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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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 2017, 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 within Her Majesty’s Prison and Probation Service and Community Rehabilitation Companies.

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1 Annex A, The Youth to Adult Transitions Framework Process Map 2017 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.

Whilst there are limited restrictions on the type of youth statutory orders that can be transferred to NPS/CRC teams, (where the young person meets the age eligibility threshold), what remains fundamental, is the need to jointly assess the appropriateness of the young person’s transfer based on their critical risk and vulnerability factors, whilst being mindful of statutory responsibilities.

PRINCIPLES OF GOOD TRANSITION

1. Individual needs will be recognised
2. Young people who are eligible for transfer will be identified at the earliest point
3. Every young person who could transfer to adult services must have a transition plan
4. Transition planning must focus on providing flexible and continuous services
5. Relevant information about young people must be shared between youth and adult services before transfer
6. Youth and adult justice services will work together to achieve effective transfer outcomes
7. Young people and their families will be involved in planning for their transition and will understand what it means
8. Each transition will be reviewed and services will seek continuous improvement
9. The Lammy Review (2017) has highlighted the disparity in outcomes for black and minority ethnic (BAME) individuals, particularly among young black males. Therefore, transition planning needs to take account of protected characteristics such as this.

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
- identification and allocation of transfer/Adult Justice staff at the earliest opportunity (not after the young person has turned 18-years)
- implementing effective case management transfer between agencies
- achieving a stable resettlement pathway
- maintaining rehabilitation achievements and interventions
- protecting the public
- preventing future reoffending.'
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 1 April 2018. The YJB Case Management Guidance together with the Youth to Adult Transitions Framework 2017 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 Her Majesty’s Prison and Probation Service in 2020. 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.

5.2 Responsibility for the local leadership and delivery of this protocol rests with the:
   - YOT Manager
   - National Probation Service – Divisional 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. To assist with this process YOT boards are required to review performance and monitoring data on a quarterly basis in relation to the cases being supervised by seconded NPS staff. This should include the workload of the seconded Probation Officer including but not limited to their transitions work.
5.4 YOTs, 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 team 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 and the Case Management Guidance.

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. 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.

6.3 Each YOT will:

6.3.1 Have a qualified seconded 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. Ensure parents/carers are involved, where appropriate, in discussions about transfer and in case transfer meetings where it is likely to aid the young person’s progress and engagement.

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 months.

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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 Refer to Annex A.
There is no national template for this plan so this will need to be developed locally. The plan should recognise all needs (not just criminogenic) and identify which services are better able to meet those needs. As a minimum the transition plan will aim to address the following areas:

- Educate the young person and their family on the adult justice system
- Seek the views of the young person
- Listen to concerns the young person may have and alleviate their anxiety
- Build a relationship with the allocated NPS/CRC offender manager
- Recognise which services in the YOT will/will not be available in the NPS/CRC and seek to address any gaps
- Where relevant ensure health needs (emotional, mental and physical) are planned for and managed
- Where relevant ensure learning and communication needs are planned for and managed

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 When arranging a meeting to discuss those eligible for transfer ensure all intervention providers (including health and education, training and employment providers) are informed of transfers to NPS/CRC and adult establishments in advance and involved appropriately in case transfer meetings to ensure continuity of delivery.

6.3.7 Ensure that decisions to transfer young people to adult justice services or to retain young adults in youth based services are recorded in the case record and take into account the views of young people and what work needs to be undertaken to meet the aims of the sentence, to address likelihood of reoffending and risk of harm to others, and to manage vulnerability. The decision to either retain the case within the YOT or transfer to the relevant probation provider will be recorded on the relevant agency database (e.g. NDelius for NPS).

6.3.8 Work with the YOT 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. Allocation of the NPS/CRC offender manager should not be delayed until the young person is 18 years of age.

6.3.9 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. As above, allocation of the NPS/CRC offender manager should not be delayed until the young person is 18 years of age.

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6 Refer to Annex A.
6.3.10 Sentence plans in YOTs and the young person’s secure estate must take account of future transfer to adult justice services where appropriate, and plans in the NPS/CRC and the adult custodial estate must take account of information from youth based services, to ensure that any interventions remaining outstanding are implemented.

6.3.11 Prior to transfer to adult justice services, the AssetPlus Transfer to Probation stage should be completed which triggers the Youth to Adult Services module. This contains additional questions to consider in preparation for the transition.

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

6.3.12 Where available, use the approved information sharing tool to exchange information, upload documents and record the young person’s transition to probation services.7

6.3.13 YOT to 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.

6.3.14 The YOT Case Manager must attend all transitions meetings and:

- Coordinate the initial pre-transfer meeting with the NPS/CRC – held at 17 years 6 months (or 6 months prior to transfer).
- Coordinate the multi-agency meeting – held at 17 years 9 months (or 3 months prior to transfer). The YOT case manager must ensure that all intervention providers (including health and education, training and employment providers) are informed of transfers and are invited to all case transfer meetings to ensure continuity of delivery.
- Attend the final transfer meeting – held when the case is being transferred
- Attend the post transfer meeting – held once the case has been transferred to adult services to review the transition (4 to 6 weeks post transfer).

6.3.15 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 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.
6.3.16 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. Where possible the identified NPS or CRC worker should meet the young person whilst in custody prior to release.

6.3.17 The effectiveness of arrangements for the transfer of young people from youth based to adult justice based services, and retention of young adults in youth based services, must be monitored and kept under review.

6.3.18 A regular meeting should be set up between managers from the NPS/CRC and the YOT to review transition work that has already taken place to identify good practice, lessons learnt and ensure that there is a continuous emphasis on improving services and outcomes for this group of young people. All feedback from young people and their families will be considered alongside data relating to number of transfers, number of breaches etc. Any barriers to success should be progressed through to respective senior management boards (likely to be the Youth Justice Partnership Board and NPS Board) for consideration as to how this could be addressed and where necessary challenged.

6.3.19 Where local young adult offers or young adult specialist staff are in place in NPS/CRCs, consideration should be given to the use of a transfer to those teams taking into account location. The young person should be consulted regarding such arrangements and the benefits of attending young adult hubs or appointment with specialist workers should be clearly outlined in the initial transfer meeting.
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. 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 named 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 The seconded YOT Probation Officer in the transferring area will be responsible for completing the Risk of Serious Recidivism (RSR) tool and the Case Allocation System (CAS), and sharing this with the receiving area to inform allocation. This will also include any 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.

If case is to be transferred to NPS:

7.2.6 Identify a named allocated offender manager and inform the YOT before the young person reaches 17 years 9 months (or 3 months prior to transfer).
7.2.7 Use the approved information process and database 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. The young person should be present.

7.2.9 The allocated Offender Manager should attend the final pre-transfer meeting where the case is formally transferred to NPS. The young person should be present.

7.2.10 Co-ordinate and hold a transition review meeting to be arranged usually for 4 to 6 weeks after formal transfer. As above, the young person should be present.

7.2.11 The allocated Offender Manager in the NPS should complete an OASys assessment following transfer within agency timescales.

**If case is transferred to a CRC:**

7.2.12 Where available record on the approved information sharing database the decision to transfer to the CRC and transfer responsibility of case management.

7.2.13 Allocate the case to the CRC and if the young person is in custody, inform the custodial establishment.

7.2.14 Provide YOT contact details to the CRC and transfer relevant information for the young person.
8. Community Rehabilitation Companies roles & 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 NPS and YOT to undertake the case transfer of an allocated young person from a 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 2017.

8.2.3 Identify a named allocated offender manager and inform the YOT before the young person reaches 17 years 9 months (or 3 months prior to transfer). Where possible this should be an 18 to 25 years specialist worker (Senior Case Manager or Case Manager).

8.2.4 Use the approved information sharing tool 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 approved 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. Consideration should be given to inviting the young person.

8.2.6 The allocated Offender Manager should co-ordinate and attend the transfer meeting where the case is formally transferred to the CRC. The young person should be present if available.

8.2.7 Co-ordinate and hold a transition review meeting to be arranged usually for 4 to 6 weeks after formal transfer. As above, the young person should be present if available.
8.2.8 The allocated Offender Manager in the CRC should complete an assessment on the authority approved assessment tool following transfer within agency timescales.
9. Transferring Specific Orders

9.1 Whilst there is now no restriction on the type of youth statutory orders that can be transferred to NPS/CRC teams (where the young person meets the age eligibility threshold), what remains fundamental, is the need to jointly assess the appropriateness of the young person's transfer based on their critical risk and vulnerability factors, whilst being mindful of statutory responsibilities. The YOT seconded probation officer is the lead contact with adult justice services and will provide advice and recommendations on the transitions process.

9.2 It is recommended that a local protocol is developed and specifically includes whether Referral Orders and Orders/licences with ISS will be transferred.

9.3 It is not possible for a YOT to recharge either the NPS or a CRC if they decide to manage the order themselves rather than transfer it.

Referral Orders

9.4 Regardless of whether YOTs agree for elements of a Referral Order to be supervised by NPS/CRC colleagues, the YOT retains a statutory duty to implement the Order and to make arrangements for supervising the young person's compliance or non-compliance with the terms of the youth offender contract.

9.4.1 Restorative work with victims may be ongoing during the length of the order or may occur towards the end of order at a time when the victim is ready to take part. Restorative work between the victim and the offending young person is often delivered outside of the formal Referral Order panel and review panels which remains the responsibility of the YOT.

9.4.2 In operational terms this means that, if deemed appropriate, an eligible young person can receive supervisory input (such as one to one or group behaviour management programmes) from NPS or CRC acting on behalf of the YOT under their transition responsibilities. Any updates relating to attendance, breach, progress etc. would then be provided to the YOT to form part of their panel reports and enable the update of YOT case records (i.e. an Order should not be recorded as transferred out).

9.4.3 It is not possible for either the NPS or a CRC to establish, staff, recruit and train volunteers to manage a Referral Order panel. The YOT retains statutory responsibility and as such key statutory functions. The NPS and CRC can feed into this process working on 'behalf' of the YOT.
9.4.4 It would be expected that young people and their carers understand and are directly engaged with the potential transfer at the start of the order and that Panel members are well briefed on arrangements. Reporting requirements with 'adult services' should be detailed by the Panel in objectives. Equally, as part of any arrangements in the transition of Referral Orders with NPS/CRC colleagues, all personnel must be fully briefed in relation to National Standard expectations.

Unpaid work

9.5 The previous expectation that any unpaid work hours cannot be transferred to NPS/CRC has been removed.

9.5.1 Grant conditions remain in place to underpin the core requirements of spend expectations. Ultimately the YOT is asked use professional discretion to demonstrate their accountability for allocated funding. Therefore, it would not be reasonable to take a ‘blanket approach’ to the transfer of unpaid work.

9.5.2 The YJB have confirmed with CRC contract leads, that providers will be able to receive payment for any remaining unpaid work hours where a young person is transitioned.

Intensive Supervision and Surveillance (ISS)

9.6 If an Order/licence/Notice of Supervision contains a requirement for ISS there will need to be local negotiation around transfer if this element of the Order/licence is not completed. This requirement is specific to youth legislation and therefore the NPS/CRC are likely to have difficulty in providing supervision/activities for this requirement. It is not possible for the NPS/CRC to refuse an eligible and suitable young person on the basis of their ISS requirements.

9.6.1 If the YOT is writing a PSR for Court and the case will be transferred after sentence then consideration for an appropriate proposal needs to be given to ensure the NPS/CRC are able to supervise in line with sentence. However, if the Court deems it fit to sentence with an ISS requirement any decision to retain or transfer the case will require local negotiation and the principles of good transition should still apply.

Detention and Training Orders; S.91; Extended Supervision

9.7 These sentences/elements of sentences can all be transferred out from the YOT to CRC/NPS as relevant. Timely and collaborative planning will be vital, with the seconded officer at the centre of decision making.

9.7.1 Again, it is vital that partners are fully briefed on standards, young person specific requirements i.e. Care Leaver status and secure based transitions procedures.

9.7.2 Given the very specific procedures and expectations associated with the youth secure estate i.e. liaison with YCS placements, it is recommended that YOTs will
seek to maintain supervision of young people until they move into the young adult estate. However, local negotiation will be key and should be included in any local protocol this is developed.
10. Breach Arrangements

**Breach Arrangements**

10.1 The person responsible for the supervision of the offender should bring the breach proceedings, and the Powers of Criminal Courts (Sentencing) Act 2000 allows for a YOT or the NPS to supervise an offender. However, there is a difference in terms of who can actually carry out the 'court facing' part of the breach process. The CRCs are empowered to supervise the offender and carry out the consideration of whether a formal breach procedure is to be initiated, but the NPS would need to be responsible for the court work as section 4 Offender Management Act 2007 imposes some restrictions on the delivery of probation services, and requires that some elements of probation provision be conducted by a probation trust or other public body. CRCs are neither a probation trust nor a public body, and in practice this work would be conducted by the NPS.

**Referral Orders**

10.2 The YOT retains a statutory duty to implement the Referral Order and to make arrangements for supervising the young person’s compliance or non-compliance with the terms of the youth offender contract. Where the offender is under of age the appropriate court is the youth court, and where the offender is 18 years or older the Magistrates' Court is the appropriate court (Part III, PCCSA 2000).

**Youth Rehabilitation Orders (YROs)**

10.3 Where it appears on information laid before a Justice of the Peace that an offender has failed to comply with a YRO the offender can be summonsed or an arrest warrant issued, directing the offender to appear before the appropriate court. Where the original YRO was imposed by the Crown Court, then the appropriate court will be the Crown Court (unless the Crown Court has made a direction that any further proceedings related to the YRO are to be heard in the youth or magistrates court) (para. 5 Schedule 2, CJIA 2008). In that situation the appropriate court will be the Youth Court where the offender is under 18 years of age, and the Magistrates' Court where the offender is 18 years or older (para. 5 Schedule 2, CJIA 2008).

**Detention and Training Orders (DTOs)**

10.4 Section 104 PCC(S)A 2000 provides for court powers in cases of breaches of DTOs. Breach proceedings in relation to DTOs can only be brought before a Youth Court (s. 104(2)), but there is however a right of appeal to the Crown Court in relation to any order made where the court is satisfied that the offender has failed to comply with supervision requirements.

**Section 90/91**

10.5 Where a young offender is serving a s.91 sentence for a term of less than 12 months, and it appears on an information laid before a Justice of the Peace that
an offender has failed to comply with a supervision requirement the offender can be summoned or an arrest warrant issued, directing the offender to appear before the appropriate court. The appropriate court will be the Youth Court where the offender is under 18 years of age, and the Magistrates’ Court where the offender is 18 years or older (s. 256C Criminal Justice Act 2003). Those released on license can also be recalled, however this is a separate process.
11. Other considerations for transfer arrangements

Victim Work

11.1 Many young people are also victims of crime themselves. Research has shown that where the trauma experienced by a young person is left unaddressed they may themselves become a perpetrator of crime. This highlights the need to ensure work to address trauma is carried out and remains in place, if required, for the onward transition to the NPS/CRC.

11.2 Current commissioning arrangements for youth victim work means that there are separate services for those up to 18 and those over 18 years. A local protocol will need to detail how victim work will therefore be managed to avoid any barriers to transition arrangements.

MAPPA Cases

11.3 Where a young person is managed by MAPPA at Level 2 or above consideration for transfer should take place at least 6 months in advance of their 18th birthday.

11.4 Probation offender managers should always invite a YOT representative to attend MAPPA level 2/3 meetings on new cases aged 18-21 where the YOT have previously been responsible for supervising the young adult. The YOT representative should be re-invited to subsequent MAPPA meetings. Attendance in person may not always be possible so the YOT may wish to consider a written submission.

11.5 A local decision will need to be taken about the resource implications of this and whether YOT attendance/written submissions are mandatory.

Females

11.6 As per the recommendations of the Corston Report (2007), the needs of female offenders are often different and distinct. Due to these needs, transition arrangements should take this into account. Consideration should be given to a female offender manager and the three-way review meetings and assessments should take particular note of the following characteristics:

- Family and marital status
- Accommodation
- Peers and relationships
- Alcohol and drugs
- Emotional and Personal Factors
In addition, areas may also want to consider women only environments, the gender of the allocated offender manager and any previous experience of relationships (such as domestic abuse, exploitation etc) which may impact on their experience of supervision.

**All New NPS/CRC Cases Aged 18 – 25**

11.7 Not every young adult open to the NPS or CRC will have been through the YOT so will not have gone through a formal transition process. Requests for information should be made by the NPS/ CRC when a young adult has not gone through the transition process. This request for information should be made within the first week of sentence and can include (but is not limited to): previous assessment, risk factors, safety and well-being judgements and significant events. The YOT will use the approved information sharing process and database when responding to information requests from probation services.

**Transfer to NPS/CRC out of local area**

11.8 On some occasions a young person may need to transfer to an out of area NPS/CRC. In this situation it may not be physically possible to arrange the professionals' meetings detailed earlier. However, the principles of good transition should still apply (see page 4).

11.9 The seconded YOT Probation Officer should complete the Risk of Serious Recidivism (RSR) tool and the Case Allocation System (CAS) to inform the recommendation for transfer to NPS or CRC. In the absence of the YOT Probation Officer the expectation is that the CAS and RSR will be completed by the lead Probation Officer in the NPS in the transferring area to ensure there is no delay.
12. Disputes and resolutions process

12.1 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.

12.2 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.

12.3 If the NPS does not agree with the recommendation made by the YOT 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 the case should be transferred to adult probation providers or retained by the YOT. Unresolved disputes regarding transition cases should be raised at management level. It is expected that any decision to reallocate will be at management level.

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Refer to Annex A – Youth to Adult Transitions Frame 2017: Process Map
13. Signatories

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

Youth Offending Team:

<table>
<thead>
<tr>
<th>YOT</th>
<th>Print name</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Collin Allars</td>
<td></td>
<td>12 March 2018</td>
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National Probation Service:

<table>
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<th>NPS</th>
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<tr>
<td></td>
<td>Sarah Chand</td>
<td></td>
<td>12 March 2018</td>
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Community Rehabilitation Company:

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<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>Spencer Draper</td>
<td></td>
<td>12 March 2018</td>
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Annex A

Youth to Adult Transition Framework 2017: Process Map

At point of sentencing

- Consider sex and type of order and so that the best time for early intervention can be planned for.

Youth to Adult Transitions Statement

The overarching 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;
  - 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.

17 years and 6 months

- Young person's case is reviewed by Court in accordance with the Youth Justice System
- Early intervention initiated
- Where appropriate apply for early intervention of the young person order

17 years and 9 months

- YOT reviews and identifies young person's order
- YOT will inform Community Rehabilitation Company
- Young person placed in a Secure Training Centre or Secure Children's Home

17 years and 11 months

- Young person placed in a Secure Training Centre or Secure Children's Home
- YOT will work with Probation Officer to complete Risk of Custodial Re-admission (ROC) tool and Case Education Program to provide a recommendation on support to transition to Natural Progression Service or Community Rehabilitation Company
- Young person placed in a Secure Training Centre or Secure Children's Home

Key Principles of Good Transition

- Individual needs will be recognised;
- Young people who are eligible for transfer will be identified at the earliest point;
- Every young person who could transfer to adult services must have a transition plan;
- Transfer planning must focus on flexible and continuous services;
- Relevant information about a young person must be shared between youth and adult services before transfer;
- Young and adult justice services will work together;
- Young people and their families will be involved in planning for their transition and will understand what it means;
- Each transition will be reviewed and services will seek continuous improvement;
- No young person will be transferred twice.

Abbreviations
- YOT - Youth Offending Team
- YOT - Youth Offender Team
- ROC - Risk of Custodial Re-admission
- NAOM - National Offender Management Unit
- SW - Social Worker
- PMU - Probation Management Unit
- YOC - Young Offender Centre
- STC - Secure Training Centre
- SO - Secure Offender
- NOMIC - National Offender Management Information System
- YOT - Youth Offending Team

See pg 2 for Fig 2, 3 and 4
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.