



# **WOKINGHAM BOROUGH COUNCIL**

**Wokingham Prevention and Youth Justice Service**

**Case Management Guidance**

**Caretaking/transfer in and out of cases**

## Document Control Information

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## Acronyms and references

**IYSS:** case management information system utilised to record our work

**PYJS:** Wokingham Prevention and Youth Justice Service

**ATM:** Assistant Team Manager

**TM:** Team Manager

**YJS:** Youth Justice Service, comprehensive term that includes Youth Offending Service (YOS) and Youth Offending Team (YOT).

**YJB:** Youth Justice Board

**CSC:** Children Social Care

**CIC:** Child/Children in Care (it includes care leavers)

**Admin:** Business Support worker

**Protocol:** National Protocol for Case Responsibility, Practice Guidance for Youth Offending Teams in England and Wales, published by the Youth Justice Board in January 2018

## Legal Framework

This document is underpinned and should be read in conjunction with the following documents.

- National Protocol for Case Responsibility, Practice Guidance for Youth Offending Teams in England and Wales, published by the Youth Justice Board in January 2018.
- YJB Case Management Guidance-Case Responsibility  
<https://www.gov.uk/guidance/case-management-guidance/case-responsibility>

Under the Crime and Disorder Act 1998, YJS are responsible for providing youth justice services to all children and young people within their area. The PYJS practices under the Child First approach, meaning that the best interest of the child should always be at the forefront of any decision making. Notwithstanding this, there are processes and documents that the PYJS will require in order to effectively undertake the management and supervision of an out of area child moving to Wokingham or when a Wokingham child moves out of area and the PYJS requests for youth justice services to be provided by another YJS.

## Overarching principles

**First and foremost we should always remember that we are working with children. Our practice is driven and underpinned by Child First practice.**

- 1. Engagement:** case workers will seek to engage with the child and parents/carers throughout the duration of our involvement with them and will work to ensure their meaningful participation, including the co-production of plans.
- 2. Trust:** case workers will seek to establish meaningful and trusting relationships with the children they work with, adopting a trauma informed approach to their practice.
- 3. Diversity:** case workers will take into account the diverse needs of each child and will promote equality in access and engagement. Case workers will be culturally aware of children's cultural and ethnic background and consider how they may impact on the child's engagement.
- 4. Identity:** intervention plans should contribute to building a child's a pro-social identity, underpinned by the Good Lives Model.
- 5. Understanding:** case workers will ensure that the child is aware of their rights and responsibilities throughout their involvement with the service. Language and communication should adapt to meet the child's needs and level of maturity. Where the case worker identifies some barriers with language and communication they should consult with the speech and language worker for support and guidance in working with that child.
- 6. Effective intervention:** case workers will consider targeted interventions based on the predisposing, precipitating, perpetuating and protective factors of case formulation. Within the time constraints of a community resolution programme, interventions will also be prioritised based on where the child is within the cycle of change. The role of other agencies that might be involved with the child and their scope to deliver some of the identified interventions should also be considered.
- 7. Effective multi-agency work:** case workers will co-ordinate interventions with any other relevant specialist agencies with specified intended outcomes, prioritised based on need. Where a child is known or becomes known to Children Social Care, the case worker will be expected to attend and participate in relevant meetings (i.e. LAC reviews, CIN Reviews, ICPC, etc).
- 8. Consistency in practice:** case workers will ensure that cases are managed and supervised in line with the relevant Wokingham Borough Council Practice Standards, as well as the Youth Justice Board's National Standards, where relevant.
- 9. Safety:** case workers will ensure that any risk to the public and the child's safety and well-being are assessed and managed effectively.

1. Children's welfare should be kept at the centre of all decision making.
2. You should always consider any public protection issues, and plan to address these.
3. Children and their parents or carers should be involved in decision making about the support they will receive, and understand the decisions made.
4. Support should be maintained throughout the process, such as any moves and changes for supervising staff members.
5. Justice services should be provided to the same standard, regardless of which local authority has responsibility or where the child lives.
6. Good communication should always be maintained between local authorities and agencies; with information shared in a consistent and timely way and accurate records kept.

The generic working principles of caretaking and transfer of cases, as well as the dispute resolution process for these cases will follow the guidance provided by the Protocol and the YJB Guidance.

There are numerous practice scenarios in which children may require youth justice services while outside the area in which they normally live. It is impossible to anticipate every practice scenario; therefore, this guidance will explore overall expectations around case management of transfer/caretaking in and out of PYJS.

## Definitions

We understand a request to caretake a case, one where:

- A child will be temporarily living outside their regular area of residence (for example a Child in Care whose placement is located out of area; a child who has to move residence to meet a bail or other Court Order requirement).
- A child who moves to a new area but where the new living arrangements are subject to a 3-month testing period (for example a child who is living with one parent/family member and moves to a new area to live with another parent/family member; a family which is accommodated out of area by Children Social Care on a temporary basis).

We understand a request to transfer a case, one where:

- A child who has passed the 3-month testing period will effectively be transferred to the Host YJS, at the end of the testing period.
- A child who moves to a new area as part of a "family move", with the child moving to the new area with the same parents/carers they were living with in their previous area.

## Caretaking and Transfers in

### 1. Allocations and initial steps

Requests from other YJS for the PYJS to caretake a case occur over the phone or via email and dealt by the duty officer. When one such request is received, we must ask for an email address where our Caretaking-Transfer Request Form can be sent. The document can be found on Z:\Waterford Hub\PYJS Office Duty and Cover.

When a completed Caretaking-Transfer Request Form is received, the duty officer must forward the document to the ATM/TM.

The ATM (or TM in their absence) will review the documentation and its merit and accept/reject the request within three working days. For accepted cases, the ATM will complete the relevant section of the form, ask admin to create the case on IYSS and to upload all the received documents, including the completed Caretaking-Transfer Request Form. The case will go on to the allocation pathway and be allocated to a PYJS worker the following Thursday.

**Allocation:** Following allocation, the case worker will liaise with the Home YJS within three working days and schedule a handover meeting within 10 working days of allocation. Caretaking and transfer requests will be “completed” only after a 3-way handover meeting with the child and their Home YJS case worker has taken place. Until then, the supervisory and case management responsibility of the child will remain with the Home YJS. It is good practice for the 3-way meeting to take place as a home visit and that parents/carers to also be invited to this meeting.

**Handover meeting:** The handover meeting will serve the dual purpose of planning meeting, whereby both YJS, the child and their parent/carer will review any previous intervention plan and agree a new one for the following three months. The plan will be based on the most recent AssetPlus provided by the Home YJS within the caretaking/transfer request.

Whilst provisional arrangements can be made in regard to supervision of high risk children, this will be subject to the minimum information and documents marked as “essential” having been submitted, without which, it would not be safe for the PYJS to undertake any supervisory relationship.

**Request rejected:** If the request is rejected, this will be on the basis of out of date or missing information and the case will be returned to the Home YJS for the correct/remaining information to be provided.

#### 1.1 Out of Court Disposals

When an out of area CIC who resides in Wokingham commits an offence in Wokingham, the PYJS should contact the Home YJS and confirm that they agree for the PYJS to

complete the screening tool and to supervise the resulting OOC. This communication will be done via email by the ATM/TM within one working day of receiving the consultation request by the Youth Justice Unit. All communication will be recorded on the PYJS case management system (IYSS). With the Home YJS agreement, the case will follow the allocation pathway. The allocated case worker will ensure that all screenings, assessments, and reports are shared with the Home YJS. In these cases, a 3-way handover meeting will not be required as the case will open directly to PYJS. The exception to this rule would be for example, if the child had been open to the Home YJS on a prevention intervention or another OOC at the time of receiving the new OOC in Wokingham.

If however, an out of area CIC commits an offence in the Wokingham area and is subsequently placed out of Wokingham before or after an Out of Court Disposal is issued for that offence, the Home YJS will have responsibility for completing any relevant screenings and assessments or the ongoing caretaking process request to the new area. It will be the ATM/TM responsibility to communicate with the Home YJS to notify them of the change of circumstances within one working day of becoming aware of them. The ATM/TM will share any screenings, assessments, or reports which have already been completed.

## **1.2 Referral Orders**

When an out of area CIC living in Wokingham receives a Referral Order whilst living in Wokingham, the local Court will make out the Referral Order to the PYJS. In line with the Protocol, the PYJS will be responsible for the case supervision and management of the case. The PYJS will allocate the case following the allocation pathway and as part of that pathway, the ATM/TM will make the Home YJS aware of the Order. The case worker will liaise with the Home YJS to obtain all relevant CSC information, and any prior relevant youth justice information, reports and assessments. The Home YJS should be furnished with any reports, assessments and the Referral Order Contracts completed by the PYJS. In these cases, a 3-way handover meeting will not be required as the case will open directly to PYJS. The exception to this rule would be for example, if the child had been on another Referral Order or on an OOC at the time of receiving the new Referral Order in Wokingham.

If however, the out of area CIC receives a Referral Order whilst living in Wokingham and is subsequently placed out of area, the Home YJS will have responsibility for ensuring the ongoing caretaking request to the new Host YJS. The PYJS case worker must let the Home YJS know of the change of address within one working day of becoming aware of the change of circumstances.

When a Pre-Sentence Report (PSR) is being written by the Home YJS for an out of area CIC living in Wokingham and the likely recommendation will be a Referral Order, it is good practice for the Home YJS to liaise with the PYJS so that we can hold any Pre-court panels, where required.



## **2. Case recording, case management and line supervision**

The PYJS case worker must record all supervision sessions (and contacts) on IYSS (YOT section) and within two working days of occurrence. For supervision sessions, the relevant template must be used. Where a significant risk or change of circumstances has occurred, it must be recorded within one working day of the case worker becoming aware.

The first intervention plan must be completed on the day of the initial 3-way meeting and recorded on the Process stage of IYSS. Thereafter, intervention plans will be reviewed every three months. For caretaking cases, it is good practice to invite and for the Home YJS worker to attend the review planning meeting.

Within three months of the case being allocated, the case worker will complete a Review AssetPlus, which will be informed by the Home YJS AssetPlus as well as the case worker's knowledge and subsequent assessment of the child. Thereafter, the AssetPlus will be reviewed in line with our local practice (every six months unless there is a significant change of circumstances).

Enforcement and risk management (including High Risk Panels, EMRAC and MAPPA referrals) of all caretaking/transfer cases will follow the same guidance and process than for local cases. The exception to this rule is for caretaking cases of CIC or on temporary living arrangements (for example residence in Wokingham Borough during the bail period), whereby the child's safeguarding will be overseen by their home EMRAC (Exploited and Missing Risk Assessment Conference) or equivalent. MAPPA arrangements for transient children (for example where their residence is only temporary in Wokingham Borough) should be specifically discussed with the Thames Valley MAPPA Coordinator.

All caretaking/transfer cases will be subject to line supervision, to the same frequency and quality than local cases.

## **3. Reports**

### **3.1 Pre-Sentence Reports**

For care-taking cases (or during the care-taking stage of a transfer case), any PSR requests by any Court will be responsibility of the Home YJS. Wokingham PYJS will collaborate with the process and assessment as needed. Any sentencing proposal should be made in consultation with Wokingham PYJS, who should be invited to Sentencing Panels (or similar) so that the Home YJS is aware of resources and interventions available in the Wokingham area.

### **3.2 Referral Orders Reports**

For Referral Orders, and in line with the National Guidance, the PYJS will write all Panel Reports as required whilst the child is residing in the Wokingham area. This will include any non-compliance reports and return to Court reports.

### **3.3 Breach Reports**

For care-taking cases (or during the care-taking stage of a transfer), Wokingham PYJS will take care of breach proceedings (i.e. issuing of warning letters; requesting summons in the local Court; attending Court hearings), in consultation with the Home YJS. The PYJS will also complete a Breach Report with the proposal being one agreed with the Home YJS. There will be two exceptions to the Breach Report rule: if the breach occurs within the first three months of the caretaking and if the PYJS case worker is not at work at the time of the breach. In both instances, the expectation will be for the Home YJS worker to complete the Breach Report for the Court.

### **4. Change of address**

For care-taking cases (or during the care-taking stage of a transfer case), the Home YJS will be responsible for arranging any further care-taking agreements should the child move to a new area. This will include contacting the new YJS and arranging the change of local justice area on Court Orders.

## **Caretaking and transfers out**

### **5. Initial steps**

When the case worker becomes aware that a child they supervise will be moving residence out of borough, the caretaking or transfer out process will be triggered. It will include:

- a) A recorded discussion with the line manager to explore the best interest of the child (for example, if the child is moving to a neighbouring area and they have only two months left on their Order it may not be in their best interest to have their case transferred to the Host YJS).
- b) A written request to the Host YJS for the caretaking/transfer of the case.
- c) A recorded discussion with the child to explain to them the caretaking/transfer process.
- d) Timely transfer to the Host YJS of all the required documentation.
- e) Ongoing supervision and risk management of the child until the caretaking/transfer is accepted by the Host YJS.
- f) Attending a 3-way handover meeting with the child and Host YJS

### **5.1 Out of Court Disposals**

When a Wokingham child who resides in Wokingham offends out of area, the PYJS will be responsible for screening, assessing and ultimately supervising the Out of Court Disposal.

When a Wokingham CIC who resides out of area commits an offence in the area of their habitual residence, the Host YJS should be conducting the relevant screening, assessments and ultimately supervise the Out of Court Disposal. The PYJS will however have to open the case in their case management system (IYSS). Such cases will be allocated to a case worker/ATM whose responsibility will be to share with the Host YJS all relevant CSC information; obtain copy of assessments and reports written by the Host YJS; and have monthly contact with the Host YJS in regard to progress of the disposal.

If however, a Wokingham CIC commits an offence in the Wokingham area and is subsequently placed out of area before or after an Out of Court Disposal is issued for that offence, the PYJS will have responsibility for completing any relevant screenings and assessments, after which, caretaking of the case should be requested to the Host YJS.

## **5.2 Referral Orders**

When a Wokingham CIC living out of area receives a Referral Order whilst living out of area, the local Court will make out the Referral Order to the Host YJS. In line with the Protocol, the Host YJS will be responsible for the case supervision and management of the case. The PYJS will allocate the case to a case worker/ ATM whose responsibility will be to share with the Host YJS all relevant CSC information; obtain copy of assessments and reports written by the Host YJS; and have monthly contact with the Host YJS in regards to progress of the Order. Contact with the child

If however, the CIC receives a Referral Order whilst living in Wokingham Borough and is subsequently placed out of area, the allocated PYJS worker will have to make a caretaking request to the Host YJS and follow their relevant process. The caretaking request must be completed within five working days of becoming aware of the child's transfer to a new area.

When a Pre-Sentence Report (PSR) is being written by the PYJS for a Wokingham CIC living out of area and the likely recommendation will be a Referral Order, it is good practice to liaise with the prospective Host YJS. This should be done for the purpose of consistency, since Pre-court panels (where required) should be convened by the YJS where the Referral Order will be delivered.

## **5.3 Youth Rehabilitation Orders (YRO)**

A Court may not sentence a child to a YRO without a YJS report, usually a Pre-Sentence Report (PSR). The PYJS will have responsibility to write a PSR for a Wokingham CIC, regardless of their area of residence. When such a request for a PSR is received, the usual allocation process will follow, and the allocated case worker will ensure that the assessment process takes place. Additionally, there should be liaison and consultation with the Host YJS to understand their local resources and how they will inform our sentence proposal. Exceptionally, if the child has long resided in their current area, they have been known to the Host YJS in the past, and the distance between the Host YJS and PYJS is significant, it may be in the best interest of the child that the PSR is completed by the Host YJS. In this case, the approach should be one of regular and effective

communication with the Host YJS, and with the child, to explain to them the rationale that has been used.

Where a Wokingham CIC residing in Wokingham is placed out of area during the course of their YRO, the allocated PYJS worker will have to make a caretaking request to the Host YJS and follow their relevant process. The caretaking request must be completed within five working days of becoming aware of the child's transfer to a new area.

#### **5.4 Detention and Training Orders (DTO) and their Notice of Supervision**

The PYJS will retain case management and supervision for all Wokingham CIC who are placed in custody (either on remand or sentence). However, the YJS of the area where the child will be residing upon release will care-take the case during the Notice of Supervision. The caretaking request must be completed within five working days of becoming aware of the child's release address even if this is during the early stages of the custodial element. Likewise, where the child will be subject to MAPPA upon release, the referral to the new MAPPA area should be completed as soon as the release address becomes known to the PYJS. This will allow for an effective, planned and timely transition of the case to the Host YJS. If applicable (for example where the release address is known with enough notice prior to release), the Host YJS should be invited to the pre-release meeting in custody.

Where the child in custody is not a CIC and the parents/carers have notified the PYJS about their move to a new area, a caretaking or transfer request to the Host YJS (depending if the move is between parents/carer or a family unit move) must be completed within five working days of becoming aware of the child's intended new address upon release, even if this is during the early stages of the custodial element. This will allow for an effective, planned, and timely transition of the case to the Host YJS. If applicable (for example where the release address is known with enough notice prior to release), the Host YJS should be invited to the pre-release meeting in custody.

### **6. Case recording, case management and line supervision**

The PYJS case worker must record all contact with the Host YJS from the moment that caretaking/transfer requests are made and within two working days of occurrence. The best interest of the child should be kept at the forefront of any decision making. Whilst the caretaking or transfer remains pending, the PYJS case worker should ensure that there is ongoing supervision of the child and effective management of their assessed needs and risks, which may include face to face or virtual contact. Factors such as the distance between Wokingham and the new area should be acknowledged and considered when deciding how contact will be conducted during the transition period.

#### **6.1 Community Orders**

For caretaking cases, the ongoing case worker responsibilities will also include:

- a) A home visit to the child every 3 months; or where impractical (and agreed with the line manager) a virtual session. Where the PYJS case worker has never met the child before (for example a child that has been residing out of area for several

years), it may not be appropriate to introduce a new worker to the child that may not have direct and regular involvement in their lives.

- b) Monthly contact with the Host YJS to obtain an update on the child's progress and any assessments and reports completed during that time, all of which must be recorded and saved on the case management system (IYSS).
- c) Case supervision of the case by a manager at the same frequency than the local cases.
- d) Attendance to relevant CSC meetings.

For transfer cases, the ongoing case worker responsibilities will also include:

- a) A further contact with the child one month after the handover meeting to explore how they have settled in.
- b) Where the transfer has been preceded by a three-month testing period, the case worker will need to attend a final handover meeting at the end of the caretaking period.

## 6.2 Custodial Orders

For children who are being released from custody into a new area, the PYJS worker should attend the initial meeting at the Host YJS on the day of release. If the Host YJS has not established a relationship with the child whilst they were in custody, the PYJS worker should maintain monthly contact with the child for the first three months.

For caretaking cases:

- a) A home visit to the child every 3 months; or where impractical (and agreed with the line manager) a virtual session.
- b) Monthly contact with the Host YJS to obtain an update on the child's progress and any assessments and reports completed during that time, all of which must be recorded and saved on the case management system (IYSS).
- c) Case supervision of the case by a manager at the same frequency than the local cases.
- d) Attendance to relevant CSC meetings.

For transfer cases:

- a) A further contact with the child one month after the handover meeting to explore how they have settled in.

It will be the responsibility of the PYJS case worker to ensure that, where relevant, the child is also transferred to the Host area MAPPA.

All Wokingham CIC who are living out of area and are subject to a Court Order must continue to be discussed at Wokingham EMRAC, where the exploitation concerns remain prevalent.

For all cases involving a Wokingham CIC living out of area, the PYJS worker should have monthly virtual contact with the child to establish a consistent and trusting relationship.

The PYJS worker should also request and record monthly updates from the Host YJS and ensure that any reports and assessments written about the child are received and saved in our case management system (IYSS). Where practical, every three months, the PYJS case worker should also conduct a home visit. The PYJS worker should continue to attend any CIC reviews or planning meeting for the child.

All caretaking/transfer cases will be subject to line supervision, to the same frequency and quality than local cases. Cases caretaken by other YJS will continue to have line supervision until the end of the Order to ensure that there is frequent, and ongoing communication between the PYJS case worker, the child and the Host YJS. Cases that are transferred out to another YJS will cease to be supervised by the PYJS on the day of their transfer when the case should be close in the PYJS case management system.

## **Caretaking and Transfers in/out of MAPPA cases**

### **7.0 Level 1 cases**

The Youth Justice service with overall responsibility for the child (for a Child in Care this would be the Youth Justice service from the “Home” area) will complete a MAPPA form H and submit to the new MAPPA area, at the earliest opportunity that they become aware of the transfer.

### **7.1 Referrals into MAPPA meetings**

The home area should send the referral documents (MAPPA A and MAPPA B) to their MAPPA Unit for thresholding. If the home area disagrees about the need for a meeting, then the host area should submit the referral to their MAPPA Unit.

### **7.2 Level 2/3 cases**

When a case is being heard in a meeting, the Youth Justice service from the local MAPPA meeting (which may differ from the “Home” Youth Justice service), will let it be known in the MAPPA meeting that the child is transferring to a new area. They should also communicate via email to the MAPPA Unit organising the meeting and the receiving area.

### **7.3 Transfers into Thames Valley from other MAPPA areas**

Irrespective of the communication that other MAPPA meetings or Youth Justice services may send to TV MAPPA, the local Youth Justice service which will be taking over the case management of the child transferring into TV must send an email to Central MAPPA [centrilmappaunit@thamesvalley.police.uk](mailto:centrilmappaunit@thamesvalley.police.uk) , notifying them of the transfer into the area of a MAPPA child of any level. This should be done at the earliest opportunity that the TV Youth Justice service becomes aware of the transfer of the child.