likely** to occur and the **impact would compromise the child's safety and well-being.**

Actions are required in the **near future** and the case will need additional supervision and monitoring (by middle/senior management) and may involve other agencies in addition to youth justice services. The case holder will refer the case to the next YJT MARP by contacting the appropriate administrator and completion of section 1 of the MARP referral form.

3.2.4 Very High –

ROSH; that **imminent** risk of serious harm is identified. The child **will commit the behaviour** as soon as opportunity arises, and the **impact would be serious**. The potential event is more likely than not to happen imminently.

Safety and Well-Being concerns; that clear risk/s to the child's safety and well-being have been identified, are **imminent** and the **child is unsafe**.

In both cases, immediate multi agency action is likely to be required. With regard to safety and well-being, this will include (or has already included) a referral to statutory child protection services. "Very High" judgements will trigger the case being dealt with as a priority at all stages.

The case holder will refer the case to the next YJT MARP by contacting the appropriate administrator and completion of section 1 of the MARP referral form.

The urgency of oversight by the MARP will be agreed with a manager, (High/Very High cases) who will act to raise the priority if necessary. For ROSH cases, the MAPPA level will be identified and agreed via these processes and referral will be made by the case holder to the MAPPA coordinator if necessary.

- 3.3** If action by partners is required to reduce imminent risks and any difficulty is experienced in securing this, the relevant line manager or duty manager will refer the case to the YJT manager who will escalate the matter as required, record the outcome of their actions on CMS and advise the relevant line manager as soon as practicable. If the YJT manager is unavailable the appointed operational manager will carry out these functions.

4. Case Management

- 4.1** Where judgements identify **Low** ROSH rating and/or **Low** Safety and Well-Being concerns, there may still be the potential for circumstances to change and require judgement ratings to be re-assessed. Case holders and managers must remain alert to these possibilities ensuring that intervention plans, support and control measures appropriately reflect any change.
- 4.2** Where judgement ratings identify a **Medium/High/Very High** risk and/or concern, case holders will ensure that priority factors linked to these judgements will be incorporated into the intervention plan, support and control measures and clearly identify the actions

to manage the risk/concern. Contingency measures will be identified and will indicate those circumstances which may prompt a change in judgement rating. Case holders will review AssetPlus as soon as possible (within 24 hrs/next working day) to evidence when changes of circumstance have occurred requiring the implementation of the specified contingency plan.

- 4.2.1** Case holders must remain alert to the potential for unforeseen changes in circumstances requiring a re-classification of ROSH/Safety and Well-being judgement ratings and the appropriate responses as described above.
- 4.3** Re-classification to lower judgement ratings may follow as a result of progress made, change in circumstances and/or the strengthening of protective factors. Where ratings are downgraded after consultation with their line manager/ at MARP, the case holder will revise the ROSH/Safety and Well-Being judgement to reflect this. If the case was relevant to MARP, the case holder will update the panel in line with the previously agreed review date, to seek agreement from the panel regarding a revised judgment rating which will be reflected in MARP minutes. Should a case at MARP be reclassified as medium, the case will be de-registered from the MARP panel and managed by case holder alongside manager oversight.
- 4.4** The integrated plan to reduce/manage the risk/concern will target the priority factors identified in AssetPlus which are underpinning the child's behaviour or circumstances. Any direct intervention will take account of a child's learning style / any learning difficulties.
- 4.5** It is the responsibility of line managers to review all cases where there is a High or Very High ROSH and/or Safety and Well-Being rating with case holders **at least monthly** and will be a standing priority agenda item in supervision meetings. The line manager will add management oversight on CMS to evidence that the case has been discussed.
- 4.6** Case holders must follow up any actions required within the timeframe agreed and inform their line manager immediately of any obstacles that arise, or if their line manager is unavailable, the duty manager.

5. Low Judgements, potential future harmful behaviours and Intervention Plans

Where children are identified as posing a risk of harm to others which does not reach the seriousness threshold as defined above, the case will be managed within normal supervision arrangements. However it will be the responsibility of case holders to:

- Obtain line-management confirmation that the case does not trigger ROSH through countersignature of all AssetPlus Explanations and Conclusions case stages.
- Agree with line-manager the elements of the intervention plan and/or support and control measures, which relate specifically to the management of potential future harmful behaviours.

- Ensure that all such cases are brought forward for discussion in supervision sessions as appropriate.

6. Communication with the Child – Parent/Carer

- 6.1** The case holder will ensure that the child and their family understand and remain aware of the assessment of ROSH/S and WB concerns at the earliest opportunity (unless if to do so would increase the risk to themselves or others). The case holder will explain any increase or decrease of assessed risk to the child and their parent or carer if safe to do so.
- 6.2** Child and parent/carer views will be sought before the initial panel and be included in the MARP referral form.
- 6.3** Where appropriate, strategies for reducing the child's risk to others and addressing concerns for their safety will be included in their intervention plan, which will be signed by the child and their parent or carer.
- 6.4** Practitioners must remain aware that the child has the right to access their case file in line with GDPR legislation. This may be particularly relevant where concerns relating to the child and/or their parent/carer may place them or others at risk.

7. Multi Agency MARP (MARP)

The functions of the MARP are:

- To provide 'local agency management' (MAPPAs Level 1), of cases which present a high/very high risk of serious harm to others.
- To ensure all cases which are eligible under MAPPAs Category 1 (registered sex offenders), irrespective of assessed ROSH, are brought to MARP for discussion and the MAPPAs co-ordinator is notified of our involvement in managing case through completion of MAPPAs form H by case holder
- To ensure that all cases which have been judged **High** or **Very High** ROSH and/or Safety and Well-Being concerns have oversight from a senior manager.
- To confirm agreement regarding the rating of ROSH/Safety and Well-Being judgements.
- To assess and agree the actions required to manage risk(s).
- To ensure public protection by co-ordinating these actions.
- To ensure that the MARP share accountability for effective management, by reviewing and confirming the plan to manage/reduce the risk/s.

- To ensure other agencies working with a child relevant to MARP attend or contribute information to support decision making. The MARP administrator will be informed of professionals to invite for a case discussion by the case holder.

7.1 MARP Initial Meetings

- 7.1.1 The case holder will attend MARP to discuss the case. If not available, the line manager will present the case.
- 7.1.2 The panel meetings will be chaired by the YJT manager or operational manager. Panel members will be asked to contribute and agree the actions to manage/reduce the identified risks/concerns. Notes will be recorded on the MARP minutes form including any actions and the Chair will set the review date if required. In cases where the view of the Panel is that other agencies' plans or actions do not adequately address the concern, escalation will be progressed through the appropriate channels.
- 7.1.3 Should there be actions as an outcome from the MARP meeting; the case holder will complete a Review Stage to incorporate them into the current plan which will be countersigned by a line-manager.
- 7.1.4 The MARP administrator will note in a CMS contact record that the child was discussed at MARP and will attach a record of the documentation to CMS.
- 7.1.5 Where a line-manager attends the MARP on a case holder's behalf, they will not chair the panel. If unable to arrange a swap with a colleague, they will agree with panel at the start of the session another panel member will act as chair for that case.
- 7.1.6 Unless the child's risk status has reduced to medium or low, the panel will agree and then book a provisional review date.
- 7.1.7 Case holders will ensure any required actions are taken and will notify their line manager or duty manager if any obstacles to implementation of the agreed plan arise.
- 7.1.8 Line managers will monitor the implementation of agreed plans to ensure their effectiveness in achieving the intended outcome.
- 7.1.9 The MARP will decide if cases with **Very High ROSH** judgements need to be referred to MAPPA 2, unless this has already been done. (See 7.4 below). They will also ensure that cases assessed as **Very High Safety and Wellbeing**, which require a child protection/safeguarding response, have been actioned appropriately in line with Somerset Safeguarding Children Partnership / South West Child Protection Procedures.
<https://sscb.safeguardingsomerset.org.uk/effectivesupport-documents>

7.2 MARP Review Meetings

MARP review meetings continue to manage risks/concerns, in line with earlier panel decisions and consider changes in the risk status of children.

7.2.1 Where the current judgment of ROSH/S and WB concern is **High** or **Very high**, recommendation that the risk level is reduced must be approved by the panel. Case holders will agree with their line manager whether or not it is necessary to attend panel or submit a report.

7.2.2 Decisions from review panels will be recorded and actioned as for initial panels.

7.2.3 Where cases continue to be classified as **High** or **Very high**, the case will remain relevant to ongoing MARP oversight.

8. Multi-Agency Public Protection Arrangements (MAPPA)

8.1 The purpose of MAPPA is to protect the public, including previous victims of crime, from serious harm by sexual and violent offenders.

8.2 To be eligible for referral under MAPPA a child must fall into one of three categories:
Category 1 – registered sex offenders
Category 2 – violent and other sex offenders
Category 3 – others dangerous offenders - who may present a risk of serious harm to the public

Details of the categories and full guidance information:

[Multi-agency public protection arrangements \(MAPPA\): Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/mappa-guidance)

Children would need to be convicted of a relevant offence before becoming eligible for MAPPA but across the Avon and Somerset Police area, local arrangements are that a child need only be charged with a relevant offence to be eligible.

8.3 Referral to MAPPA will be on the recommendation/agreement of the MARP. In the event that the matters are so urgent as to preclude the possibility of these processes, the case will be referred to the Operational/YJT manager with a view to making an immediate referral. If the YJT manager is unavailable the manager acting up will fulfil this function.

8.3.1 MAPPA 2/3 is intended for the ‘critical few’ and will involve a minority of the children open to Somerset YJT.

8.3.2 The MARP will decide on a MAPPA 2 referral if the plan to manage potential risks *“necessitates close co-operation at a senior level due to the complexity of the case or*

a need for commitment of additional resources". MAPPA guidance offers a detailed explanation.

8.3.3 Referral to MAPPA 2 is achieved by sending a 'MAPPA A' Referral form to level 2/3'. This **must** be done electronically and the form should be requested from MAPPA co-ordinator to ensure the most up to date form is used. MAPPA 2 meetings are chaired by Police and Probation.

8.4 Case holders and their line managers will attend all relevant MAPPA 2 meetings arranged in respect of children subject to their supervision whilst accommodated or secured. The YJT seconded probation officer will be made aware of all cases relevant to MAPPA 2 and will support referral and be directly involved as necessary.

9. YJT High/Very High ROSH/ Safety and Well-Being judgements

A list of High / Very High ROSH / Safety and Well-Being concerns will be maintained by the MARP administrator; this list will be discussed monthly in supervision between the YJT Strategic Manager and the Operations Manager. If more frequent consultation is identified as necessary by the YJT Strategic Manager then the Operations Manager and the YJT Strategic Manager will ensure that this occurs.

10. Specialist Assessments

10.1 Some cases with **High** or **Very High ROSH judgement and/or Safety and Wellbeing concerns** will also identify complex personal difficulties for the child requiring specialist assessment/support/interventions e.g. children exhibiting harmful sexual behaviour, learning difficulties or significant, chronic substance use requiring Tier 4 drugs intervention.

10.2 Where these are not available within the YJT or partner agencies, the line manager will have a timely discussion with the operational/YJT Manager and agree a strategy for obtaining the appropriate assessment / appropriate service / interim arrangements. If the operational/YJT manager is unavailable, this function will be carried out by the manager acting up.

11. Working with Partner agency processes

11.1 Where children are relevant to other agencies (for example CSC, CAMHs, School) the YJT will share and receive information pertinent to risk/safety and well being and will be actively involved in collaborative, shared agreement of appropriate risk management controls and actions to address concerns.

Case holders will be involved in multi agency meetings and update AssetPlus to reflect other agency involvement. Where attendance at any multi agency meeting is not mandatory or cannot be attended, a decision regarding representation will be made on a case-by-case basis. Either the line manager will attend on the case holder's behalf or the case holder will inform the meeting by sharing information and requesting minutes of the meeting. Any YJT co-ordinated meeting will have an expectation of attendance or information/reports from partner agencies.

12. Community Safeguarding and Public Protection Incidents (CSPPI)

YJB serious incident guidance and standard operating procedures identifies what constitutes a 'serious' incident and the actions to be taken by youth justice services when the procedure is triggered.

Somerset YJT will complete notification within the expected timeframes for any child who is charged with any notifiable offence or dies whilst relevant to our service (up to 20 days following the end of supervision)

Case holders / team leaders will immediately inform operational/ YJT Manager of the charge/death. The operational or YJT manager will be responsible for completing and submitting the notification to the YJB.

Appropriate risk management responses and actions will be undertaken as per 4.2.1.

[Report serious incidents: guide for youth justice practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-serious-incidents-guide-for-youth-justice-practitioners)

[Serious incidents notification: standard operating procedures for YJSs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/serious-incidents-notification-standard-operating-procedures-for-yjs)

13. Transfer/Caretaking of Cases

13.1 All cases relevant to transfer/care taking arrangements by Somerset YJT, where children and children are living in Somerset and away from their home local authority, will be relevant to this policy.

13.1 All youth justice services use the same assessment framework and are similarly required to identify and manage ROSH/Safety and Wellbeing of all children relevant to their service however, it will not be assumed that other YJT's have similar risk management arrangements.

13.2 It is the responsibility of the Team Leader/Operational Manager to ensure that all appropriate documentation has been received and is up to date prior to agreeing work with a child from outside Somerset. The relevant Team Leader/Operational Manager will take any necessary immediate actions. The responsibilities of home and host YJT is clearly set out in the caretaking document.

13.3 Where a case has a ROSH judgment and/or Safety and Well-Being concerns of **High** or **Very high** from another YJT, the case will be referred into the next available MARP and the home YJT worker and other professionals will be invited to meetings. If waiting for the MARP would mean unacceptable delay. i.e. likely to result in failure to manage adequately identified risk of serious harm to others or significant harm to the child, the case will be discussed with Team Leader/Operational Manager to agree any immediate actions.

13.4 Transfers/Caretaking arrangements with other YJTs and the Probation Service

13.4.1 Where cases are transferred /caretaken by other YJT's, the Somerset YJT case holder will ensure that all the relevant documentation is up to date and included with the transfer/care taking request. Any relevant interim arrangements for the management of risk /safety and well-being will also accompany the documentation.

13.4.2 The line manager will check all documentation and sign off relevant ASSETPLUS stage.

13.4.3 Where the **ROSH judgement and/or Safety and Well-Being concerns is High or Very high**, the line manager, operational manager or YJT manager will speak to the appropriate manager or senior probation officer of the receiving Service prior to the transfer of the child or, **in exceptional circumstances**, as soon as possible thereafter.

14. Secure Estate

14.1 Transfers to / from the secure estate represent periods of potentially increased risk to children and others. Plans to support/manage the potential risks / concerns need to take into account these specific circumstances and may need significant revision as contingencies will inevitably require a different response in this environment.

14.2 It is the responsibility of case holders to ensure that all relevant documents including any information significant for the management of risk/safety and well-being concerns are available before or at the point of transfer.

14.2.1 It is the responsibility of line managers to ensure that documentation has been countersigned and transferred appropriately.

14.3 When children are transferred to a secure setting, case holders will communicate with the relevant establishment by telephone and confirm by e-mail to ensure that the relevant documentation has been received, read and that appropriate measures are in place to ensure the child and others are safe.

14.3.1 If a case holder is in any doubt that the secure setting will be making appropriate responses to identified risks/concerns, they will inform their line manager, operational manager or the YJT manager who will escalate the concerns with the appropriate managers in the secure setting. It is not enough to assume that risk assessments have been passed on.

14.4 When children are transferred into the community from a secure setting, case holders will communicate with the secure establishment by telephone and confirm by e-mail that all relevant documentation has been received, read and appropriate responses to the identified risks/concerns are in place/being made.

14.4.1 If the case holder is unable to secure the recommended responses they will communicate immediately with their line manager, duty manager or the YJT

manager who will clearly set out a course of action and the roles and responsibilities contained within it.

15. Non-Statutory Cases

15.1 As noted in 2.1, all non statutory cases which are open and managed by Somerset YJT will be relevant to assessment that identifies and addresses concerns regarding harm, serious harm and safety and well being. Any children identified as High/Very High Rosh and/or Safety and Well Being will also be relevant to the same response as statutory cases and will be moved to Core AssetPlus.

16. Role of Volunteers

16.1 Where a volunteer is involved in working directly with a child open to Somerset YJT and becomes concerned regarding ROSH/S and WB concerns, they should raise this at the earliest opportunity. In emergency situations this will be through the use of emergency services. If the situation is less serious but arises out of normal hours, and the volunteer requires advice, they may contact the Children's Services Emergency Duty Service. In normal working hours, the volunteer should contact the YJT duty desk on the same or the following working day. The duty desk will record the information, notify a team leader and the case holder who will take any necessary action.

16.2 The YJT case holder will have completed a health and safety risk assessment which will be shared with volunteers working with a child. Any other information pertinent to the context/environment in which a volunteer is working with a child will be discussed prior to any contact commencing. Any change in assessed levels of risk/concern should be communicated to the volunteer and the volunteer should be invited to contribute to an agreed safe working plan if possible. The health and safety risks assessment will be reviewed and align with the agreed safe working plan.

16.3 Where ongoing contact is agreed, the volunteer must be fully informed of the nature of the risk and the relevant details of the plan to manage that risk. If they agree to on-going involvement, the frequency, locations, and other details of contacts must be agreed and recorded and a copy given to the Volunteer. This agreement must maintain the safety of the Volunteer and child as the highest priority. The integrated plan within AssetPlus must then be updated with these details by the caseholder and the reviewed health and safety risk assessment will be added to CMS record. Feedback from the Volunteer should be sought regularly by the case holder and used to inform on going assessment and planning.

