



HILLINGDON

LONDON

Out of Court Disposals Hillingdon YOS – Practice Guidance

Referrals

- Referrals are received by the YOS Police Officers on an MG3 via secure e-mail. A copy of the MG3 is retained on the Triage Drive.
- YOS Police Officers will review all referrals from the police for consideration for out of court disposals to ensure that they meet the criteria. Any referrals that are not suitable will be passed back to the police for review.
- YOS Police Officers will make initial screening and information checks on police databases and establish if known to childrens social care.
- The YOS Police Officers will add the details to the O OCD Monitoring tool.
- Once satisfied that the referrals are appropriate for consideration for an out of court disposal the YOS Police Officers will pass the details to YOS admin for entry on to Careworks.
- Once the referral has been created on Careworks all papers are to be passed to the Operational Manager for allocation.
- Once allocated the YOS Officer should arrange a home visit and complete the Hillingdon O OCD assessment tool within 5 working days.
- Once the assessment and home visit have been completed the YOS Officer, YOS Police Officers and an Operational Manager should hold a Decision meeting and agree the most appropriate disposal based on the assessment and offence details. A decision sheet should be completed during this meeting outlining the people present, key points discussed, RJ outcomes and planned interventions.
- If a young person referred for an out of court disposal is already subject to a statutory YOS intervention, the matter should be allocated to the YOS Officer to review the current assessment and inform the Decision meeting and outcome.
- If a Youth Conditional Caution is agreed to be the appropriate disposal, agreement must be reached between the allocated YOS Officer and YOS Police Officers about the conditions to be attached, this may be continuing to

engage with the existing intervention plan or may involve additional interventions relevant to the new offence

Assessments

- Where the young person referred is not an open case to Hillingdon Youth Offending Service the Hillingdon OOC assessment tool should be used.
- If the young person is already subject to a YOS intervention and has an allocated case worker, there should be an up to date assessment, which can be used for the purposes of an out of court disposal

Triage

- Where it is agreed that Triage is the appropriate disposal, the YOS Case Worker will contact the young person's parent/carer to inform them of the decision
- All Triage cases will include a minimum of 1 Reparation session 3 hours in duration.
- The YOS Case Worker will enter the outcome of Triage on Careworks
- The YOS Case Worker will record all contacts, including copies of letters sent, and planned appointments on Careworks
- Triage appointments will be written up and recorded on Careworks by whoever conducts the appointment
- Any follow-up appointments (voluntary) must be pre-entered on Careworks and entered on the Daily Diary

Youth Caution

- Where it is agreed that a Youth Caution is the appropriate disposal, the YOS Police Officer will contact the young person's parent/carer to inform them of the decision and arrange an appointment for the Youth Caution to be administered.
- The YOS Police Officer in uniform will deliver the Caution.
- The YOS Officer will record all contacts, including copies of letters sent, and planned appointments on Careworks.
- The YOS Officer will create the programme on careworks following the delivery of the caution.
- All Youth Cautions will include a minimum of 2 sessions of reparation equal to 6 hours.
- Appointments for Youth Cautions will be entered on the Daily Diary
- Youth Caution intervention appointments will be written up and recorded on Careworks by the YOS Officer following delivery of the Youth Caution.
- If the need for subsequent appointments or referrals (voluntary) are identified during the administering of the Youth Caution, these will be arranged and

- recorded on Careworks by the YOS Officer delivering the Youth Caution.
- All referrals and signposting to other agencies will be completed within 72 hours of the outcome decision meeting.
- Any follow-up appointments (voluntary) must be pre-entered on Careworks and entered on the Daily Diary

Youth Conditional Caution

- Where it is agreed that a Youth Conditional Caution is the appropriate disposal, the YOS Police to inform them of the decision and arrange an appointment for the Youth Conditional Caution to be administered.
- The Youth Conditional Caution will be administered by the YOS Police Officer in uniform whilst in the presence of the YOS Officer when possible, at which point the conditional interventions will be detailed and agreed.
- The YOS Officer will create the programme on careworks following the delivery of the conditional caution.
- All referrals and signposting to other agencies will be completed within 72 hours of the outcome decision meeting.
- Youth Conditional Caution interventions must be completed within 3 months.
- The YOS Officer is responsible for ensuring that the interventions are arranged and monitored and for all contacts to be recorded on Careworks.
- Appointments for Youth Conditional Cautions will be entered on the Daily Diary.
- If the need for subsequent appointments or referrals (voluntary) are identified during the administering of the Youth Caution, these will be arranged and recorded on Careworks by the YOS Officer delivering the Youth Conditional Caution
- Failure to comply with any of the conditions will be followed up by the YOS Officer.
- Persistent failure to comply with the conditions will result in the YOS Officer referring the young person back to the YOS Police Officers for the case to be referred back to the police for the young person to be summonsed to appear in court.

Victims

- Where there is an identifiable victim this will be identified on the out of court disposal monitoring tool by the YOS Police Officers.
- YOS Police Officers will obtain contact details for each victim via the police systems.
- Where the outcome disposal is Youth Caution or Youth Conditional Caution the victim details will be passed to the Restorative Justice and Victim Engagement and Restorative Justice Coordinator to facilitate contact.
- Where the outcome disposal is Triage the YOS Victim Engagement and Restorative Justice Coordinator will facilitate any indirect liaison with the victim eg: sending letter of apology to victim.

Closing cases.

- When closing an OOCd disposal case on Careworks the YOS Officer must ensure that linked to the referral there is an outcome and programme. The referral AND programme must be closed.
- The YOS Officer should ensure that the assessment, decision sheet and all correspondence is attached to the clients paperclip in Careworks.
- The YOS Officer should advise the YOS Police Officers that the case is now complete and hand the paperfile to the YOS Police for filing.
- In all cases the YOS Police Officers will arrange the cancellation of bail, update the crime report and the Officer in the Case with the disposal decision.