

Effective Date: 18th May 2022

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Owner: YJ Service Manager

Abbreviations:

ASB – Anti Social Behaviour
BS – Business Support
CCE – Child Criminal Exploitation
CYP – Children and Young People
CSC- Childrens Social Care
FS – Family Service
KCDR – Knife Crime Decision Record
OIC – Officer in the Case
OOCDD – Out of Court Disposal
MASH – Multi Agency Safeguarding Hub
PPN – Public Protection Notice
YJS – Youth Justice Service

Appendix 1 : PPN Flow chart

1. Introduction

Screening Public Protection Notice's (PPN) for children that have been involved in a knife/weapon incident, a serious violent incident or where CCE is suspected, is an important part of the Youth Justice Service's approach to prevention and diversion. It aims to ensure that those at risk of 'emerging threats' will be appropriately identified, supported and protected.

This document outlines practice expectations for when a PPN is received by the Youth Justice Service (YJS).

2. Public Protection Notices

PPNs are forwarded on by MASH Police to the YJS Police (ncc requests) for the ultimate attention of the relevant YJS Locality Manager/Advanced Practitioner where there has been:

- an incident involving a child or young person (CYP) open or recently open to YJS.
- incidents occurring involving CYP and suspected Child Criminal exploitation (CCE).
- incidents occurring involving CYP linked to ASB or criminal peers / associates.

- incidents occurring relating to knife or weapon possession / offences.
- a CYP involved in a serious violent incident.

It is considered appropriate that the individuals responsible for reviewing PPN's is a manager or Advanced Practitioner (AP) to enable them to be able to escalate cases (within CSC/FS/police) where it is felt that there have been omissions in practice/procedure; or if there are Risk/SaW factors that appear to have been overlooked.

Additionally, Managers/APs will have an increased knowledge, and overall awareness, of what is happening in their own locality; be more likely to recognise names/locations that are re occurring, and more able to link incidents/perpetrators/victims together, potentially identifying wider contextual safeguarding issues.

As per the police youth knife/weapons policy, the YJS Police run a daily report which highlights any knife/weapon related incidents involving children. These are screened and an entry is placed on NICHE highlighting requirements under the policy for the OIC's to adhere to the police knife crime policy by submitting a PPN. Whilst this does not pick up all relevant incidents it does provide some safeguard to ensure that the police are following procedure. Please see: [Police Knife Crime Guidance](#).

3. Youth Justice Role and Responsibility

Upon receipt of the PPN the Team Manager/Advanced Practitioner (or delegated worker) should review the PPN and check the names of the children against records contained on CAPITA and Mosaic.

Where it is not clear what action has been taken in relation to an incident recorded within a PPN; it will be necessary to make further enquiries with the YJ Police; it may also be necessary to make direct contact with the OIC. The purpose of this could be to;

- clarify if the incident has been referred for an OOCOD assessment.
- to ensure that the OIC has followed processes in relation to Knife/weapon's enabled offences (e.g., KCDR).
- for the YJS to discuss and advice regarding potential options/outcomes for the child and what action needs to be taken.

Actively pursuing outstanding incidents with the OIC is to try and expedite a decision being made regarding outcome/actions to prevent drift and ensure that intervention and support is provided to the child at the earliest opportunity.

Where there is a relevant incident and thresholds are deemed to have been met for a s47 strategy meeting/discussion to take place, there is an expectation that YJS be invited, and attendance should be considered by the Team Manager/AP. For further information see: [YJS Involvement in Child Protection Enquiries](#).

All actions/communication should be recorded on Mosaic and Capita to prevent duplication by other workers and to ensure that there is an audit trail of decisions that have been taken by the YJS.

3.1 Child open to the YJS

If a named child is open to the YJS; Business Support (BS) will alert the relevant AP/team manager and responsible case manager to the PPN so that this information can be considered in relation to their offending behaviour. The case manager should give thought as to how this information impacts upon the child's RoSH and SaW and review any existing assessments (including Asset Plus). Where the child is open on an OOC/My Futures programme the PPN incident should be discussed with the manager having supervisory responsibility for the case and a record of the discussion and agreed actions should be entered on CAPITA.

Where the child is also working with CSC or the FS, the case manager should contact the named worker to discuss the incident and any implications for the child's risk/ SaW and current plan of work. Discussions taking place at the earliest opportunity ensures a synchronised approach to planning and the delivery of services, preventing the duplication of work.

3.2 Child open to CSC/FS - NOT working with YJS

If the child is not working with the YJS, but is working with CSC or the FS, the lead professional should be contacted to review if there is any additional support which can be provided by the YJS. Contact can be in the form of an email and, if relevant, the My Futures thresholds and referral form should be attached for consideration. Any considerations and actions taken by the YJS should be clearly recorded on Mosaic and, where there is an existing record, CAPITA.

There may be information which the YJS have access which may not be apparent to CSC/FS but may be influential in their decision making. This information should be communicated to the lead professional and recorded on Mosaic to ensure that it is not overlooked (e.g., child referred for an OOC assessment, links to known YP who are also involved in knife crime incidents, known to the YJS etc).

All initial enquiries will be undertaken by the AP/Managers based within the locality teams. Where there is a subsequent referral for My Futures intervention this will be forwarded to the AP/Manager within the intervention team for follow up and allocation.

3.3 Working with the YJS - NOT open to CSC/FS

Where the child has no assigned worker or team within the FS/CSC, the YJS Team Manager/Advance Practitioner (or delegated person) should liaise with MASH (as per [YJS MASH 'new referral liaison procedure'](#)).

- MASH will be able to provide YJS with a view on risk and need and decision making regarding the child (e.g., NFA, referral to Assessment Service, etc).
- YJS can provide an update on their involvement with a child which can inform MASH decision making at an early stage.
- YJS may have been involved in completing the Knife Crime Decision Record (KCDR) and can advise on YJS and Police process.
- YJS may be completing an assessment and can update on recommendations and implications for the child.
- YJS may be able to follow up potential referrals from the Police for an OOCd assessment to aid early intervention for the child and prevent delays.
- YJS can also assist in following up Police action to support MASH decision making.

3.4 Not working with YJS/CSC/FS

If the child is not working with services, and an OOCd assessment is not being requested, children named on a PPN should be reviewed against information obtained from Mosaic/CAPITA to consider if it would be appropriate to offer any preventative intervention/support, this should take into consideration;

- previous convictions/record of behaviours.
- contact with services.
- information highlighted within the PPN regarding current behaviour / circumstances.
- if the child has been referred for an initial assessment (CSC) / EH services (FS) or is subject to bail/ongoing investigation.

Children who are identified as having broader unmet needs, are considered at risk of criminal behaviour, and require further assessment, can be offered voluntary support through My Futures: Youth Support Programme. This should be forwarded to the interventions team manager/AP for allocation or, if considered more appropriate, allocated within the locality team. Allocation within a locality team may be considered more appropriate when;

- the child/family already has an established relationship with a worker within a locality team.
- there is an outstanding offence of a serious nature and a request for a Pre-Sentence Report is highly likely.
- there are known links with children on statutory orders and the manager/AP are already involved in associated risk management activities.**

**this list is not exhaustive.

Where there is a lower level of need, the Youth Service can also assist, and an offer of support can be coordinated through the Youth Support Group (YSG). These children should be referred to the Interventions Team Advanced Practitioner who is responsible for highlighting relevant children to the YSG for

discussion. This group also acts as a pathway for those children who may be assessed as being at risk of serious youth violence and CCE who would benefit from one-to-one mentoring support; please see [YSG Terms of Reference](#).

In offering any intervention/support, consideration should be given as to who is the most appropriate person to contact the family/child to offer this support. In some circumstances, it may be appropriate to ask the OIC to follow this up with the family; or it may be considered more appropriate for the YS or YJS to contact the family.

Any ongoing investigation should be taken into consideration and, if necessary, advice should be sought from the YJ Police Officer regarding how to proceed in relation to contacting the child/parent/carer and providing intervention.

4. PPN when there are ongoing investigations

Ideally, the YJS will have contacted YJS Police/OIC with a view to expediting an outcome and a decision will have been made regarding the most appropriate outcome/action for that child; however, there may be occasions when a decision cannot be made and there is an ongoing investigation.

In these circumstances, the appropriateness of YJS offering preventative intervention and support needs to be considered, taking into consideration;

- previous convictions/record of behaviours.
- current contact with services.
- information highlighted within the PPN regarding current behaviour and circumstances in which the incident occurred.

Where there are other services working with the child it may be more appropriate for them to continue supporting the child until a decision has been made by the police.

Where there are ongoing investigations, workers should avoid discussing the specific incident with the child so as not to jeopardise any ongoing investigations.

5. Schools Early Intervention Officer (SEIO)

In some circumstances, it may be considered more appropriate for the Schools Early Intervention Officer (SEIO) to undertake work/speak to the child as opposed to the child having contact with the YJS (e.g., incidents that take place within school that have not resulted in a referral for an OOC assessment). This action will need to be discussed and agreed with the SEIO. Mosaic and CAPITA should be updated to reflect any actions taken. This could include asking the SEIO to assess whether a My Futures referral is required/appropriate. A list of schools Police Officers for the County can be found [here](#).

6. Victims

Victims named within PPNs are routinely followed up by CSC and there is an offer of support via the MASH/EHU. If they are receiving intervention from CSC/FS the lead professional will have been alerted to the PPN and should have considered this information alongside the work that they are completing. For children attending school, the incident will also have been highlighted to Designated Safeguarding Leads (DSLs) within schools and SEIOs as part of the Early Police Alert to Schools (EPAS) process. These processes should ensure that contextual safeguarding issues are explored/identified, and the needs of the victim are addressed.

Where a victim is already working with the YJS; information contained within the PPN should be dealt with as stated above (para 3.1). Ensuring that the child's needs are met as a victim should not be overlooked; [Victim Care](#) currently hold the contract for supporting young victims of crime (May 2022) and can be consulted for advice and guidance.

7. Recording of PPNs

Given that PPNs can often contain personal information, which may relate to several different individuals, the YJS/BS will not attach a PPN to any existing CAPITA records. Similarly, where there is no CAPITA record for a child a new record will not be created as a result of a child being named within a PPN. In these circumstances any action/decision/communication made by the YJS should be recorded within Mosaic.

Relevant information can be taken from the PPN and recorded within CAPITA events and, where information relates to/names another child these details should only be recorded if necessary/relevant to the management of risk / SaW.

Appendix 1.

PPN Flowchart

Arrested; Child in custody arrest notification received by EDT. MASH notification raised. Reviewed by MASH for action. Police complete PPN for relevant incidents (this may or may not have resulted in an arrest)

OIC submits a PPN to MASH Police who review the PPN

PPN is reviewed by MASH Police; forwarded to MASH Social Care and, if appropriate, ncc requests (YJ Police)

PPN received by **ncc requests (YJ Police)**, for YJ Teams to be notified.

PPN forwarded to relevant **YJ team, north, west or south.**

Circumstances being:-

- incidents occurring involving CYP and suspected Child Criminal exploitation (CCE).
- incidents occurring involving CYP linked to ASB or criminal peers / associates.
- incidents occurring relating to knife or weapon possession / offences.
- CYP being involved in any serious violence incident.

YJ Review the PPN

- Screen young person and gather information from PPN, Mosaic and Capita to assess if there appears to be identified risks/needs which could be addressed by YJ.
- Liaison takes place with allocated social worker/FS worker/assessment team to update them on what's happening from a YJ perspective (e.g., referred for an OOC assessment and will be seen by YJ, engaging in YJ intervention etc).
- Acknowledge the PPN and identify apparent risks/needs which YJ can assist with; indicate that YJ support will be offered to the young person.
- Acknowledge the PPN, no role identified at this time for YJ but offer of services (e.g., when CSC/FS have completed an assessment if the young person needs YJ support and consents refer to YJ).
- Mosaic indicates that a CCE meeting/s47 is taking place; YJ request an invite/are invited to attend.
- Refer to the YSG for youth service support.
- Contact Family to offer My Futures support.

MASH Social Care receives the PPN.

PPN acts as the referral from the police; however, the MASH may already be aware of the incident via other processes e.g., child arrested and in custody, EDT referral and have acted.

Actions:

- MASH review PPN and complete triage.
 - Already aware of the incident and being dealt with.
 - Alert an existing social worker.
 - MASH gather information which will inform decision and actions.
- 1) (Level 4 threshold for assessment met) allocated for an initial assessment,
 - 2) MASH gain consent from family and forwarded 'MASH enquiry' to the Early Help Unit for review.

Early Help Unit

MASH enquiry received; this will include the information from the PPN, and additional relevant background information MASH have gathered and considered.

Perpetrator: if police are taking no further action:- EHU gather information to evidence where the strengths and needs are and send to appropriate service for intervention e.g. My Futures, Family Service, CGL, school etc (with MASH gaining consent).

Victim: EHU receive MASH enquiry with PPN details, and any other information gathered. EHU then gather any additional information necessary to refer for appropriate support e.g., Family Service, counselling, victim care, refer to school, Stonewall, GP etc. This is dependent on the identified needs and who the victim is happy to work with.

NFA.

