



WOKINGHAM BOROUGH COUNCIL

Wokingham Prevention and Youth Justice Service Risk Management Policy and Process

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Risk Management Policy

Policy

- The PYJS is committed to effective risk management through comprehensive and timely assessments, regular and responsive reviews and robust management of the three risk domains: risk of serious harm to the public, likelihood of re-offending and safety and well-being of the child.
- Management oversight that adds value to risk assessment/management and supports front line practice is of the essence within this policy.
- Effective risk management includes a service commitment to ongoing training and development of the team.

Value base

- The PYJS is a trauma informed service, which works compassionately and restoratively, with a child first ethos. These approaches involve taking a relational approach, individualising responses, recognising, and responding to trauma. This could at times result in a tension with risk assessment, management and offence focused work and desistance. We propose to navigate this conflict of interests with defensible decisions, and a number of layers of management oversight that will result in the best outcome for the children and the public.
- The PYJS is committed to an anti-discriminatory practice, where the needs of children from every background are explored, understood, and considered and where decisions are unbiased.
- The voice of the child and the family should be embedded in risk assessment, planning and management.
- We propose to navigate risk management both in the safe certainty and safe uncertainty spheres. The former involving assessments, planning, and management. The latter allowing us to hypothesise and challenge our own thinking through reflective individual and group supervision.

Legal context and national guidance

- The PYJS risk management policy and procedure is underpinned by the Youth Justice Board definitions of risk and risk of serious harm¹; by the

¹ “The YJB defines serious harm as ‘death or serious personal injury whether physical or psychological’ and risk of serious harm is the likelihood and imminence of this happening, and the impact if it “.

<https://www.gov.uk/guidance/case-management-guidance/how-to-assess-children-in-the-youth-justice-system>



AssetPlus Guidance (2016) and its matrix of risk of serious harm²; YJB Standards for children in the youth justice system (2019)³; YJB case management guidance (2024)⁴ and by MAPPA legislation and guidance⁵.

- This document has also been informed by research and effective guidance practice published by His Majesty's Inspectorate of Probation, particularly the following documents.
 1. Effective practice guide Case supervision – youth, January 2021⁶
 2. Promising approaches to knife crime: an exploratory study, Research & Analysis Bulletin 2022/03⁷
 3. The identification of safety concerns relating to children, Research & Analysis Bulletin 2022/05⁸
 4. HM Inspectorate of Probation management oversight, Key principles for effective management oversight of cases, March 2022⁹
 5. HM Inspectorate of Probation, Bias and error in risk assessment and management, Academic Insights 2021/14¹⁰
- This document must be read in conjunction with PYJS Case Management guidance for each type of intervention/order.

Objectives



Asset Plus Guidance
2016.pdf

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https://assets.publishing.service.gov.uk/media/6363d2328fa8f50570e54222/Standards_for_children_in_youth_justice_services_2019.doc.pdf

⁴ <https://www.gov.uk/guidance/case-management-guidance/how-to-assess-children-in-the-youth-justice-system>

⁵ <https://www.gov.uk/government/publications/multi-agency-public-protection-arrangements-mappa-guidance>

⁶ <https://www.justiceinspectorates.gov.uk/hmiprobation/effective-practice/case-supervision/effective-practice-guide-youth-effective-case-supervision/>

⁷ <https://www.justiceinspectorates.gov.uk/hmiprobation/wp-content/uploads/sites/5/2022/05/RAB-2022-03-Promising-approaches-to-knife-crime-v1.1.pdf>

⁸ <https://www.justiceinspectorates.gov.uk/hmiprobation/wp-content/uploads/sites/5/2022/09/Identifying-safety-concerns-RAB-1-2.pdf>

⁹ <https://www.justiceinspectorates.gov.uk/hmiprobation/wp-content/uploads/sites/5/2022/03/Management-oversight.pdf>

¹⁰ <https://www.justiceinspectorates.gov.uk/hmiprobation/wp-content/uploads/sites/5/2021/12/Academic-Insights-Kemshall-1.pdf>



- Offer understanding and practical guidance to the PYJS team about the importance of effective risk management and the steps to achieve it.
- Support practice that is rooted in robust understanding of the legal context and national guidance allowing for defensible decision making.
- Support practice that is effective in protecting the public and safeguarding children.
- Encourage professional curiosity to better understand the children and family we work with and work with both the assessed risks and identified strengths.
- Establish responsibilities and accountability for risk and safeguarding management.

Performance

- The success of our risk management will be measured by its impact on preventing further serious harm by/to children subject to the PYJS supervision, by case audits, and the self-reported increased confidence of the PYJS staff in assessing and managing risk of serious harm and safety and wellbeing concerns.

Responsibilities

- Risk and safeguarding assessment and management is a core skill and an integral part of the Youth Justice Worker role. As individuals, we all play our part in managing risk, and staff at all levels are responsible for understanding and implementing risk management of the children they supervise.
- Managers at all levels are responsible for applying agreed risk management policy and guidelines, and providing effective, valuable, and timely management oversight. Visible commitment requires active participation in risk management processes and keeping risk discussions an agenda item of all case discussions.
- The Team Manager is responsible for development, coordination, and promulgation of the risk management processes. This includes developing training programs and implementing management systems that can identify and monitor existing risk as well as identifying emerging risks.
- The PYJS Partnership and Management Board has overall responsibility for ensuring effective risk management processes are in place.

Resources



- The PYJS Partnership and Management Board will ensure that the PYJS is resourced, and staff trained to effectively manage risks presented by and to children known to the PYJS.
- The Team Manager must ensure that training is available to the team through both internal and external resources.
- The Team Manager must ensure that the latest research and evidence on risk and risk management is made available to the team (for example, publications from YJB and HMIP). PYJS staff must take ownership for their ongoing professional development by reading and embedding learning from these resources.
- All PYJS staff must complete at least one yearly training session on risk assessment and management, including MAPPA training.
- PYJS staff that work with children who display sexually harmful behaviour should be AIM trained. Cases that involved children who display sexually harmful behaviour will have a co-worker allocated. This worker may be the CAMHS practitioner, where relevant. In the absence of an AIM trained worker, external support could be sought through the Lucy Faithfull foundation www.lucyfaithfull.org.uk, including for assessments and interventions.

Risk Management Processes and Guidance

In working with children who are at risk of or involved with offending behaviour, our work is underpinned by a comprehensive, tailored, specific and commensurate assessment (Asset+ or mini-asset¹¹) which should explore the three domains of risk that we work with.

- Risk of Serious Harm to others
- Likelihood of Re-offending
- Safety and Well-being concerns

These three domains of risk are often linked and related however, each of them recognises their own risk and protective factors that will impact on its assessment.

RISK ASSESSMENT

¹¹ This will include the YJB OOC Assessment tool too, once it becomes embedded in our case management system, which is expected to happen in September 2024.

Assessment type

Every child must have an assessment, regardless of the strand of work being delivered (prevention, diversion or statutory). Whether the child is assessed using an Asset+ or a mini-asset will depend on the type of intervention and will usually be informed to the case worker in the allocation email.

Children on prevention and informal diversion (Community Resolutions) interventions and those on their first Youth Caution will be assessed using a mini-asset. Children on a Youth Caution or Youth Conditional Caution will be assessed using Asset+ (except when the child has received the Youth Caution as a first disposal and without PYJS consultation, in which case a mini-asset will be used).

Children on statutory Court Orders, on Court Bail, Court Remand, or for whom a Pre-Sentence Report is required will be assessed using Asset+.

Where the PYJS is working with a child on a targeted intervention basis (a referral by their Early Help worker or Social Worker) the lead professional assessment will be used to inform our intervention.

Assessments must be informed by a variety of sources, including the child, their parents/carers, previous and current records; YOT1 and/or Crown Prosecution Service documents; victim statements; and agencies and professionals who have recently or are currently working with that child.

Assessment Reviews

Assessments must be completed at the start of the intervention/Order. For prevention and diversion cases (including formal OOC), the initial assessment will usually be followed by a mini-asset closure (regardless of whether the initial assessment was an Asset+).

For statutory Orders, bail and remand cases, Asset+ must be reviewed at least every six months or sooner if there has been a significant change in circumstances (for example, the child becomes homeless, stops attending education, is perpetrator or victim of a serious incident, etc). In these cases, the Asset+ should be reviewed within three weeks of the new event becoming known to the case worker. In some cases, the context or circumstances would not warrant a review of the Asset+, which must be evidenced with a defensible management oversight entry. Additionally, all statutory Orders, bail and remand cases must have a closure Asset+ or, where relevant, a Transfer to Probation Asset+.

Children who have been assessed as high within any of the risk domains must have their Asset+ reviewed at least every three months or sooner if there has been a significant change in circumstances.

Timeframes for assessment completion are indicated in the respective case management guidance and will also be indicated in the allocation email. An assessment

(Asset+ or mini-asset) is not considered complete until it has been counter signed by a line manager.

Further guidance on assessments should be sought in the [Case management guidance - How to assess children in the youth justice system - Guidance - GOV.UK \(www.gov.uk\)](#)

Assessment of Likelihood of (re-)offending (LoR)

The assessment of LoR will take into account number and frequency of offending or incidents of concern (incidents of concern refer to offending-type behaviour that has not resulted in a charge or conviction, for example, a physical assault at home or at school), the age of the child, risk factors to offending (for example not being in education, substance misuse, lack of support network, negative influences, etc) as well as protective factors (for example having a life goal, engagement in constructive activities, a positive role model, etc) and consider how these factors specifically interact in respect of this child.

The LoR can be low, medium, or high. It will be one of the factors that inform the frequency of reporting and will be intrinsically linked to the interventions planned to reduce it.

Assessment of Risk of Serious Harm to others (ROSH)

The PYJS follows the YJB definition of risk of serious harm, which is “death or injury (physical or psychological), which is life threatening and/or traumatic and from which recovery is expected to be difficult, incomplete or impossible”.

We also follow the YJB definitions for the ROSH ratings, as follows.

LOW: There is no evidence at present to indicate likelihood of serious harmful behaviour in the future

MEDIUM: Some risk identified but the young person is unlikely to cause serious harm unless circumstances change. Relevant issues can be addressed as part of the normal supervision process

HIGH: Risk of serious harm identified. The potential event could happen at any time and the impact would be serious. Action should be taken in the near future and the case will need additional supervision and monitoring e.g. supervision by middle or senior management, local registration

VERY HIGH: Imminent risk of serious harm identified. The young person will commit the behaviour in question as soon as the opportunity arises, and the impact would be serious. Immediate multi-agency action is likely to be required. The potential event is more likely than not to happen imminently

ROSH levels of low, medium, high or very high will be determined by the interplay of impact and likelihood of the harmful event occurring. All ROSH assessments must clearly indicate which are the assessed impact and likelihood of the harmful event,

including, for assessments completed using a mini-asset. ROSH assessments must also identify any specific victims who could be at risk and reference to how will they be safeguarded.

In order to assess the correct level of ROSH we use the following Asset+ matrix.

Matrix of impact / likelihood judgements

		Community			Likelihood	
		Unlikely	Possible	Likely	Very Likely	Almost Certain/Certain
Impact	Critical	MEDIUM/HIGH/VERY HIGH ROSH – based on likelihood/imminence				
	Major	MEDIUM/HIGH/VERY HIGH ROSH – based on likelihood/imminence				
	Medium	LOW ROSH				
	Minor	LOW ROSH				
	Slight	LOW ROSH				
		Custody			Likelihood	
		Unlikely	Possible	Likely	Very Likely	Almost Certain/Certain
Impact	Critical	MEDIUM/HIGH/VERY HIGH ROSH – based on likelihood/imminence				
	Major	MEDIUM/HIGH/VERY HIGH ROSH – based on likelihood/imminence				
	Medium	LOW ROSH				
	Minor	LOW ROSH				
	Slight	LOW ROSH				

On occasion however, the “professional gut” may impact on the matrix to take the assessment to a higher or lower level of ROSH. In such cases, the case worker must appropriately explain in the evidence box why they are deviating from the harm matrix so that the assessment is defensible. By signing off the assessment, the line manager will effectively endorse the judgement.

In assessing likelihood and impact of a harmful event occurring in the future the case worker will have to consider past behaviour, context and circumstances, risk and protective factors (specifically in regard of ROSH), opportunities, internal and external controls available to manage risk and their effectiveness.

The assessment of future harmful behaviour must include an analysis of all possible behaviours based on all known previous harmful behaviour, whether they have resulted or not in a conviction.

ROSH for knife offences

Although risk is individualised and contextualised, the PYJS has a view that a child who is involved with weapon related offending or incidents is likely to have a starting ROSH of at least medium. Whilst context and circumstance could determine the initial ROSH to be higher, it is unlikely that the starting ROSH could be safely and defensively assessed as low. However, if the context and circumstances of the child are such that the case worker assesses their initial ROSH to be low, this must be clearly explained in the evidence box and the line manager must also acknowledge the rationale when they provide feedback and oversight of the assessment.

Assessment of Safety and Well-being (SWB) concerns

SWB concerns are the concerns that we have that a child may be harmed through their own or other's actions or omissions and that could impact on their safety and/or their well-being. We refer to these concerns as potential adverse outcomes. The assessment should consider concerns/incidents that took place in the past and could realistically happen again (for example bullying; self-harm); past concerns/incidents which continue to have an adverse outcome for the child (for example, loss of contact with a parent; experiences of discrimination); current concerns/incidents (for example substance misuse; neurodiversity needs).

We follow the YJB definitions for Safety & Well-Being ratings, as follows.

LOW: No risks to the young person's safety and wellbeing have been identified or the risks identified are likely to occur and would not impact on the young person's immediate safety and wellbeing

MEDIUM: Some risks to the young person's safety and wellbeing have been identified and are likely to occur. The young person's immediate safety and wellbeing is unlikely to be compromised provided specific actions are taken

HIGH: Clear risks to the child or young person's safety and wellbeing have been identified, are likely to occur and the impact would compromise the young person's safety and wellbeing. Actions are required in the near future and are likely to involve other agencies in addition to youth justice services

VERY HIGH: Clear risks to the young person's safety and wellbeing have been identified, are imminent and the young person is unsafe. Immediate actions are needed to protect the young person, which will include (or have already included) a referral to statutory child protection services

ROSH and SWB interplay

Risk factors to ROSH may sometimes overlap with those of SWB concerns. They are however not interchangeable and in fact the same risk factor has to be looked at from different lenses when assessing each risk domain. For example, a child that carries weapons could cause serious harm to others by using the weapon if conflict arises; they could also put themselves at increased risk of being harmed by others who know that/want to retaliate because they are carrying a weapon. Thus, the same risk factor requires a different analysis in each section.

It is very unlikely that a child that is in contact with PYJS, in any capacity, will not have past/current potential adverse outcomes that need exploring. It is important that where



there has been or there is a concern, the case worker explores it and analyses it. SWB concerns can be low, medium, high or very high. Therefore, there is an expectation that every child has an assessment of SWB concerns and where these are assessed using Asset+, the risk matrix will have to be used to identify all known previous and current concerns. Only in exceptional circumstances will the matrix not be required, which will need to be explained in the evidence box by the case worker and specifically acknowledged and signed off by the line manager when they provide oversight of the assessment.

SWB for children open to Children Social Care

Although SWB concerns are individualised and contextualised, the PYJS has a view that a child who is on a Child Protection plan is likely to have a starting SWB concern of at least high, which would align our concerns with those of Children Social Care. There could be a handful of exceptions to this rationale, and that will have to be clearly explained in the evidence box and in the management oversight of the assessment. For children in care (CIC) or children in need (CIN), it is expected that the initial SWB concern assessment is likely to be at least medium, in the understanding that there are potential adverse outcomes and that they are receiving appropriate support through their plans.

Contextual Safeguarding

In Wokingham, we refer to contextual safeguarding as Harm from Outside the Home. It recognises the harm to children that could result from relationships they form in their neighbourhoods, school or online. Where a case worker has concerns about these relationships putting the child at risk of exploitation (criminal or sexual) they must in the first instance have a discussion with the allocated social worker. If the child is not open to Children Social Care, the Youth Justice Worker must complete the Pan Berkshire Child Protection Procedures, Child Exploitation (CE) and Serious Youth Violence (SYV) Indicator and Analysis Tool. The tool should, where possible, be completed with the child as well as with any member of the professional network that could inform the tool.

After the tool has been completed, it must be emailed to triage@wokingham.gov.uk so that a screening be completed and decisions be made regarding thresholds and referrals to the next EMRAC (Exploited and Missing Risk Assessment Conference). This will allow for strategic multi-agency discussion of the child and the concerns and support and senior management oversight of the ongoing safeguarding management plan.

Where there are concerns that a child might be a potential victim of human trafficking and modern slavery and the tool has identified reasonable grounds in this respect, then a referral should be made to the National Referral Mechanism (NRM).

Risk Management

Children and their families/carers should be involved in the risk management plan. This means that wherever possible, they should be made aware of the assessed risk levels and the rationale for these assessments. They should also be aware of the risk management plan and where possible to be involved in co-producing them.

The risk management plan has a dedicated section within Pathways & Planning of AssetPlus and within the Support and Intervention plan section of the mini-asset.

Internal and External Controls

For all three risk domains we will need to consider the internal and external controls, the strengthening of protective factors, the referrals and consultations and the information sharing needed to help us manage the assessed risks. Every action of the risk management plan should include a timescale for completion and the professional responsible for it.

The internal controls are those designed to effect on thinking, behaviour, perceptions, beliefs. For example, learning to manage conflict without violence; exercises to develop self-esteem.

External controls are those designed to monitor and restrict the child's behaviour. For example, increased frequency of supervision, a curfew. In addition to the internal and external controls, referrals and consultations with the network or partnership can also help to manage risk. For example, a consultation with the Speech and Language Therapist to understand how to best engage with a child with specific communication needs.

Strengthening protective factors could include for example arranging appointments at school to support compliance; support the child to continue to access constructive activities; support the child and their family to access joint activities to build up on their relationship and where they are not able to fund them, etc.

Where there is a change of circumstances, context or a new incident of concern becomes known to the PYJS worker, this must be recorded on the IYSS case management system within one working day and immediately be reported to the line manager. If the incident becomes known to the worker on a Friday or the last day before a prolonged absence (for example, the last working day before annual leave), it must be recorded and reported to their line manager before the end of the working week.

Risk management must be led by the assessment, be commensurate to the identified risks, personalised and contextualised. Risk management must be reviewed and updated when assessments are reviewed and updated.

Frequency of contact

The number of contacts required to manage risk should be proportionate to the child's needs and balanced with the need to ensure the safety and well-being of the child as well as public protection. When considering the frequency of contact we must also take into account the impact of cumulative expectations placed on the child, and what is likely to be effective in supporting and engaging them to minimise the likelihood of harm occurring.

As a guidance, the following level of (statutory) contacts would be appropriate.

- Low risk across all three domains: fortnightly contact
- Medium risk of either LoR or ROSH: weekly contact
- High risk in any of the risk domains: twice weekly contact
- Very high risk in any of the risk domains: at least three times a week

It is also important that the criminal justice system is not used to address safeguarding, welfare or support needs.

Management of Likelihood of (re-)offending

For children assessed as low LoR, no additional work is necessary. As with all risk levels, there should be ongoing monitoring to identify any change in circumstances. Supervision of the assessment, planning and delivery of work will be done via monthly line management supervision.

For children assessed as medium or high LoR, the intervention plan should include interventions designed to reduce the assessed risk. Effectively, there should be a golden thread that connects the identified risk factors to offending in the LoR section of the assessment with the internal/external controls in the plan. If the child has been assessed using Asset+, the Risk Management Plan section (Pathways & Planning) should include the additional controls, referrals and consultations required to manage the LoR. Otherwise, these additional aspects will be highlighted in the plan section of the mini-asset. Oversight of the LoR plan will be provided by the line manager through effective quality assurance of assessments and reports and monthly line management supervision.

Management of Risk of Serious Harm

For children assessed as low ROSH, no additional work is necessary. As with all risk levels, there should be ongoing monitoring to identify any change in circumstances. Supervision of the assessment, planning and delivery of work will be done via monthly line management supervision.

For children assessed as medium, high or very high ROSH, action should be taken to manage the assessed level of risk. The management of the identified risk factors to ROSH



should be addressed in the intervention and risk management plan. The intervention plan should address the internal controls required to manage and reduce the assessed risk levels. If the child has been assessed using Asset+, the Risk Management Plan section (Pathways & Planning) should include the additional controls, referrals and consultations required to manage the ROSH. Otherwise, these additional aspects will be highlighted in the plan section of the mini-asset. Oversight of the ROSH plan will be provided by the line manager through effective quality assurance of assessments and reports and monthly line management supervision.

High Risk Panel

This is a multi-agency panel, chaired by the Team Manager, which provides senior oversight and guidance for risk management of any child who has been assessed as high or very high ROSH. It will be the responsibility of the case worker or their line manager to request a High-Risk Panel within two working days of 1. Assessing a child as high or very high ROSH; 2. Becoming aware of a change of circumstances or new incident which is serious enough to warrant consideration for an increase of assessed risk levels to high/very high (for example a child arrested out of area with significant amounts of Class A drugs; a child arrested for a grave offence; a child arrested in possession of a weapon in a public space).

Upon a request for a High-Risk Panel meeting, the Team Manager will schedule an ad-hoc meeting and the following professionals must be invited: the PYJS case worker and their line manager; the CAMHS practitioner; the seconded PYJS PC. Any other professional currently or previously involved with the child and who could also support with risk assessment and management should also be invited. For example, social care or early help worker; school teacher; substance misuse worker; placement key worker; SALT or Nurse; education welfare officer, etc.

At the end of the Panel, a specific action plan and risk classification should be agreed, including when should the child be discussed again at the panel. Minutes of the meeting will be shared by the Team Manager with all those who attended. The case worker must ensure that minutes are uploaded to the system and that the intervention plan and Asset+ risk management plan are updated with any actions resulting from the High Risk Panel meeting.

The High-Risk Panel meeting will also be the right forum to manage Level 1 MAPPA cases.

Management of Safety and Well-being concerns

For children assessed as low SWB, no additional work is necessary. As with all risk levels, there should be ongoing monitoring to identify any change in circumstances. Supervision of the assessment, planning and delivery of work will be done via monthly line management supervision.



For children assessed as medium, high or very high SWB, action should be taken to manage the assessed level of concern. The management of the identified risk/need/concern factors should be addressed in the intervention and risk management plan. The intervention plan may be able to address internal controls required to manage and reduce the assessed concern levels (for example, develop the child's self-esteem; support to strengthen the relationship with a parent). Relevant external controls may include, for example, regular liaison with the school to be aware of any incidents of bullying; liaison with CAMHS to monitor whether the child is accessing medication for ADHD; ensuring the child is accessing the support identified in an EHCP. If the child has been assessed using Asset+, the Risk Management Plan section (Pathways & Planning) should include the additional controls, referrals and consultations required to manage the SWB concerns. Otherwise, these additional aspects will be highlighted in the plan section of the mini-asset. Oversight of the SWB plan will be provided by the line manager through effective quality assurance of assessments and reports and monthly line management supervision.

Where the child has been assessed as high or very high SWB concerns and they are already on a Child Protection, Child in Care or Child in Need plan, the management of the child's safety and well-being concerns will be led by the social worker. The PYJS safety plan should be aligned with the CSC plan. It is imperative that the PYJS case worker actively engages with any plan reviews and incorporates its action to the risk management plan.

If a child with high or very high SWB concerns is **not** already open to Children Social Care, within two working days of the assessment being completed the PYJS case worker must complete a MARF referral highlighting the identified concerns so that consideration can be given to a Child and Family Assessment.

Risk to staff and other children

Risk to staff

This section should be read in conjunction with the WBC Lone Working policy and guidance, which sets out reasonable precautions and guidance for staff working alone.

No practitioner (case worker or manager) should meet with a child at the office or at their home address on their own. This means that there should be at least two members of staff at the office and there should be an adult member of the family at the home address when we see a child, to safely conduct an interview.

When completing a home visit to a child/family for the first time the case worker should firstly check IYSS and MOSAIC records to identify any potential safety concerns. Information provided in YOT1 may also inform our judgment regarding any presenting



risks if completing a home visit. For subsequent home visits, should any safety concerns been identified during the initial home visit, the case worker will complete a risk assessment prior to further visits. The risk assessment must be signed off by their line manager before subsequent home visits can be completed.

The case worker must record in their own and the shared calendar the initials of the child they will be visiting. They should also set up a “buddy” to whom they must report upon entering and leaving the home. Should the case worker not report back to the buddy within 15 minutes of the expected end of the home visit, the “buddy” should report the concern to the line manager. The line manager will attempt contact with the case worker and/or the child/family. Should the line manager be unable to establish contact with the case worker, the line manager should report the concern to the Police.

If a child represents a risk to any member of the PYJS or any member of the professional network, this should be recorded as a “Risk to Staff” within the “Life Events” tab of IYSS. The team should be informed by email (sent by the case worker) and the name of the child recorded on the “Risk to Staff” spreadsheet saved on the Duty folder of the Z drive. Duty Officers and any member of the team who are seeing children on behalf of their allocated case worker should always check IYSS and the Risk to Staff spreadsheet before meeting with a child. Where new concerns arise regarding the potential risk to staff pose by a child, there should be a discussion with the line manager and if the concerns are agreed, the above process should be followed (recording the risk as a Life Event and filling in the Risk to Staff spreadsheet). The management of the risk to staff that a child poses should be included in the risk management plan. The risk management will include the recording of the risk on IYSS and the relevant spreadsheet, the information sharing with the team, and other additional measures for example that the child should not be seen by a single worker or in specific locations.

Risk to other children

Where a child has been identified as presenting a risk to another child who also attends the PYJS (for example, risk of conflict due to alignment with opposing pro-criminal groups), measures should be put in place to manage this risk. These measures must also be included in the risk management plan and they could include for example, ensuring that appointments for both children do not clash, ensuring that both children do not attend the same group work, etc.

Multi-Agency Public Protection Arrangements (MAPPA)

MAPPA does not have legal entity. Instead, it is a set of arrangements to support with risk management of high-risk individuals. The purpose of MAPPA is to protect the public,

including previous victims of crime, from serious harm by individuals who have/may commit sexual and violent offences.

MAPPA categories

To be eligible for referral under MAPPA, an individual must fall into one of 3 categories

- Category 1 Registered Sex Offender
- Category 2 Violent and other sexual offenders who been sentenced to 12 months or more in custody
- Category 3 Other offenders where serious concerns about risk and public protection have been identified, with a previous offence that indicates that they are capable of causing serious harm to the public, and where MAPPA will add value to the management of their risk

Referrals into MAPPA

The PYJS should notify the Central MAPPA Unit (CentralMappaUnit@thamesvalley.pnn.police.uk) of all MAPPA eligible young people using the MAPPA H form. For children that are expected to be managed at level 2/3, the PYJS should make the referral using the MAPPA A form. Forms are available online at www.mappa.justice.gov.uk. MAPPA forms will be completed by the case worker and must be quality assured by a manager before they are sent over to MAPPA.

Category 1 referrals must be made upon the registration becoming known to the PYJS (usually at point of sentence). Category 2 referrals (i.e. for children in custody), the referral into MAPPA must be completed six months prior to their release into the community. The referral must be made to the MAPPA area where the child will be residing. If unknown, the referral must be made to the MAPPA area of their last known address. Where the release address is in a different area to PYJS, the case worker must also notify the local Youth Justice Service of the child being released into their area and initiate the relevant transfer/care-taking process.

For MAPPA Level 1 children, risk management will be led by the PYJS, and senior management oversight provided through the High-Risk Panel. For MAPPA Level 1 children, High Risk Panels should be held monthly.

Eligible MAPPA children will be managed at Level 2 when they pose a high risk of serious harm to others, the current risk management arrangements do not suffice to manage that risk, and there is a need for other agencies to be involved.

Eligible MAPPA children will be managed at Level 3 when the risk management plan requires active conferencing due to imminent risk of serious harm to others and/or media attention; and/or when Senior Representation is required in order to be able to commit significant resources at short notice.

The PYJS case worker and their line manager must attend MAPPA meetings. Attendance to MAPPA must be recorded on IYSS and any actions completed promptly. In addition,

MAPPA risk management decisions must be included within the child's risk management plan.

Management oversight

Management oversight involves a set of principles and actions to ensure that the PYJS team is effectively supported to manage risk; and their practice is appropriately monitored and supervised to ensure that the Service standards are met.

Management oversight will include the following.

- Appropriate training being made available to the team around risk assessment and management, at least annually.
- Quality assurance with written feedback for all assessments and reports.
- Case audits.
- Monthly line supervision, including case discussion, at least monthly.
- High Risk Panels available and chaired by a manager, within one week of their request.
- Group supervision, Case Formulation panels or Trauma Recovery Model meetings for exploratory purposes for complex and high risk cases, chaired by a manager.
- Managers' attendance to MAPPA meetings.
- Access to multi-agency consultations with partners from seconded agencies and in particular the CAMHS practitioner with regard to Trauma Recovery Model and the seconded PC with regard to police intelligence.
- Review of case management guidance and risk management guidance, at least every two years.
- Managers "open door" policy to regularly support and guide case workers' practice.
- Management reporting of serious incidents in line with YJB guidance [Serious incidents notification: standard operating procedures for YJSs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614247/serious_incidents_notification_standard_operating_procedures_for_yjs.pdf)

In addition to the above, management will also ensure that the following peer-on-peer support is available to the team.

- Risk Clinics, a forum for safe discussions amongst peers where initial risk assessments can be explored. Led by an experienced member of the team and available to all case workers.
- Risk thematic peer-on-peer reviews.