

## YOT to YOT transfer questions

### Supporting Guidance

The AssetPlus YOT to YOT transfer questions are designed to support caretaking or complete case transfers between YOTs. They can be completed by a practitioner prior to the transfer of the young person as part of a fuller review of the young persons Asset assessment and plan and included in the document set provided to the receiving / caretaking YOT.

These questions are not designed to be used directly with the young person. Please refer to the young person self assessment EPC for young person questionnaires specifically for use with them at the point of transfer.

#### Using the tool

As well as using a printed version the tool can be filled out electronically. Practitioners can save the document in the young person's case record and should send it as a supporting document to the receiving/caretaking YOT.

To complete electronically:

- Click the answer box to enter a cross (to denote a positive answer) for the reason for transfer. Re-click to uncross the box. Multiple boxes can be selected.
- When entering text in the text boxes click on the furthest left point of the field.

Please note that the rest of the tool is locked down (i.e. only answer boxes can be ticked or text boxes completed).

#### Some guidance to support answering questions in the tool:

It is important to record the young person's name, date of birth and date of completion of the tool at the top of the document.

##### - Reason for Transfer

Tick-box options include: 'Family unit move', 'Move between family members', 'LAC placement move out of area', 'Bail placement out of area', 'Move due to gang issues' or 'Other'. If other please specify the details in the text box provided below.

##### - How well do you think s/he will cope with the change of supervisory relationship?

How has the young person dealt with supervisory changes before either in the YOT or other organisations? What is known about the young persons engagement and how best to build a relationship with them?

##### - What help do you think the young person might need in managing the transition?

E.g. reminders about appointments, names/phone numbers of people to contact. Has anything specifically worked to engagement the young person?

##### - Based on your assessment, are there any specific needs that need to be considered?

E.g. LAC status, diversity issues, contact with family etc.

##### - Of the other services currently working with the young person:

**i) which will continue to offer support/services? - who is the contact and how will this be arranged?**

**ii) what alternative or replacement provision will need to be found?**

Which services will not continue to offer support/services and what needs will not therefore be addressed for the young person?

**- Please give detail of any compliance issues or pending breach matters?**

Information on previous compliance can also be found in the Bail and Remand module and also the young person's engagement with services in Foundations for Change.

**- Can the current intervention requirements be fulfilled by the Receiving/Host YOT? If not, what action will be taken?**

E.g. with regards to YRO conditions is the receiving/caretaking YOT able to complete or have options available (e.g. drug testing).

### **Practice points and further resources:**

When a case is transferred between YOTs it should be made clear whether the case is being formally transferred or whether it is a 'caretaking' situation, with the home YOT retaining case responsibility. If the receiving YOT has caretaking responsibility, the agreed roles between the home and host YOT need to be made clear as part of the transfer.

Additional documents outside of these supporting questions will be required to enable effective case transfer (i.e. existing protocols for transfer between YOTs and communication should drive and manage the transfer process). YOTs may have local documents already which provide additional transfer information and the AssetPlus YOT to YOT transfer can be used in conjunction with these.

A minimum transfer document set is detailed in the Information Sharing Checklist in the YJB's National Protocol for Case Responsibility - Practice Guidance for Youth Offending Teams in England and Wales' (May 2014). Whenever a case is being transferred between Youth Offending Teams both organisations should adhere to this protocol <https://www.gov.uk/government/publications/national-protocol-for-case-responsibility>

**If you have any questions or comments on the above contents, please contact [assessment@yjb.gsi.gov.uk](mailto:assessment@yjb.gsi.gov.uk)**