

Template for Reviews for Young People in Custody

It is recommended that the following template be used when chairing and recording initial custody reviews and any subsequent reviews. For further information, refer to Information Sheet 44 produced by the Children and Young People's Centre for Justice (CYCJ). The usual template will continue to be used for cases where the Integrated Case Management (ICM) process is triggered.

The Lead Professional is responsible for arranging reviews and taking a minute of these. Each local authority will decide the format and method chosen for recording. Still, it should always be in a format which can be shared with the young person and relevant others, particularly the Personal Officer and Named Person. This template is for reviews only, it does not replace the Young Person's Assessment, which should be updated after each review and shared with the young person and relevant others.

Young Offenders Institutions have given a commitment to Personal Officers attending all Initial Custody Reviews and Pre-release Meetings. For other reviews, a decision regarding Personal Officers attendance will be made on a case-by-case basis. Regular communication should be maintained between the lead professional and personal officer via telephone and/or e-mail.

Where there is an assessment this should be shared in advance of the meeting via the SPS secure email PolmontCasework@prisons.gov.uk.

[Date of meeting]

Purpose of Meeting	Initial Custody	Review	Pre-Release meeting	Other
	Y/N	Y/N	Y/N	

Date of Admission	Earliest date of liberation	HDC Liberation Date	First time in Custody		
			Y/N		
Legal Status at point of custody	Future court dates	Child's Plan shared?	If not – reason	CJSWR shared?	If not – reason

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Care status					
		Y/N		Y/N	

Personal Details				
Reference Numbers	Prisoner Number		Social Work Reference	
	National Insurance		Other	
Name				
Date of Birth		Age		
Gender		Ethnic Origin		
Preferred Language		Religion		
Disability				
Community Address				
Parent/Carer/Trusted Person Details				
Dependent Children				

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School/College/Training Provider	
General Practitioner	
Named Person	Name:
	Address:
	Telephone:
	Email address:
Lead Professional	Name:
	Address:
	Telephone:
	Email address:
Personal Officer	Name:
	Address:
	Telephone:

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	Email address:
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Practical Arrangements (select all discussed)

E-mail a Prisoner	Suitability for HDC	Suitability for Supervised Bail
Y/N	Y/N	Y/N
Positive Futures Plan	Family Liaison Officer	Other
Y/N	Y/N	Y/N

Details:

Health & Wellbeing (consider physical and mental health, is contact with a health provider required, medication, alcohol and substance use, housing issues, areas of vulnerability etc)

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Family/Personal Relationships & Contact (awareness of how to contact family, including children and friends, any risks posed from others in custody or visitors etc)

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Structure, Routine & Opportunities in custody (consider challenges and barriers which contributed to custody and how these can start to be addressed, recreational opportunities, programmes, links with outside agencies etc)

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Legal (representation, level of contact, court dates, outstanding matters, care status etc)

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Exit Planning, Positive Supports & Protective Factors (outcomes to be achieved, motivation, pro-social supports including family, housing, life skills work undertaken, education/training/employment opportunities, health services including GP registration, finances etc)	
Contingency Planning	
Date/Time of Next Review	
Attendee & Distribution List	

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Name	Relationship to Young Person	Attended Yes/No	To receive minute Yes/No	Contact Details	Agreed frequency of contact

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