



## **Court Duty - Bail and Remand Tasks and Responsibilities**

1. Establish the details of any young people held in or expected to arrive in the court cells.
2. Liaise with the CPS to establish whether there will be objections to bail.
3. Inform the Access to Resource Team (ART) by 10am of any young people who are at risk of having bail denied, providing core details so that a provisional vacancy search can be started (**Tele** 01895 277270/558370 **FAX** 01895 277851 **Email** [Placementservice@hillington.gov.uk](mailto:Placementservice@hillington.gov.uk)).
4. Obtain copies of the most recent AssetPlus assessment (if applicable) for young people already known to the YOS and forward these to ART.
5. Notify Youth Justice Board of possible remand to Youth Detention DA and forward Placement Information Form (via connectivity or secure email).
6. Complete a search of ICS Protocol to establish whether those at risk of having bail denied are known to Children's Social Care (CSC), whether they are an open case and whether there is an allocated worker.
7. Pass the information obtained at 6 above to ART and notify the allocated social worker (or relevant duty worker) of the situation .
8. Where the young person is not currently an open case to CSC notify the MASH Team (01895 556644) and forward a copy of the most recent AssetPlus documentation (if the young person has been known to the YOS) ([lbhmash@hillington.gov.uk](mailto:lbhmash@hillington.gov.uk)).
9. Interview young person in the cells. Attempt to speak to parents/carers/social worker to confirm any information provided by young person. Be alert to any safeguarding concerns and/or risk of harm posed to others by the young person.
10. Complete the Bail and Remand module in AssetPlus, forward to ART.
11. Advise ART of the support which can be put in place by the YOS to support any local placement, i.e. conditions to be attached to a Remand to Local Authority Accommodation.

12. Develop a Bail Support Package, based on the Bail and Remand module and using the YOS Bail Proposal form, to address the CPS objections to bail.
13. Placement details should be received from ART by no later than 13:45 for presentation to the court in support of a Remand to Local Authority Accommodation should this be required,
14. If the **Bail Support Package** is accepted and no LA or secure accommodation is required, advise the YJP Placements team, ART, the allocated social worker (or relevant duty officer) or the Triage Team immediately.
15. If the court remands the young person to **local authority accommodation** advise ART, Social worker (or relevant duty) or Triage Team. Notify the Youth Justice Board Placement Team that a secure bed is not required.
16. Escort a young person Remanded to Local Authority Accommodation to the Children's Services offices at the Mezzanine.
17. Provide the relevant Team with details of any conditions attached to the remand and details of future court appearances and confirm this by e-mail to the allocated worker and their manager or MASH Team and the relevant YOS Operational Manager. It is the responsibility of the social worker to ensure appropriate arrangements are in place for the young person to attend future court hearings.
18. If the young person is remanded into Youth Detention contact the YJB Placements Team so that a placement and transport can be arranged.
19. Interview the young person to evaluate any concerns/impact of the remand decision which may need to be passed on to the receiving unit.
20. Ensure that the reasons given by the court for remands to Youth Detention Accommodation are clearly recorded.
21. Complete the Custody module in AssetPlus in respect of young people Remanded to Youth Detention Accommodation and send all relevant documents to YJB Placements.
22. Notify the Social Worker (or relevant duty) or MASH Team and ART of young people Remanded to Youth Detention Accommodation and advise them that they have become Looked After (confirm this by e-mail).
23. Notify Parents/carers of young people remanded to Local Authority Accommodation or Youth Detention Accommodation of the placement address and contact details.
24. Notify the allocated social worker of the outcomes of any subsequent court hearings.

25. Notify the allocated social worker and ART as soon as the remand status changes.

### **Summary of Documents to be transferred**

Childrens Social Care Placements Service;

- Most recent AssetPlus or (if no asset or it is older than two months) or Bail and Remand section of AssetPlus

Youth Justice Board

- PIF
- Most recent Asset Plus or (if no asset or it is older than two months) or Bail and Remand section of AssetPlus
- Post court report

### **Non Uxbridge Youth Court**

1. If the hearing is at a non Uxbridge Court the Hillingdon YOS officer will be the conduit between the relevant YOS dealing with the case and the local CSC Team and Placements Service.
2. If the young person is remanded into local authority accommodation at a non Uxbridge Court, the CSC Team will determine how best to transport the young person to the identified placement from the court hearing their case.