



# Completing the Placement Review Form: Guidance and Tips

This document provides guidance on how to complete the Placement Review Form to ensure a decision is made as efficiently as possible.

## Part 1: Multi-Disciplinary Meeting (MDM) Record

To be completed by the YOT Case Manager (ALL SECTIONS)

### FOR ALL SECTIONS

The Placement Service requests that all information submitted within the Placement Review Form is well articulated, succinct and provides an accurate account of all stakeholder views.

### A. YOUNG PERSON'S BASIC INFORMATION

- Q. 1 - 4** *Basic information about the young person is required in order for the Placement Service to make a decision on the application and clearly identify the young person. The age and gender are essential as these will determine where we can suitably place the young person if the current placement requires review.*
- The sentence length, outstanding court appearances and planned release dates is essential in order to know how long the young person has left in the secure estate. In most instances, the Placement Service would decline placement reviews for young people with less than a month left to serve in custody however, there will be exceptional cases when these maybe agreed. Similarly, detail on future court appearances is useful if the outcome of the MDM is to propose a move further away from the court catchment. These will be taken into account when making the final decision about transferring the young person.*

### B. MDM CONTRIBUTORS

- Q. 1 - 2** *Before a placement can be reviewed by the YJB Placement Service, a multi-disciplinary meeting (MDM) must be held. The MDM should be arranged and chaired by the young person's YOT case manager and must involve all people who have responsibility for the care and welfare of the young person (including parents/ carers).*
- Where it is not possible to complete the meeting in person, the YOT case manager should collect all the required information verbally or via written submissions from the other relevant parties, and ensure they are taken into account when providing final stakeholder views in **section F**.*

### C. REASON FOR PLACEMENT REVIEW

- Q. 1** *There are three primary reasons for a placement review application to be submitted:*
- **Risk to Self:** *The young person is at increased risk in the current establishment;*



	<ul style="list-style-type: none"> <li><b>Risk to Others:</b> The young person is a significant risk to others and/or their behaviour undermines the effectiveness or safety of the establishment's regime</li> <li><b>Planned:</b> The young person would benefit from resources not offered in the current establishment, would benefit from being in a different geographical location, or requires transition directly in to the adult estate from an <u>SCH or STC only</u>.</li> </ul> <p>Examples of the primary reasons are in the table below but are not limited to the following:</p> <table border="1"> <thead> <tr> <th><b>Risk to Self</b></th> <th><b>Risk to Others</b></th> <th><b>Planned</b></th> </tr> </thead> <tbody> <tr> <td>Attempt(s) to take his/her life or cause serious harm towards themselves</td> <td>Threats and/or assaults toward other young people and/or staff</td> <td>Move closer to the young person's home area</td> </tr> <tr> <td>Other young people are posing a risk towards the young person in question</td> <td>Involvement in consistent acts of indiscipline/non-compliance that makes the young person difficult to manage for the establishment</td> <td>Move to gain access to education provisions, specialist resources that are identified at another establishment, which the current establishment cannot provide</td> </tr> <tr> <td>Significant learning, social or emotional difficulties</td> <td>Gang related issues</td> <td>Transition – YP turning 18 in the secure estate and on remand or a sentence other than a DTO</td> </tr> <tr> <td colspan="2">Either at risk to self or from others which leads to periods in segregation (including self-isolating) away from other young people and a diminished access to the full regime.</td> <td></td> </tr> </tbody> </table>	<b>Risk to Self</b>	<b>Risk to Others</b>	<b>Planned</b>	Attempt(s) to take his/her life or cause serious harm towards themselves	Threats and/or assaults toward other young people and/or staff	Move closer to the young person's home area	Other young people are posing a risk towards the young person in question	Involvement in consistent acts of indiscipline/non-compliance that makes the young person difficult to manage for the establishment	Move to gain access to education provisions, specialist resources that are identified at another establishment, which the current establishment cannot provide	Significant learning, social or emotional difficulties	Gang related issues	Transition – YP turning 18 in the secure estate and on remand or a sentence other than a DTO	Either at risk to self or from others which leads to periods in segregation (including self-isolating) away from other young people and a diminished access to the full regime.		
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<b>Q. 2</b>	<p>Please provide evidence for the reason noted in question above for this placement review. Please ensure you include <u>dates</u> and <u>brief summaries</u> of the incidents and in all cases include why a review of placement is necessary.</p> <p><b>a)</b> Please provide all evidence of the young person presenting as a risk to themselves such as any suicide, self-harm concerns, communication difficulties, learning difficulties, emotional or social issues, health problems including information on medical appointments and risk posed from others such as gang affiliations or bullying issues.</p> <p><b>b)</b> Please provide all evidence of the young person presenting as a risk to others include detail on whether the risk is targeted towards a particular individual (evidence of bullying) or group in custody (links to gangs), disruption to the regime and acts of indiscipline.</p> <p><b>c)</b> Please provide evidence of the reasons for the planned review of placement and benefit to the young person. If the recommendation is for the young person to be transferred into a specialist unit please ensure the relevant subsequent documents have been completed i.e. for placements onto the Keppel Unit and Mother and Baby Unit please ensure the Referral Forms have been completed and sent with this form.</p>															
<b>Q. 3</b>	Where applicable, please detail any further circumstances or factors that may support the reasons for the Placement Review. For example, the context behind displayed behaviours and any extenuating factors.															
<b>D. STRATEGY USED TO MAINTAIN CURRENT PLACEMENT</b>																
<b>Q. 1 - 3</b>	The YOT case manager should refer to the young person's training plan and summarise the interventions and plans used, which have formed the overarching strategy of maintaining the young person's current placement.															



	<i>This summary should also include any interventions or plans that the YOT have provided to the young person in custody.</i>
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**E. CONSIDERING ALTERNATIVE PLACEMENT OPTIONS**

<b>Q. 1 - 6</b>	<p><i>Please consider whether the young person is currently engaged in education or offender behaviour programmes which may be disrupted by a transfer to another establishment. The Placement Service will require clear evidence that there will be no disruption to these or that they can be picked up in the progressive establishment before agreeing to the move.</i></p> <p><i>Additionally, we will require evidence of any other areas of the young person's life that may be impacted as a result of a transfer and what actions should be put in place to mitigate these.</i></p>
<b>Q. 7</b>	<p><i>Question 7 will only need to be answered if the young person:</i></p> <ul style="list-style-type: none"> <li>• <i>will be turning eighteen years old when in custody; AND</i></li> <li>• <i>is on remand OR serving a sentence which is NOT a Detention and Training Order (DTO)</i></li> </ul>

**F. STAKEHOLDER VIEWS**  
Please provide a succinct summary of views collated at the MDM

<b>Q. 1</b>	<p><i>Before a final recommendation from the MDM meeting can be made, the final views around the young person's placement and potential progressive placement should be recorded.</i></p> <p><i>Please include the views of the YOT Case Manager</i></p>
<b>Q. 2</b>	<i>The views from the current establishment must be from a minimum of an Operational Manager grade which represents the collective views of the relevant parties from the establishment as referred to in section B. A member of the senior management team within an SCH/STC should provide the view.</i>
<b>Q. 3</b>	<i>The views of the young person should be included</i>
<b>Q. 4</b>	<i>The views of the young person's family should be recorded. If the young person is LAC please also include the view of their Social Worker.</i>
<b>Q. 5</b>	<i>If contact has already been made with the recommended establishment, then their views should also be captured here. These should be provided by an Operational Manager or a member of the senior management team within an SCH or STC. Aside from these, any other views from professionals involved in the young person's placement should be recorded here.</i>

**G. FINAL ASSESSMENT AND RECOMMENDATION OF MDM**

<b>Q. 1</b>	<i>Please record the final outcome from the MDM by ticking the relevant box. If the outcome is that the young person should remain within the current establishment there is no need to complete the rest of this form and this should be retained for your records.</i>
<b>Q. 2</b>	<i>If the MDM identified a specific establishment that would better meet the young person's needs please record what this is here.</i>



Q. 3	<i>If applicable, please refer to <b>section F</b> and note which stakeholders disagreed with the final MDM recommendation and any disagreements that were considered.</i>
Q. 4	<i>Please record the reasons for the recommendation made in response to Question 2 for these to be considered by the YJB Placement Service.</i>
Q. 5	<i>Please consider in your response whether the proportionate response is due to: managing the young person's levels of risk to themselves or others; maintaining the safety and wellbeing of other young people within in the current placement; or any other significant reason. This should take in to account the young person's sentence/remand plan and the opportunity for the young person to achieve this.</i>

## Part 2: YJB Placement Review Decision Making Assessment

To be completed by the YJB Placement Service

<b>H. YJB PLACEMENT REVIEW TEAM ASSESSMENT</b>	
Q. 1 - 6	<i>The YJB Placement Review Officer will complete this section, taking into account information supplied by the MDM parties in Part 1 of the application; and any additional correspondence obtained in relation to the Placement Review.</i>

## Part 3: Proposed Establishment Assessment

To be completed by the progressive establishment

<b>I. ESTABLISHMENT ASSESSMENT OF SUITABILITY</b>	
To be completed by the establishment placement SPOC as identified by NOMS YPE or a member of the senior management team within an SCH or STC.	
Q. 1	<p><i>If the placement review has been agreed, the YJB Placement Service will identify the most appropriate establishment for the young person to be transferred into. Whilst a final decision will only be made upon receipt of the information provided in this section, an alternative placement will only be considered if <b>significant</b> evidence is provided to demonstrate that the young person would be at <b>exceptional</b> and/or <b>severe</b> risk if transferred into this establishment.</i></p> <p><i>This assessment should be completed by the identified responsible manager in the potential receiving establishment.</i></p> <p><i>Include a summary of the intelligence found that would indicate the young person would be at significant risk or would pose a significant risk if transferred into this establishment.</i></p> <p><i>Please include detail of known non-associations, links to gang affiliations within the establishment or other young people that the young person should not have contact with.</i></p>
Q. 2	<i>Outline the current stability of the establishment and whether this young person is likely to significantly disrupt the current status?</i>
Q. 3	<i>Please provide a final comment and decision in regards to this young person being transferred to this establishment. Please note that the YJB Placement Service may decide to overrule this decision. If you disagree with the final decision being made the escalation point for YOIs is NOMS YPE who will then make the final decision based on intelligence of stability within the secure estate. In these instances section J should be completed.</i>



## **J. ASSESSMENT FROM NOMS YOUNG PEOPLE'S ESTATE**

To be completed by NOMS YPE where applicable (refer to Hints and Tips)

**Q. 1**

*In situations where there is a disparity or disagreement with a placement decision in a NOMS YOI the DDC has the final decision in terms of a young person's placement. The DDC also has the authority to move young people between NOMS YOI's if it is deemed necessary to maintain stability or prevent loss of control. This is outside of the normal transfer arrangements but NOT under Gold command arrangements which are separate to this process. Please include their comments regarding this placement review here.*