

# Asset Documentation Checklist

YOT practitioner \_\_\_\_\_

Young person \_\_\_\_\_

<i>Asset – Core Profile</i>		YES	NO*	N/A
1.	Have all the personal information and essential case details been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are the offences details (primary index and additional offences) correct and relevant for this <i>Asset</i> document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	On a paper version is the handwriting clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have all the evidence boxes been completed to support assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is all data provided/sections completed, unless this is not possible e.g. young person refuses to disclose, or no written evidence available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Where a ‘don’t know’ option is used, has the assessor indicated why the information is not known, and specified what additional information is needed and how it will be obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have sections 1 to 12 been scored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	On the paper version, has the form been reproduced properly (i.e. are all pages there)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the <i>Asset</i> been completed recently (i.e. timescale between <i>Asset</i> completion and placement request should be no more than one month)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the ‘indicators of vulnerability’ section been fully completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Has the ‘indicators of risk of serious harm to others’ section been fully completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Asset – Risk of Serious Harm/Asset – Intervention</i>		YES	NO*	N/A
12.	Where ‘yes’ has been recorded in the ‘indicators of risk of serious harm to others’ section of <i>Asset – Core Profile</i> , has an <i>Asset – Risk of Serious Harm</i> been supplied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are the entries sufficiently specific e.g. who is at risk, when is it likely to occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Has the risk level been classified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Has the <i>Asset – Risk of Serious Harm</i> been countersigned by a manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	For relevant cases (i.e. medium and high risk cases) has a Risk Management Plan been supplied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	For relevant cases has a Vulnerability Management Plan been supplied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Comments (* including reason why ‘no’ has been ticked).			

Checked by \_\_\_\_\_ Date \_\_\_\_\_