

HRP (High Risk Panel)
Policy / Procedure

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Introduction

Terms of Reference

The High Risk Panel (HRP) within the YJS has been established to develop a co-ordinated approach to manage high risk cases, and level 1 MAPPA threshold, to ensure information sharing (both internally and externally); develop, review, quality assure and monitor the delivery of plans; identify resources according to the assessed level of risk; have an overview of risk cases within the service and support staff in managing these cases.

It is important that the YJS HRP does not duplicate work undertaken in other partnership risk panels. If a Child is subject to MAPPA 2 or 3 management arrangements (i.e. subject to planning and review at multi agency MAPPA meetings) – the case will not be discussed at HRP. If a child is Looked After or subject to multi-agency safeguarding procedures, a referral to these panels should not wait for a discussion at HRP, although the case should still be listed at the YJS HRP if assessed as high or very high risk to ensure that risks are being managed appropriately and considerations are included in YJS assessments and plans.

If a child has been assessed as High risk of re-offending, then the child will be discussed at Youth Xtra. If risk changes and High risk of harm or safety and well-being has also been identified, then a decision will be made as to the most appropriate forum for discussion thereafter.

Identification Process

The child will be assessed as meeting the Enfield YJS definition of a high risk case if the following apply (see [Appendix 1](#) for definition):-

- **Risk of Serious Harm and Safety and Well Being** – score of High or Very High using the Asset Plus indicators of Risk Serious Harm, OR Safety and Well Being.

The case manager will summarise the risk/safety and well-being concerns in the Explanations and Conclusions sections of Asset Plus so that the HRP support officer can provide the risk matrices. Case managers should also ensure that the Explanations and Conclusions section is signed off by a manager. These should be checked and countersigned before Friday midday.

Any immediate safeguarding and/or public protection concerns must be raised immediately with the line manager or duty manager so that a decision regarding the need for any immediate safeguarding or MAPPA referrals can be taken.

New cases assessed as high or very high risk of harm to others or safety and well-being should be taken to Panel to the following schedule:

- Triage / Out of court disposals – within 10 working days of from the OOC Panel.
- Referral Orders – if possible, to be scheduled for the week before YJS Offender Panel otherwise immediately following Panel.
- YROs – within 10 working days of the start of the intervention.
- DTOs – within 10 working days of intervention start and then scheduled for review depending on release date.
- Notice of Supervision – one week before release planning meeting to inform planning discussion
- Bail / Remand Cases – To the next available high-risk panel if assessed as high risk of serious harm / safety and well-being or above.
- All cases – at any point in the intervention following a significant change of circumstances that leads to a re-assessment of the Child into the high or very high risk /safety and wellbeing category.

The case manager will refer all young people who meet the high or very high-risk threshold for Harm and Safety and Wellbeing. Managers will also be aware of the high-risk cases in their team and ensure those young people are referred where necessary. If a child assessed as high risk is open to social care, the YJS and social care will have joint supervision sessions to ensure there is joint approach to the management of risk.

OCCD

High risk cases will be identified by the Asset plus and or OCCD tracker and the HRP support officer will check that all high risk of harm and safety and wellbeing have been scheduled to attend the high risk panel within 10 days of the OCCD panel – where this is not the case, they will notify the case manager and line manager by email.

Post court cases

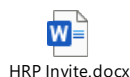
High risk cases will be identified by the caseload by risk data report and the HRP support officer will check that all high risk of harm and safety and well-being have been referred to the panel within 3 days of sentence and or in the case of a Referral Order, 3 days from completion of assessment, – where this is not the case, they will notify the case manager and line manager by email.

HRP Screening Process (NEW)

The case manager will complete the HRP screening form and send to the HRP email box. A half an hour screening appointment will be booked in for the case manager and the manager to attend to discuss the case to determine whether it meets the threshold to be discussed at panel or agreed that risk is currently being managed within the case management system. Actions may be provided if any gaps are identified.

HRP Process

The case manager will email the high-risk Panel (HRP) email box to book the Panel – the worker should identify any external partners to be invited, including name, organization, contact number and email address. The HRP support officer will schedule the case for Panel within 10 working days, send out invitations to the meeting (using the HRP Invite) and email the case manager with the time and date.



Specialists attendance will be required at the panel if working with the child.

The HRP support officer will provide the chair on the Thursday prior to the HRP meeting with a list of cases to be discussed, Explanations and Conclusions and Dealing with Changing Circumstances from the assessment of the children and the previous actions if it is a review meeting

The Chair will review the case papers at least one day before Panel to ensure s/he is familiar with the case and seek any clarification with the case manager in advance of the Panel. The Chair and the HRP support officer will liaise regarding the organisation of the Panel on the date and any practical arrangements that need to be agreed.

HRP Chair – (Head of Service / Deputy Head)

The HRP is not an appropriate forum for in depth case discussions due to the complexity of some of the cases. At the start of the meeting the chair will go through the confidentiality and diversity statement with the panel (see **Appendix 2**). The Panel's role is to ensure that a lead agency is identified that appropriate resources are allocated by the agencies involved and that inter-agency working is effective. In the majority of cases and where the Child is subject to a Youth justice intervention, the YJS will generally act as the lead agency. However, if the Child is looked after or subject to a child protection plan, Children's Service will take the lead, ensuring integrated working with the YJS in relation to Youth justice interventions. The HRP will only focus on those areas where the Child has been assessed as high risk.

The HRP will review and check plans and actions being implemented and agree any changes to them. The Panel will also agree any referrals to MAPPA and/or safeguarding, and to specialists/partners.

The HRP support officer will be responsible for the overall scheduling of cases for the Panel - initial cases to be scheduled for 1hr minutes discussion and decision making. Review cases for 45 minutes discussion.

Frequency of meetings

High Risk panels will be held weekly on **Tuesdays 10.00 to 14:00pm**; all papers **MUST** be made available by midday on **Thursdays** before the meeting at the latest so they can be sent via secure email to all

attendees. It is expected that all members will have read the documents prior to the meeting so that the focus is on decision making and monitoring. The Chair will review the papers for the cases to be discussed at that week's panel before the panel commences.

The Panel will agree:

- 1) All plans, plan amendments and additions and associated actions
- 2) Referrals to MAPPA, Safeguarding and other specialists/agencies
- 3) Any other appropriate actions
- 4) The date of the next review

The Chair will expect the case manager to summarise the high-risk concerns at the Enfield YJS High Risk Panel as a way of ensuring all appropriate risk/safety and well-being issues have been considered and discussed as part of the Panel discussion. The case manager should take any revised intervention plan and or risk management plan to the TAC planning meeting. Once the plan is finalised, the case manager should email the Chair for a final check and sign off.

Administration

The HRP support officer will record the details of the Panel in minutes, including who attends, summary of concerns; desistance factors key actions agreed and who is responsible for the actions and the date of the next review on CVYJ. The review date for each case will be agreed at the initial Panel. This will be no longer than 3 months but may be a shorter period depending on the presenting risks.

A reduction in risk / safety and well-being risk levels to medium and below that has been agreed by the line manager and HRP chair will result in the case no longer being required to come to the HRP. The HRP will agree an exit strategy at least 4 weeks before the case closes and organise any ongoing monitoring arrangements required.

Actions following the HRP

The case manager will be responsible for updating any plans within 24 hours of the Panel. Any final risk management sections must be signed off by the line manager before the next panel.

The HRP support officer will be responsible for notifying all invitees of the date of the review and will implement a 'reminder' process to the case manager to prepare papers **two** weeks before the review is

due. The case manager will update the assessments and plans in preparation for the HRP review, so that papers can be emailed to and read by HRP members beforehand.

Panel membership

The Panel will meet weekly for a period of approximately 3 hours and will be chaired by a YJS manager. The following is a list of expected regular attendees and it is the responsibility of each attendee to nominate and brief a replacement if they are unable to attend.

JOB TITLE	AGENCY	ROLE IN PANEL
HOS	YJS	Chair
Social Worker / manager	Children's Service	Attendee / information sharing / decision making
YJS police	Police	Attendee / information sharing / decision making
YJS Nurse	NHS	Attendee / information sharing / decision making
Clinical Psychologist	CAMHS	Attendee / information sharing / decision making
HRP Support Officer	YJS	Recording information, risks, decision making
ETE Co-ordinator	YJS	Attendee / information sharing / decision making
Youth Guardian	YJS	Attendee / information sharing / decision making
Strengthening Families	YJS	Attendee / information sharing / decision making
YJS Attendees as necessary		
• Case Manager		• Team manager in absence of case manager
• Placement key workers		• Seconded Probation Officer

• Human Kind	• ISS worker
• Victims Worker	• Transitions Officer
• Youthxtra Co-Ordinator	• Youthxtra Police Officer

Other agencies may attend the HRP as appropriate by arrangement to present cases and share information.

Evaluation

The terms of reference and membership of the HRP will be reviewed annually.

APPENDIX 1

Risk Definitions

Definition of risk:

“the probability that an event or behaviour carrying the possibility of an adverse or negative outcome will occur”

Kemshall, 1998

Definition of High risk of serious harm to others:

Risk of harm identified. The potential event could happen at any time and the impact would be serious. Action should be taken in the near future and the case will need monitoring (eg. Supervision by middle/senior management, local registration)

Definition of Very High Risk of Serious Harm to others:

Imminent risk of harm identified. The child will commit behaviour in question as soon as the opportunity arises, and the impact would be serious. Immediate multi-agency action is likely to be required. The potential event is more likely than not to happen imminently.

Definition of High Risk of Safety and Well-being:

Clear risks to the child or child’s safety and well-being have been identified, are likely to occur and the impact will compromise the child’s safety and well-being. Actions are

required in the near future and are likely to involve other agencies in addition to youth justice services.

Definition of Very High Risk to Safety and Well being

Clear risks to the child's safety and well-being have been identified, are imminent and the child is unsafe. Immediate actions are needed to protect the child, which will include (or have already included) a referral to statutory child protection services.

APPENDIX 2

ENFIELD YOUTH JUSTICE SERVICE

High Risk Panel

CONFIDENTIALITY STATEMENT

THIS MEETING IS CONFIDENTIAL AND THE DISCUSSION AND INFORMATION SHARED IS RESTRICTED TO PARTIES PRESENT, UNLESS THERE IS AGREEMENT FROM THE CHAIR TO DO OTHERWISE. THIS IS AN INTERIM POSITION IN THE ABSENCE OF INFORMATION SHARING AGREEMENTS FOR HIGH RISK PANELS.

THIS MEETING IS CLOSED UNDER THE FREEDOM OF INFORMATION ACT 2000 UNDER ONE OR MORE OF THE FOLLOWING EXEMPTIONS:

INVESTIGATIONS AND PROCEEDINGS CONDUCTED BY PUBLIC AUTHORITIES (S.30 (1)(B)

HEALTH AND SAFETY (S.39)

PERSONAL INFORMATION (S.40)

INFORMATION PROVIDED IN CONFIDENCE (S.41)

DIVERSITY STATEMENT

THIS MEETING WILL AIM TO REFLECT THAT ALL INDIVIDUALS WHO ARE DISCUSSED AT THIS MEETING SHOULD BE TREATED FAIRLY, WITH RESPECT AND WITHOUT IMPROPER DISCRIMINATION. ALL WORK UNDERTAKEN AT THE MEETINGS WILL BE INFORMED BY A COMMITMENT TO EQUAL OPPORTUNITIES AND EFFECTIVE PRACTICE ISSUES IN RELATION TO RACE, GENDER, SEXUALITY AND DISABILITY.