

Bracknell Forest Youth Offending Service

Bracknell Forest Education, Children's Services and
Libraries Department



**Protocol for the Exercise of
Joint Responsibilities
between
the Youth Offending Team
and
Children's Services**

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Protocol between the Youth Offending Team and Children's Services

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1 Introduction

The Crime and Disorder Act 1988 includes both Children's Services and the Youth Offending Service (YOS) amongst the agencies that are required to work together to reduce youth crime. The Children Act 2004 requires the YOS to work with Children's Services to promote the safety and well being of children and young people in their area. Recognising that the welfare of the child is a shared concern, all involved must aim for a consistent, continuous service within which resources are effectively managed. The protocol aims to provide a framework to support these objectives.

The protocol covers social care and education services for children and is between the YOS and the managers for those services within the Education, Children's Services and Libraries Department. The term, 'Children's Services', is used in this protocol to cover both social care and education services.

2 Purpose

The purpose of this protocol is:

- To confirm the commitment of the Education, Children's Services and Libraries Department to the key objectives and relevant targets of the Youth Offending Service
- To confirm that suitable arrangements are in place to facilitate access between services provided by the Youth Offending Service and Children's Services.
- To confirm the commitment of children's services under Section 17 of the Crime and Disorder Act to prevent offending by children and young people,
- To confirm the commitment of the Youth Offending Service to promote the safety and well-being of children.

3 Governance

3.1 Structure¹

The Bracknell Forest YOS is a well established member of the Crime and Disorder Reduction Partnership (CDRP)². This partnership board was developed in June 2004 and also provides governance of the Safer Communities Team and the Drug and Alcohol Team. The CDRP is chaired by the Chief Executive. It meets quarterly and the YOS manager provides an exception report on YOS performance at each meeting. A financial report is also provided. Staffing and resources issues are discussed and the partnership helps set the strategic direction of the YOS.

Governance of the YOS is provided through the YOS Management Board, a majority of whose members are also members of the Bracknell Forest CDRP. The YOS Performance Management sub group has been established to ensure greater scrutiny and accountability to partners in relation to YOS performance. This sub group will report into the CDRP.

The YOS continues to be monitored operationally through the Assistant Director, Children's Social Care, who is a member of the YOS Management Board and provides monthly supervision to the Head of the YOS . The YOS is strategically and operationally located

¹ See also Bracknell Forest YOS, Youth Justice Plan - <http://www.bracknell-forest.gov.uk/living/liv-children-and-families/liv-youth-offending-team/liv-youth-justice-plan.htm>

² See also Safer Communities - <http://www.bracknell-forest.gov.uk/living/liv-safer-communities.htm>

within the Education, Children's Services and Libraries Department of Bracknell Forest Borough Council.

3.2 Performance Targets

The Head of the YOS reports quarterly to the CDRP on the performance of the Youth Justice Board Targets and to elected members, through departmental and corporate management teams, on the performance of the YOS in relation to relevant local targets.

Details of all the objectives and targets for the YOS relevant to this protocol are set out in the Youth Justice Plan, which has been endorsed by all YOS Management Board members, including the Chief Executive of the Council, the Director of Education, Children's Services and Libraries, the Assistant Director, Children's Social Care and the Assistant Director, Access and Inclusion.

4 Responsibilities of the YOS and Children's Services

4.1 Responsibilities of the YOS to promote the safety and well-being of children

The Children Act 2004 sets out a requirement for the YOS to co-operate with all local children's services in their duty to promote the safety and well-being of children and young people. This will be achieved by the following:

- The YOS will prepare rehabilitation services for their young people leaving custody and plan in advance with children's services for their release.
- The YOS will refer child protection or children in need concerns to Children's Social Care and contribute towards child protection plans on a case by case basis as appropriate.
- The YOS will hold, where appropriate, children in need cases, but will never lead child protection cases, or looked-after children cases (unless remanded to the local authority).
- The YOS will contribute to reviews of looked after children who are also young offenders.
- Plans for intervention carried out by the YOS for a looked after child will inform and complement the overall looked after children (LAC) care plan.
- The YOS will share, through the MAPPA (multi-agency public protection arrangements) process, information on children who pose a risk to the local community.
- The YOS will provide youth justice services if offences are committed by children placed in their area by other authorities, and will liaise with Children's Social Care if there are any concerns which may require investigation under Section 47 of the Children Act 1989.
- The Head of the YOS will be a member of the Bracknell Forest Local Safeguarding Children Board and the YOS will operate in accordance with the pan Berkshire Child Protection Procedures³ (July 2006).

³ See <http://www.bracknell-forest.gov.uk/living/liv-children-and-families/liv-local-safeguarding-children-board.htm>

4.2 Responsibilities of children's services under section 17 of the Crime and Disorder Act to prevent offending by children

Children's services will contribute to fulfilling the statutory aims of the youth justice system. This will be achieved through:

- Provision of social care services to meet the assessed needs of young offenders; child protection intervention, children in need services, section 20 accommodation, family support services, secure placements on welfare grounds.
- Provision of education services to meet the assessed needs of young offenders; mainstream education provision for all young offenders or alternative full-time provision; Special Educational Needs provided for; education for young people leaving custody that continues their individual learning from custody and Behaviour Support Teams and related services.
- Liaison with Children and Adolescent Mental Health Services to provide assessment and treatment for young offenders as appropriate.
- Case holding responsibilities (the YOS can hold children-in-need cases, but should never hold child protection cases or looked-after children cases (unless resulting from remands to the local authority))
- The Children's Social Care Services will ensure that looked-after children reviews are conducted in a timely fashion for any young offenders who are looked after, including those in custody.
- The children's services will share information with the YOS on children considered to be at risk of offending.

4.3 Additional Joint Responsibilities

- Local authority remands will be managed as a joint responsibility of the YOS and the local authority social services. The local authority will ensure that it makes available adequate provision for remands to its care.
- The YOS will liaise in good time with the children's services regarding the transfer of looked-after children from custody to the community.
- The local authority will meet the Anti-Social Behaviour Act 2003 requirement to notify courts where they will place the child if a court were to remand them to local authority accommodation.
- If information is received by the YOS or by the local authority indicating that a young person in custody or secure accommodation is suffering or is likely to suffer significant harm, it is the local authority children's social care service in whose area the custodial establishment is located which is responsible for carrying out section 47 enquiries in relation to any child in custody who they have reasonable cause to suspect is suffering, or likely to suffer, significant harm. (See Local Authority Circular LAC (2004)26)

5 Confidentiality

Proper consideration must also be given to issues of confidentiality to ensure that whilst relationships with service users are soundly based on trust, children and young people are protected by the sharing of information in accordance with the requirements of the Berkshire Child Protection Procedures and the Bracknell Forest Local Safeguarding Children Board Partnership Agreement⁴.

All workers will be aware that where the information relates to victims in sensitive cases such as rape, indecency or another child is victim of child abuse, written consent for the sharing of such information may be needed from the victim or the person with parental responsibility.

However in the event of a person refusing permission for the divulging of the information required, the Local Authority will still provide it if there are clear child or public protection grounds for doing so as set out in the above procedures.

A child can make choices about use of information if they are considered to be competent under the Fraser Guidelines, i.e. they have the maturity to understand the significance to them of the decision they are being asked to make. It is the child's allocated Social Worker, or the Social Worker based with YOS who has been asked to provide information who makes this judgment.

6 Referrals

Referrals to Children's Social Care are made to the Duty and Assessment Team. If the young person is a current service user, the Duty Social Worker will direct the enquiries to the relevant social worker. If the young person is not a current service user the Duty Social Worker will take the referral details and carry out an initial assessment if appropriate. Any referral must include the young person's ethnic origin, culture and religion.

7 Assessment

7.1 General

Those signed up to this protocol agree that the assessment of a child's needs as presented in the various assessment formats by either YOS or Children's Social Care staff are of equal standing and will be mutually respected. Which welfare services will be put into place to meet a young person's needs, such as accommodation, family support or advice, will remain the remit of Children's Social Care, but care plans for children for whom the YOS also have a responsibility should always be developed jointly.

7.2 ASSET

The dimensions of the Assessment Framework are consistent with those of the ASSET profile. The key difference is that ASSET concentrates in depth on areas of a young person's life most likely to be associated with offending behaviour. This will need regular review in line with development of the common assessment framework. Responsibility for undertaking ASSET assessments either directly or with the help of others lies with staff based with YOS. ASSET reports will provide an assessment, analysis and plan for managing the risk of re-offending, including violent and sex offenders.

⁴ See <http://www.bracknell-forest.gov.uk/living/liv-children-and-families/liv-local-safeguarding-children-board.htm>

7.3 Assessment Framework

Initial assessments and Core assessments are co-ordinated by social workers in the Children's Social Care Teams. The assessments will consider the relationship between offending behaviour and welfare needs. All workers will ensure minimum duplication of effort and content where both Initial/ Core and ASSET assessments are being undertaken, to avoid a two-tier system. They must ensure that young people are not asked to repeat the details of their circumstances to more than one assessor.

Workers in their respective setting must present their assessment recommendations in terms of the young persons needs, rather than in service specific terms if these are resources managed by the other team.

8 References

Sustaining the Success, Youth Justice Board, October 2004

Bracknell Forest Youth Offending Service, Youth Justice Plan 2006-07

Berkshire Child Protection Procedures, July 2006

Bracknell Forest Local Safeguarding Children Board, Partnership Agreement, October 2006

9 Agreement

Policy and Protocol Agreed By:

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10 Appendix One: Remands and Accommodation Requests - Procedures between Children's Social Care

Duty and Assessment Team and Youth Offending Service

Young People Remanded to Local Authority Accommodation:

The YOS should give early warning where possible of any prospective Remand to Local Authority Accommodation, and should contact the YOS Office Duty worker. YOS Office Duty will ascertain if the case is open to a Social Worker in Children's Services. If so, YOS Office Duty will liaise with the Social Worker, whose responsibility it will be to arrange appropriate accommodation⁵. If the allocated Social Worker is not available (or the case is open unallocated), YOS Office Duty will contact the relevant team manager or team duty worker.

NB. The Local Authority has a similar responsibility to those young people remanded to its accommodation as it does for looked after children, albeit on a temporary basis. Only in exceptional circumstances will it be appropriate to place a remanded young person back at the same address at which s/he was living at the time of the offence.

The YOS will assess for and construct a bail support package where appropriate, taking into account the placement identified. Bail support may include support to be provided by foster carers or residential workers. The package to be offered will be communicated to the allocated Social Worker before being presented to the Court, where practicable. Any bail support package will take into account the existing care plan for the young person.

For those young people not allocated to a Social Worker, the YOS office duty worker will contact the Family Placement Team directly to give early warning of the need to identify a placement. Any incidental expenses associated with the period of accommodation should be met from the Children's Social Care budget. Money/travel warrants may be issued from the YOS at 76 Binfield Road, but should have the agreement of the appropriate manager and should be accompanied by the appropriately signed petty cash or travel warrant form before any expenditure is incurred.

NB. LAC forms must be completed for those young people Remanded to Local Authority Accommodation. Where the young person is open to them, Children's Social Care will complete this work. For those young people not open to Children's Social Care, the YOS will complete the LAC documentation.

Young People Remanded to Secure Accommodation

Where a young person is remanded to secure accommodation the YOS will be responsible for arranging and supervising placement except in cases where there is already an allocated Social Worker, in which case they will take responsibility for placement arrangements and the YOS will deal with any matters required under criminal justice legislation.

Subsequent requests for accommodation under S20:

Where it is clear at the outset, or later becomes apparent, that the young person will need to be considered for Local Authority Accommodation at the end of the remand period, the allocated Social Worker or the Duty Team must be contacted at the earliest opportunity as they will be responsible for the decision making and placement process. In view of this it is good practice to include them in the planning process for the remand period.

For those young persons allocated to Children's Social Care, the YOS will work alongside the allocated Social Worker, providing advice regarding identification of offence related risk factors, and ways in which these may be addressed.

17 year olds remanded on bail:

The YOT does not have any budget to fund placements for young people. Where a 17 year old may be remanded in custody, if that young person is a care leaver, either under S24 Children Act, or under the Children (Leaving Care) Act, the Local Authority may decide to fund a placement whilst on bail (discretionary). Where such a decision is made, the process for seeking a placement should be as with young people Remanded to Local Authority Accommodation (allocated to Children's Social Care).

A disproportionate number of young people who have been looked after by local authorities end up in prison service custody. Every effort should be made to ensure that this number is reduced. Any decision would, however, be subject to the YOS worker's assessment of the risk that young person may present to the public. Where a decision is made to not offer an alternative to a custodial remand, the YOS should remain in contact with the young person throughout their period in custody, and adequate plans should be made to address social and offence related risk factors, to ensure, as far as is possible, that once released from custody they are able to lead lives as law abiding, integrated citizens.

Where there is no decision or basis for the Local Authority to fund a placement, a bail hostel placement, (funded by the Probation Service as part of the in kind contribution to the YOS), or a self funding placement should be sought, subject to risk assessment as above.

Requests for accommodation under section 20 1989 Children Act:

Any request for a young person to be accommodated under Section 20 should be referred to the allocated Social Worker or to Children's Social Care Duty Team as appropriate, irrespective of the source of the referral.

11 Appendix Two: Guidelines for the Provision of Appropriate Adult Services

Responsibilities of the YOS:

The YOS is responsible for the provision of Appropriate Adult Services where parents cannot attend. In some cases an allocated Social Worker, Residential Worker or Foster Carer may act as appropriate adult, but in carrying out Appropriate Adult duties should follow the guidance set out by the Head of Service for Youth Offending, and should complete all sections of the requisite monitoring form, which must be returned to the Youth Offending Service. This information will then be input onto the Youth Offending Service Information System for monitoring and inclusion in reporting to the Youth Justice Board.

Initial enquiry

Where a request is made for a YOS worker or YOS Volunteer to act as Appropriate Adult, basic details should be obtained from the referring Custody Sergeant before a decision is made as to whether it is appropriate to attend. The worker must ask for the young person's name, address and date of birth and ask on suspicion of what offence the young person has been arrested.

The YOS worker should make record checks regarding previous court orders, bail conditions, warrants, PYO status, and the nature of previous convictions (i.e. violent, sexual). If the record checks reveal concerns regarding the young person regarding likelihood of self harm or specific medical needs, these should immediately be brought to the attention of the attending AA and the custody sergeant. If there are concerns regarding the young person's physical or mental health, (including the influence of drugs or alcohol) the worker should ask for medical advice to be sought.

Parental involvement

Under usual circumstances the parent is the most appropriate adult to attend interview. It is important to ensure that parents carry out this function whenever possible. This includes the parents of young people who are accommodated by the Local Authority, although not those who are subject to Care Orders under S31, Children Act (see below).

Where the parents are not available immediately, but will be at a future time and date, police should be asked to grant 47/3 bail until parents are able to attend. This would usually be possible for more minor offences, but not where the young person may present a risk to the public or him/herself.

PACE Codes of Practice state that in the case of a juvenile [child aged 10-17], Appropriate Adult means: **“his parent or guardian (or, if he is in care, the care authority or voluntary organisation. The term, ‘in care’ is used in this code to cover all cases in which a juvenile is ‘looked after’ by a Local Authority under the terms of the Children Act 1989”** [Code C, 1.17(a)(i)]

Looked After Children

Where the young person is living away from the family, check with the Children & Families Duty Team to ascertain the young person's legal status. If the young person is subject to a Care Order under S31, Children Act 1989, the Local Authority has parental responsibility for the young person and the YOS must agree to provide an Appropriate Adult.

If the young person is looked after by the Local Authority under S20, Children Act 1989, enquiries should be made about the nature of his/her placement, and his/her circumstances.

Parental Responsibility for young people looked after under S20 remains with the parents. The allocated Social Worker should be able to advise whether it would be appropriate for the parents to attend. As a general rule, parents have a responsibility to act as Appropriate Adult, but they may be estranged from the child, or there may be orders restricting access of the parent to the child. Where it is inappropriate for the parent to attend, it may be appropriate for a carer, such as the foster carer, to attend. Again you would be guided by the allocated Social Worker in this decision. If all other possibilities have been exhausted, then the YOS must provide the Appropriate Adult.

If the decision is to attend, the attending member of staff should ascertain what time the interview will take place and arrange to attend shortly before that time. Although young people may choose not to exercise their right to legal representation, the Appropriate Adult may decide to overrule that decision. For all but the most minor offences, Appropriate Adults provided by or acting on behalf of the YOS should ask the Custody Sergeant to arrange for a solicitor to be present. This may mean a revision of the time the interview will take place and this should be ascertained before leaving the office, to minimise the time the YOS is left with no on-site Office Duty worker.

Appropriate Adult Procedures and Guidance

Role of the Appropriate Adult

The Appropriate Adult is present to ensure that the young person's civil rights are protected, and to facilitate communication between the young person and the police officers present.

Custody Record

The Appropriate Adult should ask to see the custody record, checking that the young person has been checked regularly, offered meals at appropriate intervals, etc. The time of detention should be noted on the PACE monitoring form, (E).

The "appropriate adult must be permitted to consult the custody record of a person detained as soon as practicable after their arrival at the police station." [Code C, 2.4].

Witnessing Rights

When you arrive you will be asked to witness the young person being given his/her rights, and to sign the custody record to indicate that this has taken place.

Private consultation with young person

It is usual at this time to talk privately with the young person, taking the opportunity to check that's/he has been treated in accordance with the PACE Codes of Practice, see *Conditions of Detention* in Appendix F.

Do not allow yourself to be locked in the cell with the child or young person, you should be given the use of an annexe or interview room to speak with the young person alone.

Outside of formal police interviews, you should not discuss the alleged offence with the young person, nor should you be present when the solicitor interviews the young person.

Any medical problem identified at this stage should be dealt with in accordance with the PACE Codes of Practice, see *Treatment of Detained Persons* in Appendix G.

If it is apparent that the young person is suffering from mental illness or a significant learning disability, they have a right to an Appropriate Adult experienced in dealing with these

aspects. You should seek advice where possible from an Approved Social Worker or other appropriate source before deciding whether to proceed.

Reviews

The reason for the young person's detention will be reviewed by a Police Inspector after the first six hours at the police station and every nine hours thereafter. The Inspector will remind the young person of his/her rights on each occasion.

Ethnic Monitoring

The Appropriate Adult should ask the young person about his/her ethnic origin, making a note on the PACE monitoring form (Appendix H). Monitoring is undertaken according to the 2001 census categories (Appendix I).

Solicitor

As Appropriate Adult you have the right to require the presence of a solicitor at interview, even though the client has declined to exercise that right. [Code C, 3.13]

For minor offences, such as simple theft of a low value or criminal damage, it may be sufficient for the young person to make telephone contact with the solicitor to take advice. For more serious offences, a solicitor should always be present.

Should you decide to go ahead without a solicitor present, it is always possible to stop the interview in the event of the allegation turning out to be more serious than was first apparent, and a solicitor should be called at this stage.

Interview

PACE Codes of Practice state:

“No police officer may try to obtain answers to questions or to elicit a statement by the use of oppression or shall indicate, except in answer to a direct question, what action will be taken on the part of the police if the person being interviewed answers questions, makes a statement or refuses to do either.” [Code C, 11.3]

The Appropriate Adult should have the skills to intervene if this code is being contravened. Oppressive practice may take the form of badgering, potentially intimidating behaviour (for example, the interviewing officer pacing around the room), or behaviour inappropriate in terms of anti-discriminatory practice, etc.

If intervention is necessary, a record should be made on the PACE Monitoring Form (Appendix H).

Fingerprints

The police may take the young person's fingerprints if s/he gives her/his consent. Should there be no subsequent conviction, reprimand or final warning, all copies of the fingerprints must be destroyed. The person under investigation has a right to witness the destruction.

Should consent not be given, a police officer may use reasonable force to obtain such evidence if:

- a) an officer of at least the rank of Superintendent authorises them to be taken (PACE S61(3B).
- b) she/he is charged with or will be reported for a recordable offence.

Photographs

Photographs may be taken with the young person's consent, or if s/he is charged with or will be reported for a recordable offence. Photographs may also be taken if s/he is already convicted of such an offence and her/his photograph is not already on record as a result.

Where there are multiple arrests for the same offence, photographs may be taken without consent for identification purposes. Force may not be used to take a photograph.

Identity Parades

There are four methods of identification that may be used by Police:

- a) a parade
- b) a group identification
- c) a video film
- d) a confrontation

Identification by means of a parade should always be the preferred alternative.

The young person under investigation may request an identity parade where there is a disputed identification. One may also be held if the officer in charge of the investigation considers that it would be useful.

Should the young person refuse consent to an identity parade other methods mentioned above may be used. The young person's consent must be sought for either a group or a video identification; however, should consent not be given the investigating officer may still proceed at his/her discretion. Consent is not required for confrontation. It should, however, only be used as a last resort.

See PACE Codes of Practice, Section D, for regulations concerning the conduct of any of these modes of identification. A copy of the Codes of Practice is kept in the PACE file.

Intimate Samples

PACE defines an "intimate sample" as:

"a sample of blood, semen or any other tissue fluid, urine, saliva or pubic hair, or a swab taken from a person's body orifice."

Any such sample, except urine or saliva, must be taken by a doctor. Intimate samples may only be taken with the authorisation of a police officer of the rank of Superintendent or above. The officer in the case must consider that such a sample will confirm or disprove the young person's involvement and must have her/his written consent. If the young person refuses they should be informed that such refusal may be interpreted as corroboration of prosecution evidence and should be reminded of his/her right to free legal advice.

Non-Intimate Samples

These consist of:

- a) a sample of hair other than body hair
- b) a sample taken from a nail or under a nail
- c) a swab taken from any part of a person's body other than a body orifice
- d) a footprint or similar impression of any part of a person's body other than a part of his/her hand

The conditions that must be met before a non-intimate sample is taken are exactly similar to those for an intimate sample, except that the young person's consent is not essential and

that reasonable force may be used if necessary. Non-intimate samples are routinely taken for more serious offences.

After Investigations are Completed

The Custody Sergeant may decide to issue a reprimand, a final warning or to charge the young person. Otherwise the Custody Sergeant may decide to allow police bail for further investigation, or to refuse charge (that is, to take no further action).

Reprimand or Final Warning

Where the decision is to issue a reprimand or a final warning, it would properly fall to the parent or guardian, not the Appropriate Adult, to be present. This is because the parent or guardian has the right to refuse the action on behalf of the young person, in which case the young person would usually be charged with the offence. The Appropriate Adult does not have the authority to accept on behalf of the parent or guardian, unless this has been expressly given. Where the decision is to reprimand or warn, steps should be taken to secure the parent or guardian's attendance, including consideration of giving 47/3 bail to a time when parent/guardian's attendance may be secured. The Appropriate Adult may only be present for reprimand or warning with the authorisation of the YOT Manager.

Charge

Where the decision is to charge, the Appropriate Adult will need to witness the young person's signature on the charge sheet.

Release

Young persons over 16 years of age do not usually require an escort from the police station. The Appropriate Adult should not sign the custody record for receipt into their custody, as s/he has no power to detain the young person.

In the case of young persons aged less than 16, whenever possible, contact the parents to check what they wish you to do with the child. The young person must otherwise be escorted until s/he may be handed over to a responsible adult such as the parent, or a teacher (where release is in school hours and the child should be attending). The Appropriate Adult should not accept responsibility for escorting the young person until satisfied that arrangements can be made to hand her/him over to a responsible adult within a reasonable time.

Where a young person is from another Local Authority area, the relevant YOS should be informed as soon as possible so that decisions as to the person's return home may be made.

Where there is obviously an accommodation problem, for example where the parents are refusing to allow the child to return home, the case should be referred to the Children's Social Care Duty Team for assessment under the Children Act 1989.

Detention in Police Custody

The rights of the police to detain a young person in custody until the next available Court are limited by Section 38(6) PACE, (as amended by the CJA 1991 and the CJA 1994). Where a Custody Officer authorises an arrested juvenile to be kept in police detention, the Custody Officer shall secure that the arrested juvenile is moved to Local Authority Accommodation, unless he certifies:

Protocol between the Youth Offending Team and Children's Services

- a) that, by reason of such circumstances as are specified in the certificate, it is impracticable⁶ to do so; or
- b) in the case of an arrested juvenile who has attained the age of 12 years, that no secure accommodation is available and that keeping him/her in other Local Authority Accommodation would not be adequate to protect the public from serious harm⁷ from him/her.

Where a young person is in breach of bail, or conditions of a Remand to Local Authority Accommodation, the police may hold her/him at their discretion, to be put before the first available Court. Police may also grant bail with conditions such as a curfew, but may not make a Remand into Local Authority Accommodation or a condition to reside at a bail hostel.

Written notification to parents or carers

In each case where an Appropriate Adult has attended the police station on behalf of the YOT, a letter should be sent to the parents or carers within 24 hours, outlining the nature of the involvement and the outcome. Where the young person has been charged, the parent or carer must be informed of the time and date of the Court appearance, advised how to obtain legal representation, and directions on how to reach the Court should be enclosed.

⁶ "impracticable" is defined as circumstances such as bad weather, industrial action or the lateness of the hour.

⁷ "serious harm" is defined as a similar level of seriousness as death or serious personal injury, whether physical or psychological.