



Bath and North East Somerset Youth Offending Team Core Case Inspection Improvement Plan

Recommendation	What will be done?	Who will do it?	Timescale
1. A timely and good quality assessment and plan, using Asset, is completed when the case starts	(a) Introduce a standard one-to-one case manager induction programme, with a focus on Assessment, Intervention Planning and Supervision and National Standards (this addresses a number of recommendations). (b) Ensure current case managers complete this programme (c) Introduce an ASSET peer review process (d) Hold team seminars to share and promote good practice in service user participation in assessment and planning	Service Manager All Team Managers Team Manager (Court & Supervision) All Team Managers	October 2010 December 2010 July 2010 September 2010
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, and the latter takes into account victim issues	(a) Ensure refresher training is provided for case managers on assessment of risk and production and review of risk management plans (b) Ensure refresher training is provided for case managers on assessment of vulnerability and production and review of vulnerability management plans (c) Ensure the whole team is briefed on the new Working Together guidance and understand the implications for Youth Offending Team practice	Service Manager Service Manager Service Manager	May 2010 August 2010 June 2010

	(d) Produce and present to the team clear guidelines for ensuring victim safety is central to all assessment, planning and service delivery	Team Manager (Early Interventions)	July 2010
3. A risk management plan and vulnerability management plan is completed on time and to a good quality. It clarifies the roles and responsibilities of staff, and includes planned responses to changes in the ROSH or vulnerability of the child or young person	2 (a) and (b) also relate to this recommendation (a) Hold team seminars to enhance preparation of effective plans, ensuring consistency with the most recent assessment, and follow this up with individuals in staff Supervision	All Team Managers	September 2010
	(b) Introduce a Risk and Vulnerability Management Panel to oversee improvements in the quality of plans and reviews	Service Manager	July 2010
4. As a consequence of the assessment, the record of the intervention plan is specific about what will now be done, and when, in order to Safeguard the child or young person's well-being, to make them less likely to re-offend, and to minimise any identified Risk of Harm to others	3 (a) and (b) also relate to this recommendation		
5. The plan of work with the case is regularly reviewed	(a) Actively promote and monitor the use of "Team Around	All Team Managers	May 2011

<p>and correctly recorded in Asset with a frequency consistent with national standards for youth offending services</p>	<p>the Child” practice to inform reviews</p> <p>(b) Review National Standards 2010 with individual case managers and agree how they will plan timescales for reviews</p>	<p>All Team Managers</p>	<p>June 2010</p>
<p>6. There is evidence of regular and effective quality assurance by management, especially of screening decisions, assessments and plans, as appropriate to the specific case</p>	<p>(a) Revise the staff Supervision Policy and practice with the management group, strengthening management oversight of recording of assessments and plans</p> <p>(b) Present a revised quality improvement framework to the YOT Management Board and agree reporting arrangements</p>	<p>Service Manager</p> <p>Service Manager</p>	<p>June 2010</p> <p>September 2010</p>
<p>7. All staff and other agencies should ensure sufficient information about intervention work, and the level of the child’s or young person’s engagement, is recorded to inform future work and action on the case</p>	<p>(a) Review the design of the feedback forms used by sessional staff and monitor the use made of them</p> <p>(b) Review the process for obtaining and recording structured feedback from YOT specialist staff and partner agencies on interventions provided</p> <p>(c) Ensure that information sharing arrangements are clarified in the next review of each inter-agency protocol</p> <p>(d) Use staff Supervision and audit processes to ensure that records contain sufficient detail of work undertaken</p>	<p>Team Manager (Court & Supervision)</p> <p>Team Manager (Preventions & Specialisms)</p> <p>Service Manager</p> <p>All Team Managers</p>	<p>June 2010</p> <p>June 2010</p> <p>May 2011 and ongoing</p> <p>June 2010 and ongoing</p>
<p>Name of person completing this plan: Sally Churchyard</p>		<p>Designation: YOT Service Manager</p>	