

# **AssetPlus Joint Working Protocol**

**A framework for collaborative case  
management**

# Contents

<b>Introduction</b>	<b>4</b>
Establishing key terms	5
Principles	6
Dispute resolution	6
Urgent updates requiring YOT/establishment attention	7
The AssetPlus caretaking relationship	7
Concurrent sentences and young people on remand for other matters	7
<b>Court and placement notification</b>	<b>8</b>
<b>Young people entering youth detention accommodation</b>	<b>9</b>
<b>Initial planning and review meetings</b>	<b>11</b>
<b>Making circumstantial updates to AssetPlus</b>	<b>13</b>
Secure establishment making updates	13
Youth Offending Team making updates	13
<b>Young people leaving youth detention accommodation</b>	<b>14</b>
<b>Young people transferring between secure establishments</b>	<b>16</b>
<b>Temporary Release</b>	<b>17</b>
<b>APPENDICES</b>	<b>18</b>
APPENDIX A: Responsibilities and timeframes – secure establishments	18
APPENDIX B: Responsibilities and timeframes – Youth Offending Teams	19

# Acknowledgements

Thanks to colleagues at the following services and establishments for their assistance in developing and reviewing this document:

- Adel Beck Secure Children's Home
- Barton Moss Secure Children's Home
- Cookham Wood YOI
- Feltham YOI
- Parc YOI
- Rainsbrook Secure Training Centre
- Wakefield Youth Offending Team
- Wetherby YOI
- Werrington YOI
- York Youth Offending Team

© Youth Justice Board for England and Wales 2018

The material featured in this document is subject to copyright protection under UK Copyright Law unless otherwise indicated. Any person or organisation wishing to use YJB materials or products for commercial purposes must apply in writing to the YJB at [ipr@yjb.gsi.gov.uk](mailto:ipr@yjb.gsi.gov.uk) for a specific licence to be granted.

# Introduction

- 1.0 The AssetPlus framework is used jointly by community and custodial youth justice services to support assessment and the delivery of targeted interventions to young people. The framework is designed to be used 'end-to-end' across the youth justice system, insofar as AssetPlus accompanies young people entering the secure estate and upon their release back into the community, providing an up-to-date record of assessed strengths, risks and needs, and the support and interventions in place.
- 1.1 This document supports the joint use of AssetPlus by secure establishments and Youth Offending Teams (YOTs) through outlining the key roles and responsibilities for the sharing of AssetPlus assessments (stages) at relevant points during a young person's time in custody.
- 1.2 The document applies to all Youth Offending Teams from the point of publication.
- 1.3 The document applies to a secure establishment from the point at which the establishment goes live with AssetPlus editing via YJAF.
- 1.4 The document is primarily designed for use by operational staff in YOTs and secure establishments, and for managers with a responsibility for ensuring that information about young people entering and being released from custody is shared appropriately and in a timely manner.
- 1.5 The document is structured around the process of a young person appearing at court, entering custody, subsequent custodial reviews and their release from custody. A summary of key responsibilities is provided, followed by detailed step-by-step responsibilities for each scenario.
- 1.6 This document is aligned with, and should be read in conjunction with, the following:
  - The National Protocol for Case Responsibility (2018)
  - National Standards for Youth Justice Services (2013)
  - Case Management Guidance
  - Placement Review and Transfer Guidance
  - Temporary Release Operational Procedures
  - AssetPlus Guidance
  - Criminal Practice Direction 2015 and the Criminal Procedure Rules

## Establishing key terms

1.7 The following terms are used in this document:

### **Home YOT**

The YOT with overall case responsibility for the young person, and that which is in the area where the young person normally resides. In the case of a looked-after child<sup>1</sup>, the service of the Designated Authority.

### **Designated Authority**

Refers to the local authority determined by the court as having overall responsibility for the young person. This inevitably becomes the home YOT for the duration of the delegation.

### **Host YOT**

The service that provides youth justice services to a young person who does not normally reside within that service's geographical area.

### **Caretaking arrangement**

Refers to the delivery of youth justice services by one service (the host) on behalf of another (the home) for a temporary period of time. The home service retains overall case responsibility. Under AssetPlus, this relationship is extended to YOT/establishment caretaking as well as YOT/YOT caretaking.

### **AssetPlus stages**

The assessment stage is a point in time where an update to AssetPlus is required. It describes the reason why the update is being made, e.g. "I need to complete a Pre-Sentence Report assessment" will mean creating a Pre-Sentence Report stage.

### **AssetPlus modules**

To facilitate the completion of specific case management tasks or processes, discrete modules have been built into AssetPlus which provide a view of the assessment information required to support the task or process being undertaken, e.g. preparing a bail package (Bail & Remand module), admitting a young person into custody (Custody module).

### **Youth Justice Application Framework (YJAF)**

The 'Secure Estate' module within YJAF is the case management system used by the secure estate to read and create AssetPlus assessments. This can be viewed in a 'read-only' format by YOTs.

---

<sup>1</sup> 'Looked-after child' is used, as opposed to 'children in care', to reflect the young person's legal status (as per the Children Act 1989). 'Children in care' refers to a more specific population of young people than this document applies to, and so the broader term is used.

## Principles

1.8 This protocol is based upon the following principles:

### Practice principles

- The welfare of the young person should remain paramount
- Public protection and safeguarding needs require active consideration, planning and management
- Unless agreed otherwise, responsibility for updating AssetPlus following custodial planning and review meetings rests with the establishment, as the young person is in their care and they are best-placed to a) understand what intervention resources are available and b) comment on progress against targets and objectives
- When the YOT adjusts the overall risk judgements (likelihood of reoffending, risk of serious harm or safety and well-being), these shall always be shared with the establishment via a transfer of the latest AssetPlus stage
- Ongoing dialogue between those involved should take place throughout the custodial period to support effective assessment, planning and the delivery of interventions.
- Information should always be shared in a timely and thorough way, and recorded accurately.

### Dispute resolution

1.9 Where they arise, disputes regarding responsibility for making updates to assessment and planning documents should be resolved in accordance with the following principles:

### Dispute resolution principles

- Any dispute should be resolved at the lowest possible level
- Any disputes should be resolved in the shortest possible timeframe
- Escalation of concerns should follow established local governance structures and in line with any existing local procedures
- During the resolution of a dispute, all parties should continue to meet their obligations under *National Standards for Youth Justice Services 2013*.

### **YOT and secure estate case management systems**

- 1.10 In order to view secure estate AssetPlus stages, YOTs must access the Youth Justice Application Framework (YJAF).
- 1.11 Secure establishments use YJAF to record the admission of young people into the establishment, read and create AssetPlus assessments and maintain other information about the young person, such as records of National Standards meetings. YJAF is an end to end system covering the Young Person's time within the SE.
- 1.12 Throughout the sharing of AssetPlus information, as outlined in this protocol, YOT and secure estate data is kept separate.

### **Urgent updates requiring YOT/establishment attention**

- 1.13 Where a serious incident has occurred, or where the YOT has information that must be passed urgently to the establishment, the transferring of an updated AssetPlus stage should never replace 'off-system' contact. In such cases, a phone call or urgent email should always take place alongside an update to AssetPlus.

### **The AssetPlus caretaking relationship**

- 1.14 In relation to AssetPlus, a caretaking relationship between a YOT and secure establishment works on the same principles as a caretaking relationship between Home and Host YOTs – the 'host' in this case being the establishment.
- 1.15 The YOT retains overall case management responsibility for the duration of the caretaking relationship.
- 1.16 For further details around responsibilities in relation to young people subject to YOT–YOT caretaking arrangements when they enter youth detention accommodation, see paragraphs 2.7 and 3.6–3.8.

### **Concurrent sentences and young people on remand for other matters**

- 1.17 Where a young person is in youth detention accommodation on concurrent sentences or remanded in relation to other matters, there is a risk that the scheduling of planning and review meetings in order to comply with national standards can become confusing. To ensure that the young person understands the planning and review process, and is aware of the purpose of each meeting, scheduling should minimise the number of meetings required so as to avoid duplication where possible, for example using single meetings to meet the national standards requirements of multiple sentences if this is more appropriate.



# Court and placement notification

- 2.0 This section covers key responsibilities in relation to the sharing of AssetPlus where a young person is appearing in court or participating in a live-link and a custodial outcome is possible. The timeframes for sharing information with the YCS Placements Team are unchanged by this protocol.

## *Youth Offending Team (prior to court outcome)*

### **Young people due for sentencing**

- 2.1 Notify the YCS Placements Team **at least 24 hours in advance** of the court hearing via the transfer of an AssetPlus *PSR (all options)* stage.

### **Young people at risk of remand**

- 2.2 Complete an AssetPlus *Bail Recommendation* stage and send to the YCS Placements Team.

## *YCS Placements Team*

- 2.3 Upon receipt of any AssetPlus stage from a YOT, review the Custody module and relevant information in the wider assessment to inform the placement decision.

## *Youth Offending Team (following custodial outcome)*

- 2.4 Complete an AssetPlus *Post-Court Report* stage and send to the YCS Placements Team **on the same day as the Court appearance**.

## *YCS Placements Team*

- 2.5 Upon receipt of the *Post-Court Report* stage from the YOT, review the Custody module and relevant information in the wider assessment.
- 2.6 Following the placement decision, make the Young Person Record available to the relevant secure establishment.

## **Shared Courts**

- 2.7 If the YOT at court is not the YOT normally responsible for the young person, the young person's Home YOT should be notified and, as per paragraph 4.28 of the *National Protocol for Case Responsibility*, are responsible for ensuring that the relevant AssetPlus stages are sent to the YCS Placements Team, including the *Post-Court Report* stage following the court outcome.

**For further details regarding the responsibilities of Home and Host YOTs in relation to young people appearing in court, please refer to paragraphs 4.19 – 4.58 of the *National Protocol for Case Responsibility*.**

# Young people entering youth detention accommodation

3.0 When a young person enters youth detention accommodation on either remand or sentence, the key responsibilities in relation to AssetPlus are as follows.

## *Secure establishment*

3.1 Complete an AssetPlus *Entering into Custody* stage to record the initial assessment **within 72 hours** of the young person arriving at the establishment (including management countersignature if required) and notify the YOT this has been completed.

## *Youth Offending Team*

3.2 Upon notification from the secure establishment that the *Entering into Custody* stage is available to view, review the stage in YJAF.

3.3 Based upon the establishment's assessment, create a *Review* stage and update AssetPlus with the secure estate information (e.g. any new custody-specific risks), plus any additional updates that may be required.

3.4 Transfer the updated *Review* stage to the establishment **within three working days** of receiving the initial notification

---

### **Consideration for practice**

Depending on the timescales for the initial planning meeting, and the urgency of any updates required to AssetPlus, the YOT may choose to hold back on making any adjustments to the overall risk levels and instead include these as part of a wider update following the initial meeting (if it is agreed that the YOT will complete this).

---

**See also paragraphs 9.8–9.15 of National Standards for Youth Justice Services.**

### **Additional clarification**

#### *Initial custodial assessments*

3.5 Once notified of the placement decision, the YOT should avoid making any updates to AssetPlus, as the secure establishment will then need to undertake their initial assessment. This will ensure a single assessment record is kept synchronised across all case management systems.

3.6 In practice, this means that the YOT should,

- (1) Make every effort to submit their *Post-Court Report* **stage on the same day as the court appearance**, so that the secure establishment has all the relevant information with which to start their initial assessment, and
- (2) In the case of young people who have been remanded, not start to record their pre-sentence report (PSR) assessment on AssetPlus until the *Entering into Custody* stage has been received from the establishment.

#### *Caretaking arrangements*

- 3.7 If the YOT is currently acting as a Host YOT and delivering youth justice services to the young person on behalf of a Home YOT, paragraphs 4.28 – 4.31 of the *National Protocol for Case Responsibility* outline responsibilities in relation to providing placement documentation to the YCS Placements Team.

# Initial planning and review meetings

- 4.0 Because AssetPlus is a shared framework, joint contribution from YOTs and establishments at initial planning and review meetings is crucial, as it will minimise the need for amendments to be made and shared via repeated stage transfers afterwards.

The responsibilities regarding initial planning and review meetings are as follows:

## *Secure establishment*

- 4.1 Unless agreed otherwise with the YOT, the secure establishment is responsible for updating AssetPlus following initial planning and review meetings **within five days**, and for notifying the YOT that a new *Review* stage is available.

## *Youth Offending Team*

- 4.2 Upon notification from the secure establishment that the updated stage is available to view, review the stage in YJAF.
- 4.3 Based upon the establishment's assessment, create a *Review* stage and update AssetPlus with the secure estate information (e.g. secure estate intervention plan targets), plus any additional updates that may be required.
- 4.4 Transfer the updated *Review* stage to the establishment **within three working days** of receiving the initial notification.
- 4.5 Where it is agreed that the YOT will make the updates following the initial planning meeting, share the completed *Review* stage with the establishment **within five working days** of the meeting.

**See also paragraphs 9.16–9.25 of National Standards for Youth Justice Services.**

## **Additional clarification**

### *Caretaking arrangements*

- 4.6 As per paragraph 4.50 of the *National Protocol for Case Responsibility*, in cases where there is a caretaking arrangement in place, and the young person was receiving youth justice services from a Host YOT at the point they entered custody, the deciding factor in which YOT provides the remand/sentence planning input and attendance at reviews is whether the placement will still be available to the young person upon their release.
- 4.7 Regardless of whichever YOT ultimately provides the remand/sentence planning input and attendance at reviews, the other YOT involved in the case can be updated at relevant points (e.g. review meetings,

circumstantial updates) using a PDF/Word copy of the latest AssetPlus stage.

# Making circumstantial updates to AssetPlus

5.0 Whilst a young person is in custody, both the YOT and establishment may need to make updates to AssetPlus in between the formal cycle of National Standards reviews, based upon the young person's circumstances (i.e. an incident in custody which prompts an updated risk assessment, or some new information about the young person and their circumstances). For the purposes of this protocol, these are referred to here as *circumstantial updates*.

5.1 The significance/urgency of the update required should decide whether the updating party also needs to contact the receiving party off-system (see 1.11).

Where this need for a circumstantial update arises, the responsibilities are as follows.

## Secure establishment making updates

### *Secure establishment*

5.2 If required (see 5.1), notify the YOT case manager of the intended update and the circumstances around it via a phone call or urgent email.

5.3 Once the update is completed, notify the YOT **within 24 hours**.

### *Youth Offending Team*

5.4 Upon notification from the secure establishment that the AssetPlus *Review* stage is available to view, review the stage in YJAF.

5.5 Based upon the establishment's assessment, create a *Review* stage and update AssetPlus with the secure estate information, plus any additional updates that may be required.

5.6 Transfer the updated *Review* stage to the establishment **within three working days** of receiving the initial notification.

## Youth Offending Team making updates

### *Youth Offending Team*

5.7 If required (see 5.1), notify the establishment case worker of the intended update and the circumstances around it via a phone call or urgent email.

5.8 Once the update is completed, transfer the *Review* stage to the establishment **within one working day**.

### *Secure establishment*

5.9 Upon receipt of the YOT's *Review* stage, review **within three days** and create a new secure estate stage using the information from the YOT.

# Young people leaving youth detention accommodation

- 6.0 Towards the end of the custodial period, the AssetPlus Leaving Custody module (available in the *Pre-Release from Custody* stage) is used to record release arrangements and supporting information about release.
- 6.1 The timescales given below apply regardless of early or late release, The responsibilities in relation to AssetPlus and release preparation are as follows:

## *Following the release preparation meeting*

### *Youth Offending Team*

- 6.2 Update AssetPlus using a *Pre-Release from Custody* stage, recording the release information in the Leaving Custody module, and transfer the stage to the secure establishment **within five working days** of the meeting.

### *Secure establishment*

- 6.3 Upon receipt of the *Pre-Release from Custody* stage from the YOT, review **within three days**.
- 6.4 Using a further *Pre-Release from Custody* stage, add any further details required to the release information (e.g. around additional licence conditions), complete the stage and notify the YOT **within five days** of receiving the first one.

## *Following the final release preparation meeting*

### *Youth Offending Team*

- 6.5 Make any updates to the release information using a *Pre-Release from Custody* stage and transfer the stage to the establishment **within five working days** of the meeting. If applicable, send any additional information around conditions of licence or notice of supervision using the Annex B and Annex C forms (via secure email).

### *Secure establishment*

- 6.6 Upon receipt of the *Pre-Release from Custody* stage from the YOT, review the stage in YJAF **within three days**.
- 6.7 Using a further *Pre-Release from Custody* stage, update any final pre-release details and complete the stage **seven days before the young person's release**. Where applicable, send the Annex B and Annex C forms to the YCS Placements Team **within the same timeframe**.

- 6.8 Once completed, notify the YOT that the updated *Pre-Release from Custody* stage is available in YJAF and send any additional release information via secure email.

***Following release***

***Secure establishment***

- 6.9 Any final updates in relation to release from custody must be provided to the YOT **within 24 hours** of the young person leaving the establishment.

**Please note:** Once the young person has been released on YJAF, only staff with 'Manager' access will be able to edit the young person's information, including AssetPlus.

**See also paragraphs 9.43–9.52 of National Standards for Youth Justice Services.**



# Young people transferring between secure establishments

7.0 This section should be read in conjunction with the [Placement Review and Transfer Guidance](#). In cases where a transfer is approved, the responsibilities of the parties involved in relation to AssetPlus are as follows:

## *Originating establishment and YOT*

7.1 Following confirmation of the transfer, ensure that the young person's AssetPlus record is up to date, liaising with each other where necessary to complete any required updates, and sharing this with the YCS Placements Team **prior to the young person leaving the originating establishment or in line with the timescales for the transfer.**

## *Receiving establishment*

7.2 Complete an initial assessment to reflect the change in circumstances by completing an AssetPlus *Review* stage **within five days** of the young person arriving at the establishment.

## *Youth Offending Team*

- 7.3 Upon notification from the secure establishment that the *Review* stage is available to view, review the stage in YJAF.
- 7.4 Based upon the establishment's assessment, create a *Review* stage and update AssetPlus with the secure estate information, plus any additional updates that may be required.
- 7.5 Transfer the updated *Review* stage to the establishment **within three days** of receiving the initial notification.

# Temporary Release

- 8.0. The *Temporary Release Operational Procedures* document contains detailed guidance on how AssetPlus should be used to support applications for Temporary Release. So as to avoid duplication with this guidance, the following principles are general expectations of how AssetPlus should be used in such cases.

## *Temporary Release*

- 8.1. YOTs and establishments should work together to update AssetPlus as part of a Temporary Release application. The AssetPlus *Review* stage should be used to do this (the *Pre-Release from Custody* stage is intended only for use when a young person leaves custody at the end of their custodial period).
- 8.2. Where possible, discussion about the intended release activity should take place as part of scheduled custodial review meetings (see section 4 for AssetPlus roles and responsibilities).
- 8.3. Upon the release of the young person, the YOT and establishment should ensure that progress on the release activity forms part of any updates to AssetPlus, and is shared appropriately in line with the timescales provided in this protocol.

## APPENDICES

### APPENDIX A: Responsibilities and timeframes – secure establishments

Young people entering youth detention accommodation	Paragraph ref.	Timeframe for completion
Complete an AssetPlus <i>Entering into Custody</i> stage to record the initial assessment and notify the YOT that this has been completed.	3.1	Within 72 hours of arrival
Initial planning and review meetings	Paragraph ref.	Timeframe for completion
Unless agreed otherwise, update AssetPlus following the initial planning and review meetings, and share the <i>Review</i> stage with the YOT.	4.1	Within five working days of the meeting
Making circumstantial updates to AssetPlus	Paragraph ref.	Timeframe for completion
If required (see 5.1), notify the YOT case manager of the intended update and the circumstances around it via a phone call or urgent email.	5.2	n/a
Once the update is completed, transfer the <i>Review</i> stage to the YOT.	5.3	Within 24 hours of completion
Upon receipt of an AssetPlus <i>Review</i> stage, review within 3 days and create a new secure estate stage using the information from the YOT.	5.9	Within three working days
Young people leaving youth detention accommodation	Paragraph ref.	Timeframe for completion
Upon receipt of the <i>Pre-Release from Custody</i> stage from the YOT, review within three days.	6.3	Within three days
If any further updates are required to the release information, make these using a further <i>Pre-Release from Custody</i> stage and share this with the YOT.	6.4	Within five working days of receiving the first stage.
Provide any final updates to the YOT.	6.6–6.7	Within 24 hours of the young person's release.

## APPENDIX B: Responsibilities and timeframes – Youth Offending Teams

Young people entering youth detention accommodation	Paragraph ref.	Timeframe for completion
Upon notification from the secure establishment that the <i>Entering into Custody</i> stage is available to view, review the stage in YJAF.	3.2	Within one working day
Based upon the establishment's assessment, create a <i>Review</i> stage and update AssetPlus with the secure estate information (e.g. any new custody-specific risks), plus any additional updates that may be required.	3.4	Within three working days

Initial planning and review meetings	Paragraph ref.	Timeframe for completion
Following a planning/review meeting, upon receipt of notification that the updated AssetPlus <i>Review</i> stage, review the stage in YJAF.	4.2	Within one working day
Based upon the establishment's assessment, create a <i>Review</i> stage and update AssetPlus with the secure estate information (e.g. secure estate intervention plan targets), plus any additional updates that may be required.	4.3	Within three working days
Where it is agreed that the YOT will make the updates following the initial planning meeting, share the completed <i>Review</i> stage with the establishment.	4.4	Within five working days

Making circumstantial updates to AssetPlus	Paragraph ref.	Timeframe for completion
If required (see 5.1), notify the establishment case worker of the intended update and the circumstances around it via a phone call or urgent email.	5.6	n/a
Once the update is completed, transfer the <i>Review</i> stage to the establishment.	5.7	Within one working day
Upon notification from the secure establishment that the AssetPlus <i>Review</i> stage is available to view, review the stage in YJAF.	5.4	Within one working day
Based upon the establishment's assessment, create a <i>Review</i> stage and update AssetPlus with the secure estate information, plus any additional updates that may be required.	5.5	Within three working days

Young people leaving youth detention accommodation	Paragraph ref.	Timeframe for completion
Following the release preparation meeting, update AssetPlus using a <i>Pre-Release from Custody</i> stage, recording the release information in the Leaving Custody module, and transfer the stage to the establishment.	6.1	Within five working days of the meeting
Following the final release meeting, make any updates to the release information using a <i>Pre-Release from Custody</i> stage and transfer the stage to the establishment.	6.2	Within five working days of the meeting