

***Youth Justice Service***

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| **Terms of Reference Y2A Panel** |

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**Y2A Transitions Panel**

**Terms of Reference (October 2023)**

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| **The Aim and Purpose of the Panel** | The Y2A transition meeting is a multi-agency panel, chaired by the designated Enfield YJS Operations Manager. The purpose of the panel is to aid planning and execution of transitions plans for those young people transitioning from Enfield Youth Justice Services to adult services. The panel is created to support guidance defined in the *Joint National Protocol for Transitions in England 2021.* |
| **Objectives of the Panel** | The overriding objective of the Y2A Transitions Panel and behind an effective transition process is that it should be managed safely both for the child and their community. What remains fundamental, is the need to jointly assess the appropriateness of the child's transfer. This should be based on a range of factors including desistance, safety, well-being and risk, whilst being mindful of statutory responsibilities.To achieve this objective, the panel will consider the following: * Ensure timely identification of cases eligible to transition and subsequent allocation
* Scrutinise and support development of a transitions plan which identifies which services are best place to support young people after the age of 18.
* Discuss the support needs of young person who are transitioning and identify key services required to support transition
* Consider current risk management plan and develop internal/external controls that supports the young person and protects the public whilst transition occurs
* Consider safety concerns of victims and share appropriate information
* Track and monitor progress of young people in transitions as defined be the transitions timeline below.
* Provide follow up and aftercare services for those young people who have transitioned.
* Consider and support the transitions plan for young people in custody who are moving from the juvenile to the adult secure estate and ensuring that resettlement plans are progressed as part of the transitions in custody process
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| **Y2A transitions eligibility and case identification**  | All statutory orders are eligible to transition to NPS, where 3 months of intervention remain after the young person turns 18. This applies to all community-based penalties and custodial sentences. However, there are some exceptions, such as cases subject to Intensive Surveillance Supervision (ISS), bail support and young people remanded into custody. In such cases, the YJS will retain such cases. These young people will be discussed at panel and retention with the YJS will have to be agreed by all retained panel members.The YJS will be responsible for identifying and brining all eligible young people to the Y2A panel.The minuets will be completed YJS business support and they sent out to members no later than 1 week after panel with actions.  |
| **Membership and structure of Y2A Panel** | The Y2A panel will be held on the first Wednesday of every month from 12:30pm to 2:30pm. The following representatives are required to attend each Panel:* **Designated Operations Manager Enfield YJS**
* **Senior Probation Officer NPS**
* **Seconded YJS Probation Officer**
* **YJS Police Officer**
* **Team Manager Adolescence and Leaving Care Team**
* **YJS ISS and Throughcare Officer**
* **Victim and Restorative Justice Worker**
* **YJS Case manager (of YP that is being discussed)**
* **Allocated Probation Officer (of YP that is being discussed)**
* **YJS Clinical Psychologist**
* **St Giles Vanguard representative**
* **St Giles Rescue and Response representative**
* **In addition, other representatives may be invited as and when appropriate depending on the focus of the meeting.**

The YJS Operations Manager will be responsible for sending out the invites to the stated members in good time for the panel. Any additional invites are required to be agreed by the chair before the panel and their role/purpose clearly explained and evidenced.Agenda items for the meeting are as follows: * 2:00pm – Welcome and introductions
* 2:05pm – Discuss new retained cases
* 2:15pm – Confirm cases that have transitioned
* 2:20pm – New Y2A transitions cases
* 3:00pm – Review Y2A transitions cases from last meeting
* 3:45pm – Voluntary referrals
* 3:55pm – AOB
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| **Transitions plan and transfer paperwork** | **Transitions plan –** All young people transitioning to adult services require a transitions plan. The YJS Case Manager (CM) is required to complete stage 1 of the transitions plan before the initial Y2A transitions panel discussion. This plan will be scrutinised and developed over the course of the transitions period**Pre-panel summary –** All YJS CM’s are required to produce the transfer to Probation paperwork which outlines the salient points of the case and aid members to conduct research prior the panel and make decisions re their transitions plan. The transfer paperwork will be sent to members two days before the Y2A transitions meeting. |
| **Options available to the panel** | After the young person has been discussed, the panel have several options to with regards to their transitions: * **Transition to National Probation Service (NPS) –** this will see case responsibility be transition to NPS when appropriate services are in place. A rationale will be required and recorded on both YJS and NPS recording systems.
* **Retained by YJS –** On a rare occasion, a young person with specific needs may be retained by the YJS if they have a short period remaining after 18 and 3 months. A rationale will be required and recorded on both YJS and NPS recording systems.
* **Refer to voluntary services –** where there is no longer a statutory role for with Enfield YJS or Enfield NPS, a young person can be discussed to transition them to voluntary adult services to aid their transition into adulthood
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| **Transitions timeline to be supported by panel** | At **17 and 5 months**, all eligible cases will be identified by Enfield YJS. The YJS Case Manager (CM) will be notified and part one of the transitions plan is to be completed in preparation for the Y2A Transitions Panel which will occur at 17 and 6 months. YJS CM is responsible for inviting the relevant professional network supporting their young person.At **17 and 6 months**, all eligible cases to be presented at the Y2A Transitions Panel. The YJS CM must ensure that all intervention providers (including health and education, training and employment providers, children’s social care) are informed of the transition and are invited to all Y2A transitions panels to ensure continuity of delivery. The YJS CM is to present part one of the plan which will consider the subsequent 3 months, preparing the young person for the impending transition to adult services. Multi-agency discussion will occur to scrutinise the plan and support an effective transition. Transition eligibility with NPS will be agreed and the seconded YJS PO will start the transitions module. At **17 and 7 months**, the young person will have an allocated to an NPS PO as allocation should be an action from the initial panel discussion at 17 and 6 months – it is encouraged that this would be the Seconded PO within the YJS team to promote end to end management.Cases will be reviewed at panel monthly; this is to support an effective transition and ensure that the young person is on track to transition in a supported, timely manner. At **17 and 9 months**, a pre-transition meeting between the young person, the YJS CM and allocated NPS PO will occur. Stage 2 of the transition plan will be completed with the young person, which will cover the next 6 months (up to 18 and 3 months). Young people transitioning should be co-worked from the age of 17 and 9 months until their 18th birthday by the YJS and NPS. Transition to NPS can occur at any point after **17 and 9 months** if appropriate support is in place and NPS can assume lead case responsibility.**By 18 years**, the young person will have completed the transition module and if all parties are content that a supportive transition has been facilitated, the young person should transition over the supervision of NPS. The YJS CM/Seconded YJS PO will attend the handover meeting with the NPS PO, along with the young person and any other relevant professionals.At **18 and 1 month** the now young adult will have been working with NPS for at least 4 weeks and will be working through stage 2 of their transition plan. A meeting should be arranged with the YJS CM, NPS PO present and the young person to review their progress, this will be the end point of transition unless 3 months voluntary support has been identified for the young person. |
| **Reviewing the panel** | The YJS Operations Manager and the NPS SPO will meet quarterly to review transitioned cases and how the panel supported their transition. Best practice and areas for improvement will be noted and the panel is to be revised accordingly to support improvements. |
| **Accountability** | The Panel is accountable to the Senior management teams of the Youth Offending Service and National Probation Services.  |
| **Review** | Terms of Reference for Y2A Transitions panel will be revised on annual basis. |