

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY
Official



**YOUTH JUSTICE AND PREVENTION
RESOLUTION**

Owning Department: Norfolk County Policy Command

Department SPOC: CYP Development Manager

Risk Rating: Low

Legal Sign Off: Alison Ings 26.6.26

Approval Board: June 2026

Published Date: 22/06/2026 (v1)

Review Date: 21/06/2030

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Index

1. Introduction	4
2. Aims	4
3. Statement of Policy	4
4. Definitions/Acronyms	4
5. Background/Context.....	5
6. Applicability	6
7. Roles and Responsibilities	6
Youth Justice Service (YJS).....	6
Norfolk's Central Hub	6
Investigator/OIC	6
Supervisor.....	6
Evidential Review Officer	7
8. Eligibility	7
9. Crimes in or on Educational Premises	7
10. Knife Crime	7
Under 16s	8
16 and 17 year olds	8
11. Football Related Crimes.....	8
12. Traffic Offences.....	8
13. Sexual Offences.....	8
14. Outcomes for Children under the age of 18	9
No Further Action including Outcome 15 and 16	9
Suspect is below the age of criminal responsibility (outcome 11)	9
Outcome 20 (further action will be undertaken by another agency)	9
Outcome 21 (not in public interest)	9
Community Resolution (CR)	9
Outcome 22 (diversionary education or intervention activity undertaken) – Challenge for Change	10
Outcome 23 – Deferred Prosecution.....	10
Youth Caution (YC).....	10
Youth Caution with voluntary intervention (YC+)	11
Youth Conditional Caution (YCC)	11
Charge to court	11
15. Decision on appropriateness of an OoCR.....	11
16. Outcome and the role of a weekly joint decision panel	12
Gatekeeping/Triage in YJS	12
Assessment in YJS	12
17. Victims	12
18. Interventions	13
Pol Ed	13
Flashcards	13
19. Charging Children to Court and Postal Requisitions	13
Court Resolutions	14
20. Transitions and Children out of their local area	14
Norfolk children committing offences outside Norfolk	14
Children from other areas committing offences in Norfolk	14
21. Disproportionality	14
22. Safeguarding.....	15
Child Protection Investigations – Details to be recorded	15
Child Protection Investigations – Safeguarding Concerns to consider and record	15

Official

Version Number: 0.1

Page 2 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Child Protection Investigations – Recording your Actions	15
23. Information Sharing.....	16
Appendix A: Decision Making Flowchart	17

Legal Basis

Legislation specific to the subject of this policy document:

- Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012
- Crime and Disorder Act 1998

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom of Information Act 2000
- The Civil Contingencies Act 2004

Other documentation which you must check this document against:

- Youth Justice Board Case Management Guidance (2024)
- Victims' Code of Practice
- COP Guidelines on the Cautioning and Charging of Knife Crime Offences
- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

Official

Version Number: 0.1

Page 3 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

1. Introduction

- 1.1 This policy sets out Norfolk Constabulary's approach to Youth Out-of-Court Resolutions (OoCRs) for children under 18 (at the time of outcome), in line with national guidance, local priorities, and best practice.
- 1.2 Child Centered Policing is at the heart of Norfolk Constabulary. We will always consider the welfare, development, and rights of children. We will ensure a child first approach, where a child's voice, trust and future informs decision making. This policy and the delivery of it aims to make a difference in a child's life, so they can FLOURISH.
- 1.3 Norfolk Constabulary will work with other agencies including Youth Justice Service (YJS), Children's Services, Education, Health, and voluntary sector partners. The multi-agency approach will ensure all outcomes are holistically informed.

2. Aims

- 2.1 The Policy aims to prevent unnecessary criminalisation of children and address underlying needs to reduce reoffending and improve life chances. The Policy strives to promote child-centred, trauma-informed practice and ensure fairness, transparency, and consistency in decision-making.

3. Statement of Policy

- 3.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Norfolk County Policing Command in conjunction with the Central Policy Unit.
- 3.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 3.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

4. Definitions/Acronyms

- ARTHUR – mnemonic to ensure the child is seen at an incident;
 - A** - Are there children present?
 - R** - Review the circumstances to identify and assess any risk.
 - T** - Take time to speak with children, ask them how they are feeling and record what they say.
 - H** - How do they appear (demeanour)? – note any concerning behaviours.
 - U** - Understand their wishes, thoughts, and feelings.
 - R** - Record detail (including BWV) and make referral/take action ASAP.

Official

Version Number: 0.1

Page 4 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

- C4C – Challenge for Change
- Childview – YJS' recording system
- CIF – Child Information Form
- CPI – Child Protection Investigation
- CR – Community Resolutions
- CYPT – Children and Young People Team
- DP – Deferred Prosecution
- DS – Detective Sergeant
- ERO – Evidential Review Officer
- LAC – Looked After Child
- LASPO – The Legal Aid, Sentencing and Punishment of Offenders Act 2012
- PENY – Police Electronic Notification to Youth Justice Service
- MASH – Multi Agency Safeguarding Hub
- NCRS – National Crime Recording Standards
- NGAP – Not Guilty Anticipated Plea
- NPCC – National Police Chief Council
- OIC – Officer In Charge
- OoCR – Out of Court Resolution
- SEND – Special Education Needs and Disabilities
- YJS – Youth Justice Service
- YC – Youth Caution
- YCC – Youth Conditional Caution

5. Background/Context

- 5.1 The current arrangements for Youth Out of Court Resolutions were set out in sections 135 – 138 of the Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012, and came into effect in April 2013.
- 5.2 The Ministry of Justice published guidance documents including 'Code of Practice for Youth Conditional Cautions'.
- 5.3 The Youth Justice Board and the Crown Prosecution Service have also published guidance on the use of Out of Court Resolutions. The Youth Justice Board published updated 'Case Management Guidance' relating to Out of Court Resolutions in January 2024. This document is also consistent with the YJB document 'The Role of the Youth Justice Service Police Officer' (December 2023) and the National Police Chiefs' Council Child Gravity Matrix.
- 5.4 This policy is intended to be consistent with the legislation and the published guidance.

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

6. Applicability

6.1 Unless otherwise stated, this policy/procedure applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers).

7. Roles and Responsibilities

Youth Justice Service (YJS)

7.1 Norfolk Constabulary works with Norfolk Youth Justice Service in instances where crimes involve suspects under the age of 18.

Norfolk's Central Hub

7.2 Norfolk's Central Hub is made up of the following members:

- Children and Young Peoples Development Manager
- Children and Young Peoples Sergeant
- YJS Police Officers

7.3 These staff and Officers are all trauma informed and offer expertise and knowledge in the Children and Young People arena. This team will oversee and offer advice on all investigations involving children under the age of 18.

7.4 Ways to contact the team:

- CYPT@norfolk.police.uk
- yotpolice@norfolk.gov.uk
- Athena tray – CYPT

7.5 The work of the Central Hub will be overseen by Senior Management (C/Insp of Community Safety).

Investigator/OIC

7.6 The investigator/OIC must carry out an expeditious and timely investigation, this is beneficial to the child and to the victim. A prompt response will most likely lead to a reduction in future offending.

7.7 The OIC is responsible for completing and submitting PENY forms (PENY form) to grpnorfolk-yot-pcadmin@norfolk.gov.uk

Supervisor

7.8 The supervisor must review an investigation at least every 30 days and clearly document the review on Athena, as per Op Investigate guidance. A supervisor should identify ongoing actions and any risk management.

Official

Version Number: 0.1

Page 6 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Evidential Review Officer

7.9 An ERO will document their outcome decision on Athena and on a PENY form when seeking YJS/CYPT advice. This will include rationale around the outcome with reference to the Child Gravity Matrix.

7.10 An ERO will complete the Supervisor 7 Point Closure Plan on Athena when finalising all crime outcomes.

8. Eligibility

8.1 A child must admit or accept responsibility to be suitable for a CR.

8.2 A child must admit or accept responsibility in a PACE interview to be eligible for an OoCR except for when children are silent in interview or give no comment responses. In this case a deferred prosecution could be considered, if deemed a suitable disposal, in line with the gravity matrix.

9. Crimes in or on Educational Premises

9.1 Crimes will be recorded in accordance with NCRS guidelines.

9.2 There is an agreed protocol between NPCC, Home Office and the Department for Children, Schools and Families; in essence the school is encouraged to deal with issues on school premises and the only times crimes should be recorded are:

- if they were serious (serious offences are listed in the NCRS – see link below), and/or
- if the parent, school or victim asks police specifically to deal with the matter.

9.3 Full guidance can be found here: Crime recording (schools protocol).

10. Knife Crime

10.1 The below applies to cases where a child (under 18) is found in possession of a knife and this is the primary offence.

10.2 CYPT will alert YJS of knife possession offences within one working day or as soon as practicable.

10.3 Knife possession should only be met with a charge, a Youth Conditional Caution or a Deferred Prosecution – all of which provide a mandatory intervention. It is expected that the majority of OoCRs where a child is in possession of a knife will result in a Youth Conditional Caution. Deferred prosecution should be used in truly exceptional circumstances.

Official

Version Number: 0.1

Page 7 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Under 16s

- 10.4 If the child (under 16) has previously been involved in any violent offending, or offences including knives or weapons, a charge should be considered via the normal channels.
- 10.5 Violent crime covers a variety of offences – ranging from common assault to murder. It also encompasses the use of weapons such as firearms, knives and corrosive substances like acid.
- 10.6 The starting point for a child under 16 who has not previously been involved in any violent offending, or offences including knives or weapons should be a Youth Conditional Caution (YCC).
- 10.7 A Community Resolution or simple Youth Caution are not suitable disposals for child (under 16) knife possession offences.

16 and 17 year olds

- 10.8 The starting point for children aged 16 or 17 for simple possession should be to charge. In exceptional circumstances a Youth Conditional Caution (YCC) may be appropriate.
- 10.9 A Community Resolution or simple Youth Caution are not suitable disposals for child (16-17) knife possession offences.
- 10.10 In rare cases where it is deemed that an outcome 20 may be suitable, the child should be referred to YJS. If the police and YJS judge that a child should be supported by a different agency, the child should be formally referred to this agency and the crime closed as an outcome 20, with full rationale.
- 10.11 Knife possession cases will be subject to a quarterly scrutiny panel. The panel should have representation from the Police, Crown Prosecution Service, Police Crime Commissioner, Youth Justice, Probation, Magistrates, Independent Advisory Groups, victims and the community.

11. Football Related Crimes

- 11.1 Football related crime will be dealt with robustly, in liaison with the Operations and Football Planning Unit.
- 11.2 Please use the Football Offences flowchart for advice on the process to follow: On The Bench Guidance Chart.

12. Traffic Offences

- 12.1 Police should consider completing a PENY and referring children who commit low level traffic offences, in line with the gravity matrix, to YJS.

13. Sexual Offences

- 13.1 Police should consider completing a PENY and referring children who commit sexual offences, in line with the gravity matrix, to YJS.

Official

Version Number: 0.1

Page 8 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

14. Outcomes for Children under the age of 18

14.1 Community Resolutions, Challenge 4 Change, Deferred Prosecution, Youth Cautions and Youth Conditional Cautions should not be given to children under the age of 18 until YJS or CYPT have advised/authorised the appropriate outcome.

No Further Action including Outcome 15 and 16

14.2 Outcome 15 – Named suspect identified: victim supports police action but evidential difficulties prevent further action.

14.3 Outcome 16 – Named suspect identified: evidential. This decision can be made by an ERO, without consultation with CYPT or YJS, although advice can be sought if needed. A full decision making rationale should be recorded on Athena.

Suspect is below the age of criminal responsibility (outcome 11)

14.4 A full CPI should be submitted and any relevant safeguarding referrals made.

14.5 Ensure CYPT are made aware of the investigation.

Outcome 20 (further action will be undertaken by another agency)

14.6 Challenge For Change (C4C) outcomes will be resulted using Outcome 20. C4C interventions typically consist of multi-week plans. When a C4C is deemed suitable and an ERO has written the rationale for this on Athena, a PENY form MUST be submitted to YJS seeking advice prior to any disposal being given.

14.7 Other agencies can deliver an outcome 20, such as schools or Children's Services. If an outcome 20 is deemed suitable in these circumstances, and when an ERO has written the rationale for this on Athena, the OIC should consult with MASH/YJS or the relevant agency – there is no requirement for a PENY in this case. Agencies will use Pol-Ed Intervention 22 resources to complete an intervention with the child. The OIC must update the enquiry log on Athena when the other agency has completed the intervention with details of the work carried out.

Outcome 21 (not in public interest)

14.8 If an outcome 21 is deemed suitable, an ERO must write the rationale for this on Athena. An officer must deliver an educational intervention using a flashcard for this outcome. This should be completed and documented on the enquiry log on Athena prior to the crime being closed.

Community Resolution (CR)

14.9 CR interventions / conditions will include an educational input using a flashcard alongside restorative conditions.

14.10 When an investigation has been evidentially reviewed, conditions drafted and a CR is deemed suitable **AND** it is the suspects first or second CR resolution, the investigation should be sent to the CYPT Athena inbox for authorisation **BEFORE**

Official

Version Number: 0.1

Page 9 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

the CR is delivered to the child. CYPT Central Hub will advise on additional conditions (if applicable) and provide any educational resources, i.e. Children and Young People Flashcards.

- 14.11 If you are considering giving a child a CR, who already has had two or more, a PENY form **MUST** be submitted to YJS.

Outcome 22 (diversionary education or intervention activity undertaken)

- 14.12 This outcome code will be used when a diversionary/educational activity is delivered.

- 14.13 When this is deemed suitable as an outcome and an ERO has written the rationale for this on Athena, a PENY form **MUST** be submitted to YJS seeking advice prior to any disposal being given.

- 14.14 If an intervention plan attached to the diversionary/educational activity is successfully completed, No Further Action is taken. If the child is offered an outcome 22 but refuses, does not complete or breaches the conditions of the intervention plan, action should be taken to ensure public protection, victim satisfaction and prevent reoffending. This includes charging for the original offence.

- 14.15 Outcome Type 22 can only be applied once the offender has completed the diversionary activity/intervention.

Outcome 23 – Deferred Prosecution

- 14.16 Deferred Prosecution interventions typically consist of multi-week plans.

- 14.17 When a DP is deemed suitable and an ERO has written the rationale for this on Athena, a PENY form **MUST** be submitted to YJS seeking advice prior to any disposal being given.

- 14.18 If an intervention plan attached to the Deferred Prosecution is successfully completed, No Further Action is taken. If the child is offered a Deferred Prosecution but refuses, does not complete or breaches the conditions of the intervention plan, action should be taken to ensure public protection, victim satisfaction and prevent reoffending. This includes charging for the original offence.

- 14.19 Outcome Type 23 can only be applied once the offender has completed the diversionary activity/intervention.

Youth Caution (YC)

- 14.20 A formal warning.

- 14.21 When an investigation has been evidentially reviewed and a YC is deemed suitable, a PENY form **MUST** be submitted to YJS. YJS will assess the PENY and advise on the disposal (see section 16).

Official

Version Number: 0.1

Page 10 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Youth Caution with voluntary intervention (YC+)

14.22 YC+ includes voluntary conditions; failure to engage has no breach consequences.

14.23 When an investigation has been evidentially reviewed and a Youth Caution (YC+) is deemed suitable, a PENY form MUST be submitted to YJS. YJS will assess the PENY and advise on the disposal (see section 16s).

Youth Conditional Caution (YCC)

14.24 A YCC includes enforceable conditions; failure to comply can lead to breach and possible prosecution. YJS are responsible for monitoring and reporting compliance with the conditions. When an investigation has been evidentially reviewed and a YCC is deemed suitable a PENY form MUST be submitted to YJS. YJS will assess the PENY and advise on the disposal (see section 16).

14.25 If a YCC is issued and the intervention completed, this should be recorded as an Outcome 2. If the child is offered a YCC but refuses or does not complete the intervention plan, they may be prosecuted for the original offence, this is recorded as Outcome 1.

Charge to court

14.26 See guidance in section 19.

15. Decision on appropriateness of an OoCR

15.1 All investigations involving a child under the age of 18 must be evidentially reviewed by a qualified Supervisor/Sergeant. An ERO must refer to the NPCC Child Gravity Matrix when writing the decision rationale on a PENY form OR any Athena Log for **ALL** Outcomes. Prior to completing the review, the ERO must ensure the PENY Form has been fully completed and is accurate, including the victim consent to share their details with YJS.

15.2 PENY forms will be returned to the OIC if they do not meet the standard expected.

15.3 Officers must consider the age of the child, and those children close to turning 18 should be referred into YJS via a PENY as soon as practicable to ensure the YJS resolution can be completed before they become an adult.

15.4 When a young person turns 18 during the period between the commission of the offence and its resolution, formal youth out of court resolutions become unavailable.

15.5 PENY forms must document the victim's views.

15.6 PENY forms must be submitted via Outlook and sent to grpnorfolk-yot-pcadmin@norfolk.gov.uk within 48 hours of an ERO reviewing a case for resolution. All cases should be referred in a timely manner.

15.7 If the child is processed through Custody and an out of court resolution is being considered, that child should be Bailed or RUI'd for a minimum of six weeks. This

Official

Version Number: 0.1

Page 11 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

will allow the OIC to submit a PENY Form and YJS to assess the child for suitability of an out-of-court resolution.

16. Outcome and the role of a weekly joint decision panel

Gatekeeping/Triage in YJS

16.1 PENY Forms that relate to ERO decisions where a third and subsequent CR, a C4C/DP, YC or YCC is deemed appropriate, will be referred to a weekly NYJS Triage Panel, made up of YJS police officers. The Triage Panel reviews PENY referrals and either advises the OIC of the suitable resolution or refers the case to YJS for the child to be assessed. The OIC will be informed of the triage decision as soon as practicable.

Assessment in YJS

16.2 If the child is assessed by YJS, the assessment is presented at a Multi-agency Resolution Panel, where a final outcome is decided. The Panel will consider a number of factors including previous resolutions, the child's personal circumstances, engagement, looked-after status, gravity of the offence and the victim views when making a decision.

16.3 Where the Panel cannot make a unanimous decision on the outcome or where the outcome diverges away from the gravity matrix score by more than 1 either way, the case will be escalated to the Community Safety Chief Inspector, or in their absence an Inspector in Community Safety.

16.4 A YJS Police Officer will update the enquiry log on Athena with the rationale and outcome decided and inform the OIC when this has been done.

16.5 When a child is issued with a resolution the OIC will cancel the bail or RUI and finalise the investigation and/or case. Neither should be done until YJS have provided a written update informing the OIC of the outcome.

16.6 In the case of a Deferred Prosecution Outcome, the crime should remain open on the OIC's workload until YJS have provided a written update to confirm the child has completed their intervention.

16.7 The OIC should inform the victim of the final resolution.

16.8 YJS Police Officer's will update Athena once an intervention is complete with what work has been completed with the child by YJS.

17. Victims

17.1 The Police Officers in YJS will update the contact log on Athena and ChildView when they have contact with the victim(s).

17.2 YJS police officers will contact ALL victims prior to panel.

17.3 As above, the OIC will inform the victim of the final outcome.

17.4 As per section 15, the victim's views must be documented on the PENY form.

Official

Version Number: 0.1

Page 12 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

17.5 The OIC must ensure that they have consent from the victim to share their details with YJS. The OIC must not share the victim's details with YJS if consent is not given.

17.6 The Victim's code must be adhered to.

18. Interventions

Pol Ed

18.1 Pol Ed can be used by the police to deliver preventive workshops, smaller sessions and larger assemblies with children up to 18 years old in any education, youth work or community setting. All Officers and staff wishing to use these resources must receive an induction first by the Children and Young People Team.

18.2 Pol Ed provides resources for other agencies such as all Education providers, Norfolk County Council and youth groups with Norfolk.

18.3 All schools and education providers (Early Years to Post 16) and Children's Services have access to Pol Ed, and other services (youth groups/clubs, Targeted Youth Support Service, YJS) also have access to certain resources too.

18.4 If at a YJS Panel, Outcome 20 is deemed an appropriate resolution, they will request that the service working with the child should deliver a Pol Ed Intervention 22 learning package.

Flashcards

18.5 Flashcards can be found on the Share Point, under the Children and Young People Team.

18.6 These must be used when an educational input is being delivered to a child as part of a CR or Outcome 21.

19. Charging Children to Court and Postal Requisitions

19.1 The officer should discuss a case with YJS if a charge or postal requisition is being considered. If a child is charged or a postal requisition is issued a PENY will be submitted. A PENY should clearly state that the case has been charged or a postal requisition has been issued and is not for a OoCR (officer to tick the relevant box at the top of the PENY). Out of office hours an officer will submit a PENY to YJS to advise that a child has been charged or a postal requisition sent.

19.2 A Child Information Form (CIF) must be used in cases involving a child suspect when police are seeking a charging decision from the CPS or are submitting a file for a NGAP police-charged case **and** the case meets one of the following criteria:

- The child has not been previously convicted in court;
- The proposed offence is a sexual offence;

Official

Version Number: 0.1

Page 13 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

- The proposed offence is punishable in the case of an adult with imprisonment of 14 years or more;
- Is a Child Looked After, Child in Need and/or Care Leaver under 18 – Please see the 'Children as Suspects and Defendants' page on the CPS website for more information on this.
- If the case relates to possession of a bladed article.

Court Resolutions

19.3 If a child has been charged to court for an offence, the case will be heard at Youth Court. At court, possible outcomes include:

- Referral Order
- Youth Rehabilitation Order
- Intensive Supervision and Surveillance Order
- Detention Training Order

19.4 Youth Courts may refer the case back to police for OoCR consideration when the court deem that an OoCR may be suitable. In this situation the OIC will be required to respond to YJS and submit a PENY form if they support an OoCR. In cases where the officer does not support an OoCR a MG6 should be completed and forwarded to CPS detailing the rationale. These action(s) should be completed within ten days.

20. Transitions and Children out of their local area

Norfolk children committing offences outside Norfolk

20.1 The responsibility for investigating the offence rests with the police force where the crime occurred. Norfolk YJS are responsible for processing any PENY form and the child would be subject to Norfolk's YJS process.

Children from other areas committing offences in Norfolk

20.2 Norfolk Constabulary will investigate all offences committed in Norfolk. When a child from another area is identified as the suspect for an offence which fits the criteria for consideration of an OoCR by the Norfolk Police Youth Justice Team, that team will liaise with the child's local youth justice service. Norfolk YJS can help to facilitate this liaison but is not responsible for providing consultation or assessment in respect of out of area children.

21. Disproportionality

21.1 A Multi-Agency partnership will run quarterly scrutiny panels which will review decisions and outcomes.

21.2 CYPT and YJS will complete an annual report on resolutions, compliance, reoffending and disproportionality. CYPT and YJS will also complete regular audits of decision-making and intervention quality and monitor use of OoCRs by ethnicity, gender, LAC status and any SEND.

Official

Version Number: 0.1

Page 14 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

21.3 Interventions will be adapted for neurodiverse children and those with communication needs.

22. Safeguarding

22.1 It is the OIC's responsibility to complete a CPI if appropriate and make any relevant safeguarding referrals.

22.2 ERO's must ensure that a CPI has been completed and any safeguarding referrals made if appropriate.

22.3 Child Protection Investigations can directly impact on the life of a child or young person and what support they then receive – this is why it is important to gather as much information as possible and complete a CPI thoroughly for all children involved.

Child Protection Investigations – Details to be recorded

22.4 Ensure you capture all of the child's details, including:

- Name
- Age / date of birth and gender
- Address of child and incident address
- Caregiver contact numbers
- Details of Siblings and family network
- Vulnerabilities
- Ethnicity / Race, Sexual Orientation, Mental/Physical Health, LAC status
- Immigration/Citizenship Status
- Details of education / employment

Child Protection Investigations – Safeguarding Concerns to consider and record

22.5 Family – abuse, neglect, domestic abuse, siblings, parental capacity, poverty, concerning adult associates, divorce, incarceration, mental/physical health, missing episodes, selfharm, criminality

22.6 Peers – bullying or online abuse as victim/perpetrator, sexual offending, substance misuse

22.7 School – recruitment, literacy level, truancy, non-engagement

22.8 Community – victimisation and grooming, ASB, CSE/CCE, robbery, violence.

Child Protection Investigations – Recording your Actions

22.9 You must physically see the child and speak to them/other children alone and record this.

22.10 The following should be considered/completed/recorded:

Official

Version Number: 0.1

Page 15 of 17

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

- Consider immediate safeguarding measures/Police Protection – record these
- Complete and document 'ARTHUR'
- Record the context of what has happened
- Detail who called us
- Describe any arrest/s or continuing police investigation
- Make parties aware of police involvement
- Make parties aware a CPI will be submitted
- Utilise the family support network and record their details
- Ensured BWV is pointing in the right direction and is marked as evidential
- Considered liaison with Duty DS

23. Information Sharing

23.1 Section 115 of the Crime and Disorder Act (1998) provides for the purposeful and proportionate sharing of sensitive personal information between statutory agencies in order to prevent offending.

23.2 Personal information will be shared securely between Norfolk Police and Norfolk Youth Justice Service and will be stored securely by each agency.

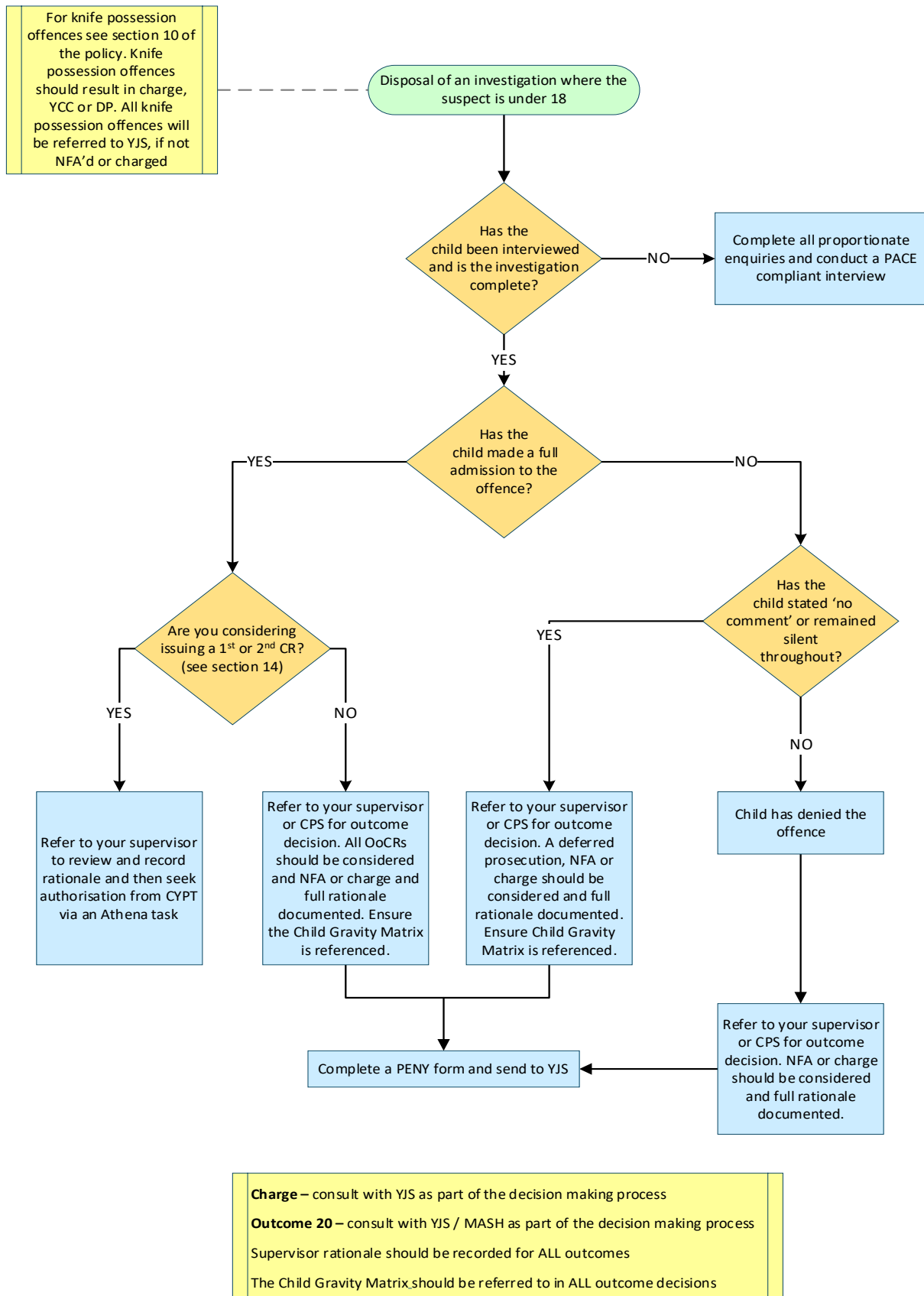
23.3 The police PENY form will be the main vehicle for information sharing. This is a police form, which will be shared with the YJS.

YOUTH JUSTICE AND PREVENTION RESOLUTION POLICY

Official

Appendix A: Decision Making Flowchart

Flowchart to assist with OoCR for children under 18 years of age at the time of outcome.



Official

Version Number: 0.1

Page 17 of 17