



National Offender
Management Service

National
Probation
Service



Youth Justice Board
Bwrdd Cyfiawnder Ieuencid

Joint National Protocol for Transitions in England

Joint protocol for managing the cases of young people moving
from Youth Offending Teams to Probation Services.

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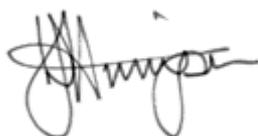
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1. Purpose

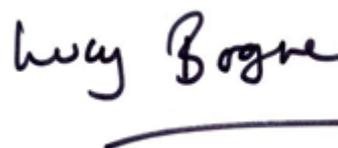
- 1.1 This protocol outlines the respective operational procedures and responsibilities for Youth Offending Teams (YOT), National Probation Service (NPS) and Community Rehabilitation Companies (CRC) in England to support them in the effective management of case transfer of supervision from the YOT to probation services. It should be read and implemented with reference to the YJB Case Management Guidance, which details the supporting principles of transition from YOT to probation provider services and identifies minimum operational standards.
- 1.2 The protocol identifies the responsibilities of each organisation to work together to ensure the transition process is carried out as smoothly as possible and ensure that there is a clear understanding of the commitments made in this document.
- 1.3 Strategic standard 11 of the National Standards for Youth Justice Services requires YOTs to establish and implement clear local policies and protocols in relation to the transition of young people between youth justice services and from the youth to the adult criminal justice system. In adopting this protocol, and by adhering to the Youth to Adult Transitions Framework Process Map 2015¹ YOTs will be able to meet the requirements of National Standards. **This does not replace the need for localised arrangements with NPS and CRCs to support an effective transition process.**
- 1.4 The protocol takes account of the significant changes to probation services occurring through the Government's Transforming Rehabilitation Programme.
- 1.5 The protocol has been developed and agreed by the Youth Justice Board, National Probation Service and National Offender Management Service.



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¹ Annex A, The Youth to Adult Transitions Framework Process Map 2015 supports the delivery of this protocol.

2. Transitions Statement

2.1 The overriding objective of this protocol and behind an effective transition process is that it must be managed safely both for the young person and their community. This protocol is underpinned by a Transitions Statement:

‘A successful transition from youth to adult services must focus on:

- addressing a young person’s/young adult’s individual needs and safeguarding requirements;
- considering diversity issues on a case-by-case basis;
- implementing effective case management transfer between agencies;
- achieving a stable resettlement pathway;
- maintaining rehabilitation achievements and interventions;
- protecting the public; and
- preventing future re-offending.’

3. Scope, monitoring and review

Scope

3.1 This national protocol concerning the youth to adult transition process is to be adopted across the National Probation Service (NPS), Community Rehabilitation Companies (CRCs) and Youth Offending Teams (YOTs) in England.

4. Commencement and review

4.1 The protocol will be implemented from **30th November 2015**. The YJB Case Management Guidance together with the Youth to Adult Transitions Framework 2015 process map will support this protocol by providing detailed guidance on transition process.

4.2 The contents of the protocol will be reviewed by the YJB and the National Offender Management Service (NOMS) in 2017. Consultation with representatives from each of the signatory groups will take place ahead of any revisions being made.

5. Local delivery, monitoring and governance

5.1 The protocol is intended to provide each signatory with a minimum expectation of their partners. It does not replace the need for good local communication and bespoke transition arrangements. Local systems and agreements should be developed and implemented in line with local needs and best practice.

5.2 Responsibility for the local leadership and delivery of this protocol rests with the:

- Youth Offending Team – YOT Manager
- National Probation Service – Divisional Deputy Directors
- Community Rehabilitation Companies – Head of Operational Services

5.3 The personnel identified at 5.2 will be responsible for ensuring that monitoring of transition arrangements takes place locally, both within individual bodies and jointly between signatories.

5.4 Local Youth Offending Team, National Probation Service and Community Rehabilitation Company partnerships are responsible for maintaining an information sharing protocol in relation to those young people who:

- will remain under YOT supervision at the age of 18
- will transfer to NPS or CRC supervision at or around the age of 18
- who come to the attention of NPS and CRCs post the age of 18 but who were previously known to the YOT.

6. Youth Offending Teams roles and responsibilities

6.1 YOTs are responsible for the supervision of children and young people aged below 18 years who are sentenced by a court, in line with the [YJB's National Standards for Youth Justice Services](#)² and YJB [Case Management Guidance](#)³.

YOTs are required to follow the minimum standards identified in this protocol and adopt a local system to manage the transition of young people from the youth to the adult criminal justice system using this guidance.

6.2 Each case will require careful consideration, especially those involving Looked After Children, Care Leavers and those subject to MAPPA or extended supervision of Detention and Training Orders on reaching the age of 18 in custody.⁴ The assessment information available in the case should be reviewed, including more detailed assessment information around mental health, substance misuse, speech and language, plus safety and wellbeing.⁵

6.3 Each YOT will:

6.3.1 Have a qualified Probation Officer to act as the lead contact with the National Probation Service to provide advice and recommendations on transitions to adult services.

6.3.2 Identify young people under YOT supervision who will be eligible for transferring to probation services once they have turned 18 years. This will be as soon as the young person is sentenced and will be noted in the young person's sentence plan.

6.3.3 Consult and work with the young person and their family/carer to inform them of the transition process to adult services and keep them informed at each stage.

6.3.4 Ensure the young person has a transition plan as soon as the need is identified and no later than when the young person reaches 17 years and 6 months⁶.

² National Standards for Youth Justice Services set the Secretary of State's minimum expectations for youth justice service delivery and practice.

³ The YJB Case Management Guidance document supports YOTs at key stages throughout a case, from dealing with a young person following arrest, to working in court and planning and managing interventions after sentencing.

⁴ The Offender Rehabilitation Act 2014 amends the Criminal Justice Act 2003 at section 256AA in respect of extending supervision for those who reach 18 whilst in custody.

⁵ During 2015-16, YOTs will move to using AssetPlus as the core assessment in youth justice.

⁶ Refer to Annex A.

- 6.3.5 Meet with NPS and CRCs as agreed locally, to review young people who are approaching 18 and eligible to transfer to adult services, monitor any cases, identify and manage any issues within the transition process.
- 6.3.6 Inform NPS on a decision to retain the case within the YOT or allocate to probation services. Where available, open a case record on the Y2A information sharing portal and record the decision to retain or transfer the young person.
- 6.3.7 Work with the identified Probation Officer to complete the Risk of Serious Recidivism (RSR) tool and the Case Allocation System (CAS) together with reports/reviews on the young person to inform allocation recommendation to NPS or CRC. This should take place no later than when the young person reaches 17 years 6 months.
- 6.3.8 Continue to review the young person's case, identify risks and provide updated information to NPS to assist in allocating the case to NPS and/or CRC. This should be completed by the time that the young person reaches 17 years 9 months.⁷

If the case is transferred to Probation services (NPS or CRC):

- 6.3.9 Where available, use the Y2A information sharing portal to upload documents and record the young person's transition to probation services.⁸
- 6.3.10 Inform the young person and their family/carer of the decision to allocate ongoing case management to probation services and continue to liaise with them over the timing of the actual transfer.
- 6.3.11 Attend all transitions meetings:
- coordinate initial pre-transfer meeting – held at 17 years 6 months (or 6 months prior to transfer)
 - coordinate multi-agency meeting – held at 17 years 9 months (or 3 months prior to transfer)
 - attend final pre-transfer meeting – held when case is being transferred
 - attend post transfer meeting – held once case has been transferred to adult services to review the transition (4 to 6 weeks post transfer).
- 6.3.12 When a young person has been placed in custody but has been identified as likely to turn 18 whilst serving the custodial or community element of their custodial sentence, YOTs must consult with the holding establishment and the NPS division or CRC that they will be allocated to at age 18 and work jointly with them to assess the young person's needs in terms of their placement in the adult estate (young prisoner), agree a transition plan and ensure that the principles of the transitions statement are applied.

⁷ Refer to Annex A.

⁸ The Youth to Adult (Y2A) information sharing portal is a secure web-based information sharing system used for transferring information between YOTs and Probation Services. This is being deployed in 2015.

- 6.3.13 When a young person is in custody and will transfer to a probation service provider on release or soon after, the YOT should ensure that resettlement guidance is followed and that the receiving NPS division or CRC can contribute to the resettlement plan. The principles can be found in the Pathways to Resettlement guidance and in section 7 of the Case Management Guidance.
- 6.3.14 Where available, use the Y2A information sharing portal when responding to information requests from probation services for adults who have come to their attention and were previously known to the YOT.

7. National Probation Services roles and responsibilities

7.1 National Probation Service is responsible for allocation of cases from the courts and for young people at the point of transition to adult services and the supervision of high risk of serious harm offenders aged 18 or over who are sentenced by a court, in line with [NOMS' National Standards for Offender Management⁹](#). The National Standards apply to the supervision by the Probation Service of all offenders aged 18 years or over.

7.2 The National Probation Service will:

7.2.1 Have a qualified lead Probation Officer responsible for reviewing and allocating transitions cases.

7.2.2 Meet with YOTs and CRCs as agreed locally, to review young people who are approaching 18 and eligible to transfer to adult services, monitor case transfer preparation and identify and manage any issues within the transition process.

7.2.3 Review recommendations from the YOT on whether the young person's case should be transferred to probation services and note cases that the YOT has decided to retain and the reasons for this decision given by the YOT. The NPS probation officer who reviews the recommendation should have an understanding of the needs of children and young people, particularly care leavers; and those who are regarded or identified as vulnerable adults.

7.2.4 Work with the YOT to complete the Risk of Serious Recidivism (RSR) tool and the Case Allocation System (CAS), together with reports/reviews for the young person to inform the recommendation for transfer to NPS or CRC. This should take place no later than when the young person reaches 17 years 6 months (or 6 months prior to the agreed transfer date).

7.2.5 Review recommendations from the YOT about whether to allocate to NPS and CRC and inform YOT of decision.

⁹ National Standards for the Management of Offenders (2011) provide a practice framework for practitioners and managers. They are published by the Secretary of State under the provisions of the Offender Management Act 2007.

If case is to be transferred to NPS:

- 7.2.6 Identify a named offender manager and inform the YOT before the young person reaches 17 years 9 months (or 3 months prior to transfer).
- 7.2.7 Where available, use the Y2A portal to receive formal case documents from the YOT and record details of the young person's transition. Ensure that all information and documents are transferred to the nDelius case management system.
- 7.2.8 Attend the multi-agency meeting held at 17 years 9 months (or 3 months prior to transfer) and work with the YOT to confirm a date for the case transfer.
- 7.2.9 Co-ordinate and hold the final pre-transfer meeting where the case is formally transferred to NPS.
- 7.2.10 Co-ordinate and attend a transition review meeting to be arranged usually for 4 to 6 weeks after formal transfer.

If case is transferred to a CRC:

- 7.2.11 Where available record on the Y2A portal the decision to transfer to the CRC and transfer responsibility of case management.
- 7.2.12 Allocate the case to the CRC and if the young person is in custody, inform the custodial establishment.
- 7.2.13 Provide YOT contact details to the CRC and transfer relevant information for the young person.

8. Community Rehabilitation

Companies roles and responsibilities

8.1 Community Rehabilitation Companies work with medium and low risk of serious harm offenders sentenced to a custodial or community sentence, including short-term sentenced offenders. They deliver the sentence of the court for each offender allocated to them with the aims of rehabilitating offenders and reducing reoffending.

8.2 If a young person's case is transitioned to a CRC they will:

8.2.1 Co-operate with the Youth Offending Team to undertake the case transfer of an allocated young person from YOT.

8.2.2 Co-operate with NPS as required to undertake the case transfer of a young person from a YOT and to ensure that this is completed in a timely manner and in line with the Youth to Adult Transitions Framework Process Map 2015.

8.2.3 Identify a named offender manager and inform the YOT before the young person reaches 17 years 9 months (or 3 months prior to transfer).

8.2.4 Where available, use the Y2A portal to receive formal case documents from the YOT and record details of the young person's transition. Ensure that all information and documents are transferred to the nDelius case management system.

8.2.5 Attend the multi-agency meeting held at 17 years 9 months (or 3 months prior to transfer) and work with the YOT to confirm a date for the case transfer.

8.2.6 Co-ordinate and hold the final pre-transfer meeting where the case is formally transferred to the CRC.

8.2.7 Co-ordinate and attend a transition review meeting to be arranged usually for 4 to 6 weeks after formal transfer.

9. Disputes and resolutions process

- 9.1 All agencies identified in 1.1 will work with each other when following the transition process to ensure the young person's needs are met.
- 9.2 YOTs and NPS should refer to the YJB Case Management Guidance to support making the best decision in each case. There may be instances when specific circumstances indicate it is not appropriate to transfer a young person to probation services. However, professional judgement should lead decision making, informed by steps necessary to promote the safety and wellbeing of the young person and the best interests of the public.
- 9.3 If the YOT does not agree with the recommendation made by NPS as outlined at 7.2.3, a meeting should be held between the YOT and NPS to review the case allocation and make a decision whether to re-allocate.¹⁰

¹⁰ Refer to Annex A – Youth to Adult Transitions Frame 2015: Process Map

10. Signatories

10.1 The signatories agree to implement the provisions of the Joint National Protocol for Transitions in England.

Youth Offending Team:

YOT	Print name	Signature	Date

National Probation Service:

NPS	Print name	Signature	Date

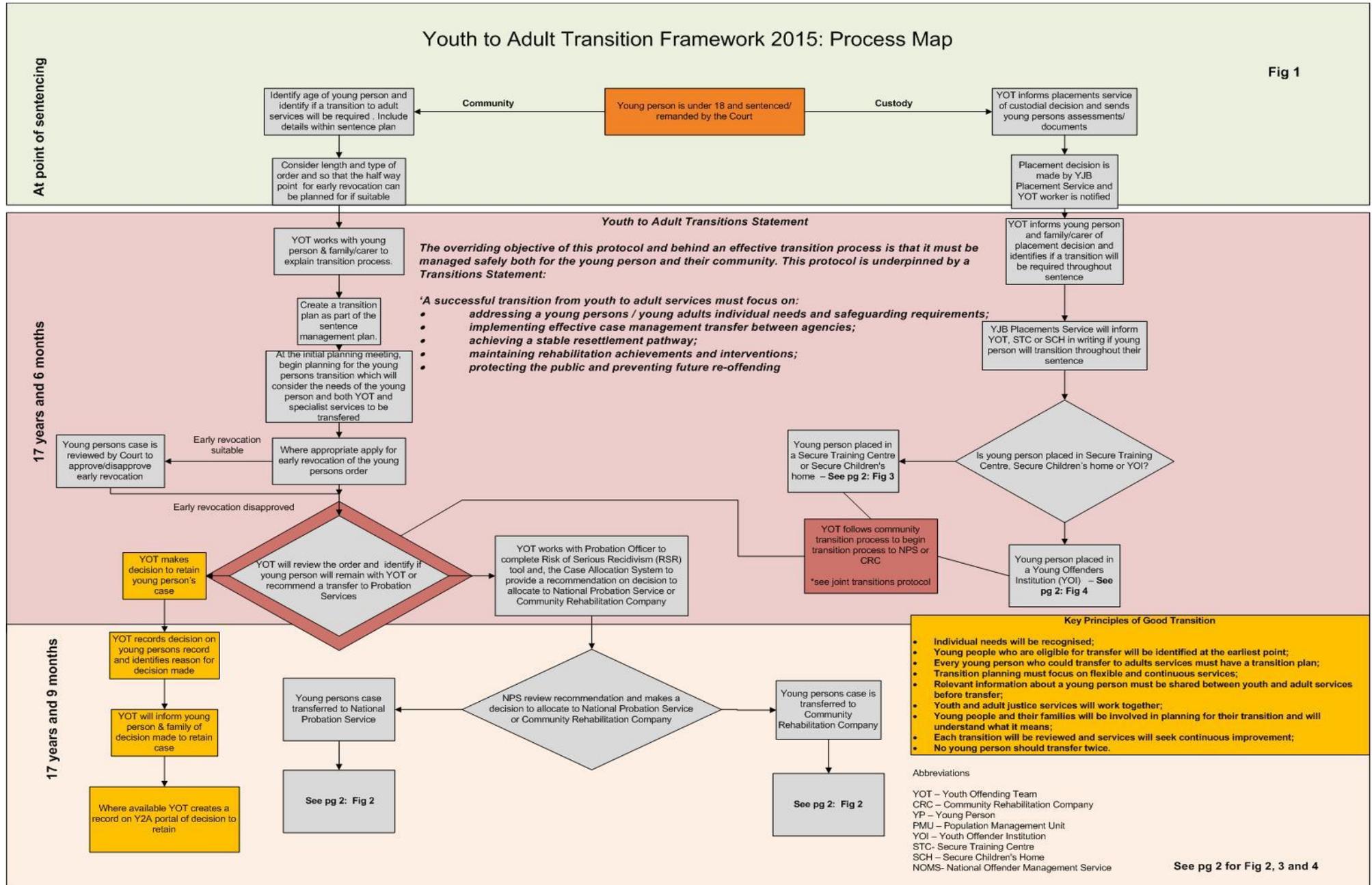
Community Rehabilitation Company:

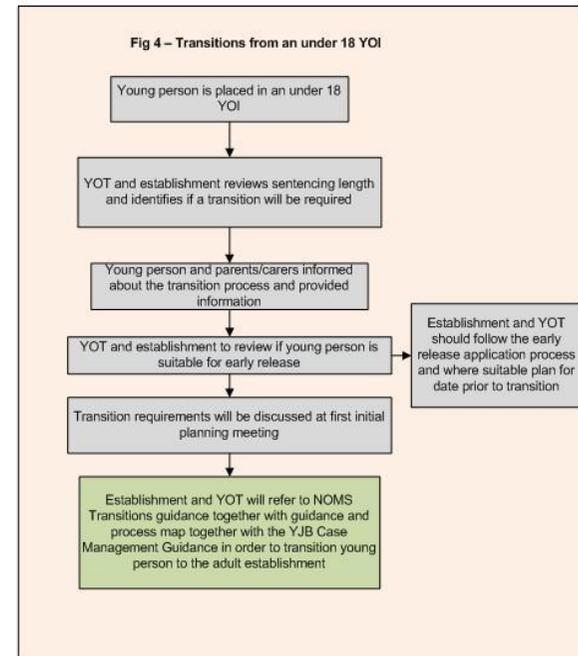
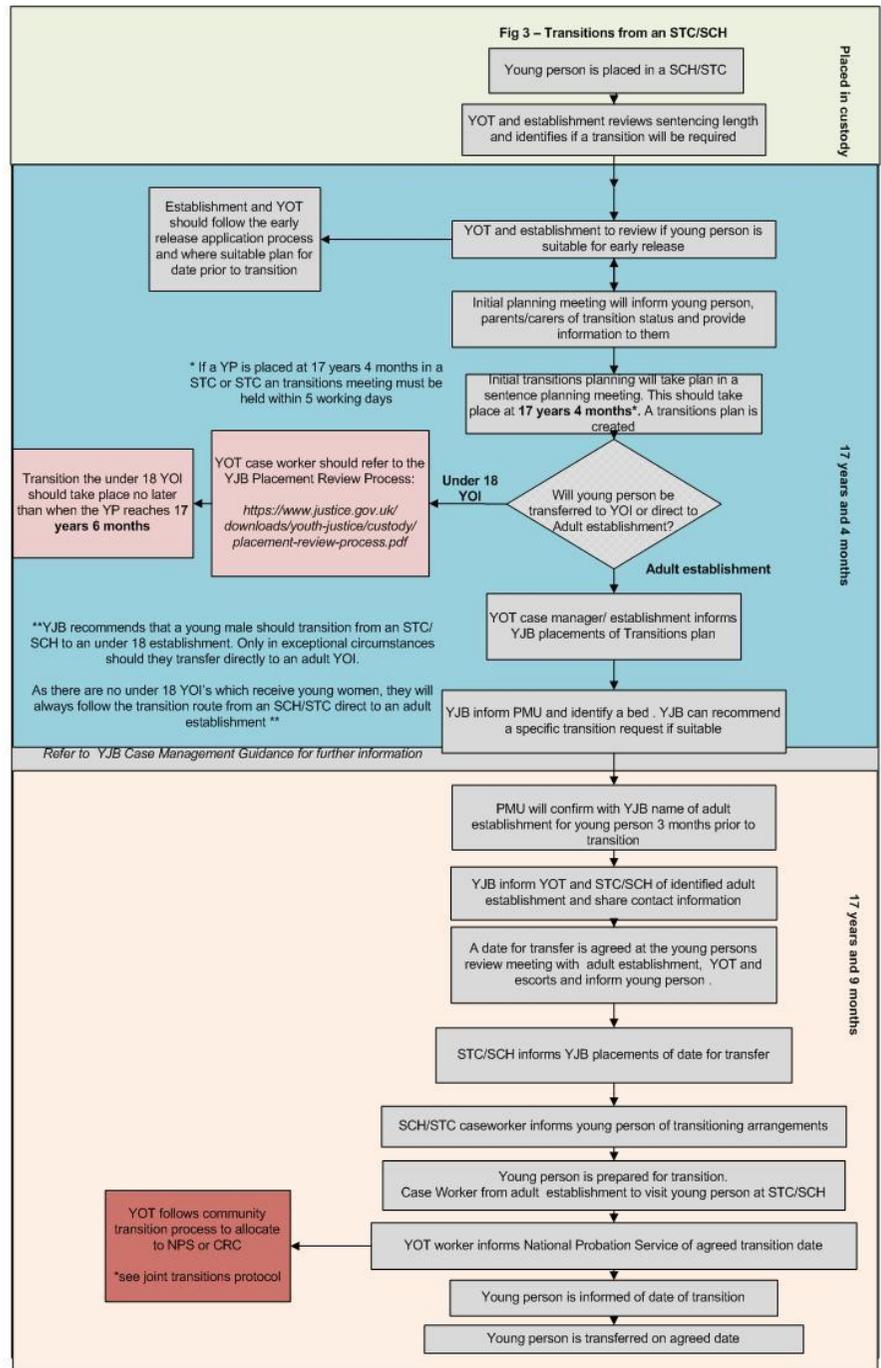
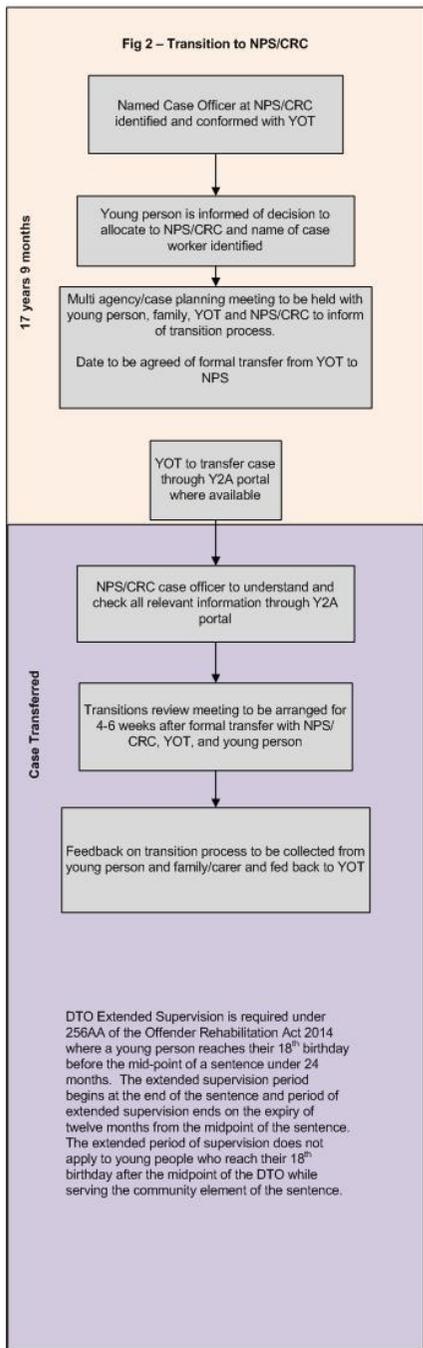
CRC	Print name	Signature	Date

Annex A

Youth to Adult Transition Framework 2015: Process Map

Fig 1





If a young person is on remand or sentenced and is required to return to court, they should **NOT** be transitioned directly to the Adult Estate from Court. The young person should have a transition plan in place where it is identified that they will be returned to the under 18 establishment and the moved across to the adult estate following the transition process.