

Recommendation	What will be done?	Who will do it?	Timetable for completion:	Review date and progress:
	<p>(c) require case managers to focus strongly on the protective factors in a child / young person's circumstances so that the interventions seek to build on the strengths in their situation that are identified during the assessment (NB research is indicating the effectiveness of this approach)</p> <p>(d) Practice Supervisors are supported within the Service to enable them to spend a greater percentage of their time with case managers (including via supervision) on both practice development and on their responsibilities for quality assuring assessments and intervention, risk and vulnerability management plans</p>	<p>EPPM / Effective Practice Group (EPG)</p> <p>Acting Head of Service and YOS Management Team (Team Managers, Practice Supervisors and the EPPM)</p>	<p>31.12.11</p> <p>31.12.11</p>	<p>13.09.11</p> <p>13.09.11</p>
<p>2. A timely and good quality assessment of the individual's vulnerability and Risk of Harm to others is completed at the start, as appropriate to the specific case</p>	<p>(a) Publication of revised Risk & Vulnerability Management Procedures (following consultation with each of the Teams)</p> <p>(b) Two Risk & Vulnerability Management workshops – the objective being to develop approaches to ensure that the practice of case managers when assessing vulnerability and the potential for a risk of harm to others meet best practice standards. The learning will be cascaded in the Teams by Team Managers and Practice Supervisors</p> <p>(c) targeted training for case managers</p>	<p>EPPM / EPG</p> <p>External Trainer – attended by Team Managers (TM), Practice Supervisors (PS), Workforce Development Co-ordinator (WDC)</p> <p>Team Managers and Practice Supervisors will identify the case managers requiring training</p> <p>External Trainer, the EP&</p>	<p>31.08.11</p> <p>31.10.11</p> <p>03.02.12</p>	<p>06.10.11 (NB date for the first workshop)</p>

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	<p>(d) the programme of monthly case audits will monitor progress made towards the best practice benchmarks and National Standards – these will be organised thematically:</p> <ul style="list-style-type: none"> • the quality of the Core ASSET – the addressing of safeguarding and public protection issues within the text boxes for each of the dynamic factors included in the assessment • the relationship between the information provided within the text boxes and the indicators for risk of serious harm and for vulnerability so that the necessity for the completion of a Risk of Serious Harm ASSET and a Vulnerability Management Plan is correctly recognised • the effectiveness of the link between the outcomes from individual assessments and the objectives set out in the combined plan (Intervention, Risk Management, Vulnerability Management) as they relate to safeguarding the child / young person and the need to manage any risk of harm they may pose others <p>(e) report twice yearly to the County Youth Justice Board on the findings from the audits</p>	<p>PM and the WDC will deliver the training (YOS training budget)</p> <p>EPPM will co-ordinate. Case Managers and specialist staff will participate</p> <p>Effective Practice & Performance Manager</p>	<p>Ongoing</p> <p>Ongoing but 2 reports during 2012</p>	<p>Post each CYJB meeting</p>

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3 the record of the intervention plan is specific about what will now be done in order to safeguard the child or young person from harm, to make them less likely to reoffend, and to minimise any identified Risk of Harm to others	(a) agree a format for a combined plan so integrating the intervention, risk & vulnerability management	Effective Practice Group with EPPM	31.08.11	
	(b) implement the new template and place on the case management system)	TMs and PSs	01.04.12	02.02.12
	(c) the individual plans will be informed by the outcomes from the use of the What Do You Think? ASSET and of the Learning Styles Questionnaire	TMs and PSs	Ongoing	
	(d) fully implement the quality assurance checklists for those Team Managers and Practice Supervisors chairing planning and review meetings	TMs and PSs	03.10.11	02.02.12
	(e) gatekeeping procedures and staff supervision in Teams will be used to monitor that there is an explicit link between the assessment outcomes (including those of the ROSH where one is completed) and the objectives in the combined plan	TMs and PSs	Ongoing	02.02.12
	(f) the monthly county audit process will be used to review the effectiveness / quality of the combined plan format	EPPM	January 2012 will focus on this practice area	
	(g) the report to the County Youth Justice Board on the findings from the monthly case audits will include details of: <ul style="list-style-type: none"> • the impact of the change in the planning format • the assessed degree of clarity of the objectives included in the combined plans 	EPPM	Twice yearly	Post each CYJB meeting

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4 The plan of work with the case is regularly reviewed and correctly recorded in Asset with a frequency consistent with national standards for youth offending services	(a) the publication of a Practice Note on revised assessment and planning procedures for the Service – with emphasis on the planning and review processes following the completion of the Start ASSET	EPG & the EPPM	Implementation on 03.10.11	02.02.12
	(b) those cases assessed as high / very high in terms of risk of harm to others / vulnerability to continue to be reviewed at the monthly risk & vulnerability management meetings held by the Teams	TMs and PSs	Ongoing but first review at each of the October workshops	02.02.12
	(c) establish clear guidance as to the management of the above meetings and promote with Team Managers and Practice Supervisors	EPG & the EPPM	02.02.12	
	(d) APIS training to use previously prepared exemplars for the updating of ASSET where there has been either a positive / negative development	External trainer with support from the EPPM and the WDC (YOS training budget)	31.12.11	31.10.11
	(e) findings from the monthly county audits are included in a twice yearly report for the County Youth Justice Board with respect to: <ul style="list-style-type: none"> • the review and planning processes • the processes for the management of risk and vulnerability • the outcomes being achieved 	EPPM	Ongoing	Post each CYJB Meeting

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5 there is regular and effective oversight by management, especially of screening decisions, that is clearly recorded within the case record, as appropriate to the specific case	(a) ensure the checklists designed to support the preparation of Chairs prior to a planning / review meeting are routinely used	EPPM	30.09.11	
	(b) establish the practice that Team Managers / Practice Supervisors chair reviews of cases being managed at either an Enhanced or an Intensive level. This will enable them to prioritise their involvement in cases on those children and young people where management oversight is most likely to be required	Team Managers Practice Supervisors	Ongoing	
	(c) the guidance (see above) for the conduct of Risk & Vulnerability Management meetings is adopted by all Teams	EPPM and EPG		
	(d) Team Managers and Practice Supervisors will develop processes for ensuring the work they have requested from individual case managers is completed	EPG and the YOS Management Group	31.10.11	
	(e) guidance will be provided on the wording within individual case records to be used in recording management action / requests for action. This will be included in a Practice Note	EPPM & EPG	31.10.11	02.02.12
	(f) the monthly case audits will on occasions focus on: <ul style="list-style-type: none"> • the management oversight provided in individual cases (enhanced and intensive) • how effectively the oversight has been recorded • the impact the more tightly controlled 	EPPM		02.02.12

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	<p>processes will have had</p> <p>(g) the findings on the effect of the changes to the processes for management oversight will be reported to the County Youth Justice Board in one of the two reports to be submitted in the next twelve months</p>	EPPM	During 2010	<p>Post each CYJB meeting</p>
Name of person completing this plan: Andy Birkin			Designation: Acting Head of Service	Date: 17.08.11