**Guidance for the placement and journey of Children and Young People on the Keppel Unit 2019**



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**1. Introduction**

This protocol outlines the procedure for the referral, assessment and acceptance of children and young people being considered for placement within the Keppel Unit at Her Majesty’s Prison (HMP) Young Offender Institution (YOI) Wetherby.

This protocol has been reviewed to take account of the changing population and operational pressures within the estate. All revisions have been collaboratively discussed and implemented with the Head of the Keppel Unit prior to being published.

**1.1 Overview of the Complex Needs Unit (CNU)**

The Keppel Unit is a national unit for male 15 to 17-year-old young people deemed to have complex needs. Young people assessed as having complex needs, may do so across multiple domains; including (among others) high risk to self and/ or others, physical or mental health needs, learning disabilities, communication needs and substance misuse. The overarching aim of a complex needs unit is to meet the needs of young people in the YOI estate who are not able to be maintained on normal location with enhanced care plans.

The overall aim of the Keppel Unit is to provide a safe, secure and supportive environment for young people who have been deemed a risk to themselves (both of their own actions as well as from other young people). Each young person receives a service designed to meet his specific needs in relation to welfare, offending behaviour, education and training, substance misuse, physical health and, where appropriate, psychology and CAMHS intervention. It may be appropriate in some circumstances to re-integrate young people into the main prison population. This will be considered on an individual basis in consultation with the Youth Offending Team (YOT) and Youth Custody Service (YCS) Placement and Casework Team.

There are 48 places available in the Keppel Unit for young men who meet the assessment criteria. It is located on the grounds of HMYOI Wetherby but is largely self-contained with onsite education provision and healthcare. The Keppel Unit has a discrete staff group who are trained and experienced in working with young people with specific needs.

**1.2 Catchment**

The Keppel Unit is a national resource and therefore YCS Placement and Casework Teams consider referrals for the unit from all regions in England and Wales and are able to make recommendations of placement based on the needs of the individual. For remanded young people who are placed out of court catchment, they may be required to lodge in a closer establishment for any future court appearances. The needs of the young people will be carefully considered regarding this, to ensure the young person continues to receive the level of support they require.

**2. Factors to Consider**

**2.1 Factors to consider**

The Keppel Unit has been developed to provide specialist accommodation for male 15 to 17-year-old young people deemed to have complex needs. To be considered and accepted onto the Keppel Unit, an assessment must be completed evidencing that the young person is not suitable for alternative placement within the youth secure estate and that the specific needs of the young person will be best met by locating them on the Keppel Unit.

The are several factors to consider when assessing whether the Keppel Unit is appropriate for a young person These factors are outlined below. If the young person has previously been in custody then their previous needs and experiences should also be referred to. The individual making the referral must consider why a placement in an alternative sector or establishment is not appropriate or in the young person’s best interests.

The following are factors that need to be considered regarding whether the Keppel Unit is a suitable placement for a young person:

* Health needs/protective characteristics affecting decency that do not require level of care of an inpatients facility
* Evidence of social isolation in the community regarding self-isolation and/or being ostracized by society, which may significantly impact their ability to take part in a custodial regime without additional consideration for support.
* Mental health concerns where there is an immediate impact on the young person’s demeanour and they have previously been referred to or supported by CAMHS
* A history of complex trauma, abuse or neglect impacting current wellbeing or functioning
* Significant learning or communication difficulties that impact day to day activities



**3. Types of Referrals**

**3.1 Referral Routes**

**3.2 Referral from court**

It is vital that that the YCS Placement Team are contacted by the YOT as soon as possibleand supporting documents are sent once a YOT is aware that custody is an option for a young person who may require the Keppel Unit. YOT’s can make a referral for a young person direct from court and ideally, should send us information at the earliest opportunity (at least 48 hours) in advance of the court hearing. The referrer should fill in *section 1* of the referral form. If the referrer is the YCS Placement Team, then part 2 should also be completed.

**However, where this is not possible (for example where it is unknown in advance that the young person is appearing in court), the YCS Placement Team must be contacted as soon as possible and supporting documents sent.**

The referral should be made on the basis that the young person has assessed risks and needs that would suggest that the young person would not be suitable for location within main site in a YOI.

Where a young person has appeared in court outside of Wetherby’s court-catchment area, the YCS Placement Team will consider whether it would be more appropriate to place the young person closer to the court for the immediate future and review the placement at the following court appearance - no longer than one week’s time. The intention is to minimise lengthy delays in a young person’s arrival at an establishment and the resulting late admission to the YOI where there are concerns around their ability to cope. It is considered more appropriate to induct the young person, settling them into the nearest establishment for the night and with a transfer being arranged for as soon as suitable the next working day as more considering of their wellbeing.

YCS Placements Team will contact the Keppel Unit to discuss the young person and if deemed appropriate (and vacancies allowing place onto the Keppel Unit), allow for a 14-day assessment to take place.

**3.3 Placing for a 14-day assessment period**

Any referral made from court or from main site HMYOI Wetherby for a young person within their initial custodial period will be placed onto the Keppel Unit for 14 days.

Within this assessment period the young person will be inducted onto the Keppel Unit and be assessed/ interviewed by the relevant members of the multi-disciplinary team i.e. primary health care, CAMHS, psychology and education. They will assess if the young person could cope or manage on a main stream wing and if he requires the extra support from the staff on the Keppel Unit.

After the 14-day assessment the Keppel unit can extend the assessment period if required. The young person will be discussed at the sequencing meeting 14 days after admission and the decision will be made by the Keppel Unit if the young person is suitable or unsuitable for longer term placement onto the unit. Staff from the Keppel Unit must fill in *section 2b* of the referral form after this meeting to communicate the outcome to YCS Placement Team and the Youth Offending Team. Please refer to section 4.1 for further action following this decision.

**3.4 Transferring onto the Keppel Unit from an alternative establishment**

If a referral has been received for a young person from an alternative establishment, staff from the Keppel Unit may wish to visit the young person as part of the assessment process. If appropriate, the young person will transfer to the Keppel Unit as a permanent placement. If the young person is found not to be suitable for a placement into the unit, then an alternative placement will be sought by the YCS Placement Team. The Keppel Unit must complete *section 2b* of the referral form to communicate the outcome to the YCS Placements Team within 48 hours of visiting the young person. The YCS Placement Team will then communicate the outcome with the relevant stakeholders.

All transfer requests should be submitted to [YCSTransfers@justice.gsi.gov.uk.cjsm.net](mailto:YCSTransfers@justice.gov.uk.cjsm.net).

The Keppel referral form should be submitted to  
[YCSPT SpecUnits@justice.gsi.e.gsi.gov.uk.cjsm.net](mailto:YCSPT%20SpecUnits@justice.gsi.gov.uk.cjsm.net)

**4. Transfer off the Keppel Unit**

**4.1 After a 14-day assessment period**

If, after a 14-day assessment period or extension the Keppel Unit is deemed as an unsuitable placement for the young person, then *section 3a* should be completed by the Keppel Unit. Within this process, the Youth Offending Team’s views on an alternative appropriate placement should be gathered along with the views of the young person and any other relevant professionals. This should then be submitted to YCS Placement Team. If the Keppel Unit, HMYOI Wetherby main site and YCS Placements Team agree, the young person can be transferred over to main site at HMYOI Wetherby without the need for a full placement review, this will be reliant on the referral form being completed in its entirety. If an alternative sector or catchment YOI is being considered a full Multi-Disciplinary Meeting (MDM) will need to be held and will need to be considered by the Placements and Casework Team Please refer to <https://www.gov.uk/government/publications/placement-review-process>

**4.2 No longer suitable for the Keppel Unit**

A young person may become unsuitable for the Keppel Unit for the following reasons:

* The risk they pose outweighs their vulnerabilities and it has been assessed that they would be better supported and managed in an alternative establishment
* Their behaviours are significantly impacting more vulnerable peers on the unit

If they have become unsuitable then *section 3a* should be completed by the Keppel Unit. Within this process the views of the Youth Offending Team should be gathered along with the views of the young person themselves and any other appropriate and relevant professionals. This document should then be submitted to YCS Placement Team for further assessment to identify an appropriate course of action. If appropriate, agreement may be sought with the YCS Placement Team for the young person to be accommodated on the main site within HMYOI Wetherby without the need for a full placement review.

The supporting documentation must be completed in its entirety and must justify this course of action as in the best interests of the young person. If an alternative location is sought then a full MDM will need to be held. Please refer to <https://www.gov.uk/government/publications/placement-review-process>

**4.3 A progressive transfer**

A young person may have been assessed as no longer requiring the additional support of the Keppel Unit and therefore be required or request to move to a main site YOI. As the Keppel unit is a national resource main site HMYOI Wetherby may not be catchment for all young people on the Keppel Unit. Therefore, each individual young person should be considered in regards to how the transfer should take place to ensure the young person remains fully supported. This could be progressed in several ways such as;

* Transfer to main site Wetherby if catchment
* Transfer to main site Wetherby and then to catchment YOI this will allow interim wrap around care from Keppel staff
* Transfer to catchment YOI