

## Reviews for young people in custody under the WSA - Information for local authorities

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This Information Sheet is designed to provide information for local authorities regarding reviews for all young people aged under 18 in custody and older young people where local authorities have agreed this with SPS as part of the Whole System Approach extension.

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 ten 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 and support (both for during 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 and Child's Plan (where available). Any other relevant information should be shared with reference to the principle of proportionality, information sharing protocols, and statutory guidance. These documents should be submitted to the SPS secure email: [childsplan@sps.pnn.gov.uk](mailto:childsplan@sps.pnn.gov.uk). This information will then be shared as appropriate across establishments (Polmont, Grampian and Cornton Vale) and with relevant staff within establishments (Personal Officers, First Line Managers, health etc). These should not be shared directly with Personal Officers etc. These reports should also be brought to the initial custody review.

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:**

HMP YOI Polmont casework team: 01324 722288 or [polmontcasework@sps.pnn.gov.uk](mailto:polmontcasework@sps.pnn.gov.uk)

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

HMP YOI Cornton Vale: Bryan Wallace 01786 835308 or [CVICM@sps.gov.uk](mailto: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 community-based social worker/Lead Professional/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, at a frequency based on the child's needs. Outwith reviews, communication and the sharing of information and plans between the Lead Professional and Personal Officer should be ongoing.

Where a child aged between 16 and 18 is subject to a Compulsory Supervision Order, and is being prosecuted on indictment under Section 205(2) or Section 208 of the Criminal Procedure (Scotland) Act 1995, the community-based social worker/Lead Professional should inform the [Children and Young Person's Placement Manager](#) at the Scottish Government as soon as possible. This is because on conviction Scottish Ministers have a statutory responsibility for placing and managing the sentences of these children.

If you would like further information or support, please contact CYCJ on 0141 444 8622 or [cycj@strath.ac.uk](mailto:cycj@strath.ac.uk).

This Information Sheet was last updated in November 2019.