

Reviews for young people aged under 18 in custody - Information for local authorities

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This Information Sheet is designed to provide information for local authorities regarding reviews for young people aged under 18 in custody.

The type and timescale for **initial custody reviews** depends on the young person's legal status:

For young people entering custody on **remand for over seven days or who have been sentenced** reviews should be held **WITHIN 10 working days** of being detained, although within 72 hours remains best practice.

For young people on **seven day remand** a **telephone call** should be undertaken with the personal officer **ASAP**.

For young people who are **looked after** by the local authority, reviews should be held **within 72 hours** as per good practice guidance.

Subsequent review meetings should take place throughout the young person's detention at a frequency determined by the length of sentence and young person's needs.

A pre-release meeting should take place **at least 10 days prior to liberation and prior to the SPS pre-release case management board**.

Purpose

The purpose of reviews includes sharing information (including on need and risk), supporting young people throughout the prior in custody, continuity of planning (both for sentence and release), promoting partnership working and engaging young people and their families in this process (as appropriate).

What is expected of local authorities?

On the day a young person is remanded or sentenced to custody, you should submit CJSWRs (if not shared by the Scottish Court Service) and child's plan (where established). These should be submitted to the SPS secure emails: **CJSWRs** to: CJSWR@sps.pnn.gov.uk and **child's plan** to childsplan@sps.pnn.gov.uk. If not previously shared, these reports should be brought to the initial custody review. Any other relevant information should be shared with reference to the principle of proportionality, information sharing protocols, and statutory guidance.

It is the local authority where the child ordinarily resides who is responsible for **organising and chairing** all reviews. SPS establishments will notify local authorities via WSA leads of

the need for the initial custody reviews.

Contact details for establishments are:

HMYOI Polmont casework team: 01324 722288 or polmontcasework@sps.pnn.gov.uk

HMP YOI Grampian: Banff Hall First Line Manager: 01779 485834

HMP YOI Cornton Vale: Linda Kincaid 01786 832591 or CVICM@sps.gov.uk

Reviews will be held in the YOI and in some cases video conferencing can be utilised.

Reviews should be attended by the young person, their family (where appropriate), the allocated social worker/social worker from the young person's home area who knows or has as full information about the young person as possible, chair from the local authority, staff from the receiving establishment and any other relevant professionals, including third sector organisations. The number of professionals attending reviews should be limited.

The SPS should be notified in advance about who will be attending the review and if any worker attending the review wants to complete further work with the young person immediately following the review.

A [template](#) has been developed to support the chairing of reviews. Reviews should be recorded as per local arrangements and the child's plan updated following this. Minutes and the updated child's plan should be shared with the SPS.

The community-based social worker/Lead Professional should maintain contact with the young person throughout the period of detention. Outwith reviews, communication and the sharing of information and plans between the Lead Professional and Personal Officer should be ongoing.

If you would like further information or support, please contact CYCJ on 0141 444 8622 or cycj@strath.ac.uk.

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