



HM Prison &
Probation Service



Probation
Service



The Probation Service

National Partnership Framework for England
Youth Justice Services

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¹ Sentence Management replaces the formerly-used term ‘Offender Management’.

1 Purpose of Partnership Working

The Probation Service aims to protect the public, reduce the likelihood of reoffending and help those it supervises to lead positive, law-abiding lives.

We have a distinct role to play in helping those sentenced by the courts to turn their lives around, but we cannot tackle all the causes of reoffending alone. We need strong partnerships with other public and third sector organisations to secure access to the services that will help those we supervise to be productive members of society.

The Probation Service recognises the unique role local Youth Justice Services play in realising a joint vision, mission and key outcomes in working with children in the justice system. The focus of working with a wide range of partners is particularly valuable in (i) preventing progression to adult offending; and (ii) supporting effective transition processes from 'youth to adult'. Young adults bring different issues, challenges and opportunities; the principles of good transition need to be firmly understood and embedded in excellent practice, policies and procedures.

In the Probation Service, all staff must adhere to the values of the HMPPS. These values are echoed in collaborative and partnership working so that those in our care or under supervision can access the most appropriate interventions, at the best time, to support them to change their behaviour.

HMPPS values are:

- **Purpose** – we implement the sentences and orders of the Courts. We prevent victims by changing lives.
- **Humanity** – we believe that lives can change for the better. We work to encourage hope and to provide opportunities for rehabilitation. We treat everyone with decency and respect.
- **Openness** – we are fair. We know that clear and just decisions make a difference in our work. We are transparent about what we do and look to learn and innovate to do better.
- **Together** – we value diversity. We work across Prisons, Probation and Youth Justice and with our partners and providers to make a positive difference to communities.

Youth Justice Services share similar values as the Probation Service. With additional values that are specific for working with children. They are as follows:

- Community Safety
- Substance misuse reduction
- Safeguarding of Young People
- Raising educational achievement
- Promoting healthy and sustainable communities
- Improving mental health
- Better outcomes for looked-after children and corporate parenting
- Preventive and diversionary services for children at risk

1.1 Scope

This document provides a baseline and rationale for the contribution that is made to the Youth Justice Services (YJS). The framework provides national consistency for the Probation Service work with YJS whilst enabling divisions to have some flexibility where appropriate.

This document references relevant policy consideration that the Probation Service regions need to be aware of in relation to children who come into contact with YJS.

This document applies to the Probation Service regions in England only. Reference is made to HMPPS Wales and its arrangements.

Throughout this document references are made to the transition of children from YJS to adult probation services. This framework provides no instructions with regard to transition and for all issues regarding this, reference should be made to the [Joint National Protocol for Transitions in England](#). If the Youth Justice Service (YJS) is in Wales, please refer to [Youth to Adult transition principles and guidance for Wales](#).

1.2 Governance

Section 39 (1) of the Crime and Disorder Act 1998 requires the co-operation of the named statutory partner to form a Youth Offending Service (YOS). Section 38 (1,2) identifies the statutory partners and places upon them a duty to co-operate in order to secure youth justice services appropriate to their area.

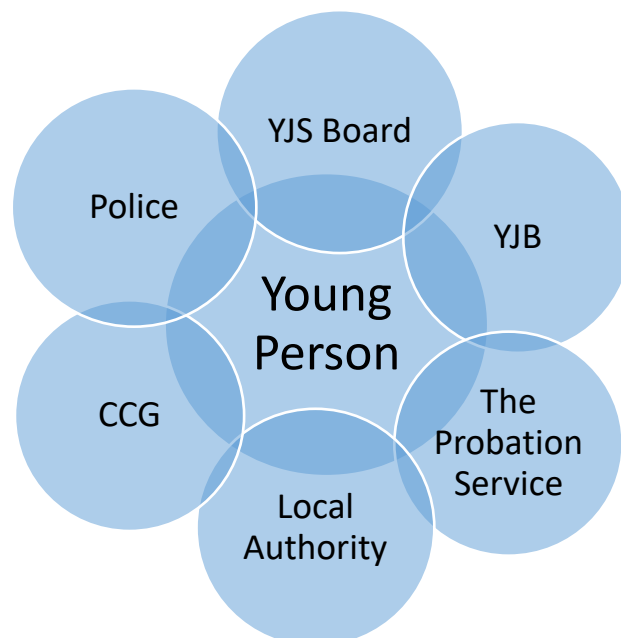
Throughout this guidance we now refer to 'Youth Justice Services' rather than the statutory definition of youth offending team. This is to acknowledge the evolution of services in all their guises and to move away from the stigmatising language of 'offending'.

These statutory partners are:

- The Local Authority
- Police
- The Probation Service
- Clinical Commissioning Group (CCG)

The primary responsibility for Local Authorities is to ensure that a range of Services are delivered through the Youth Justice Service. The Youth Justice Board (YJB) is the executive non-departmental public body that oversees the YJS in England and Wales.

Diagram 1 below shows the relevant agencies working together to support young people.



1.3 What does success look like?

Success for this partnership arrangement requires agencies to work together to achieve the best possible outcomes for the young person, victims and the public. Our aim should be to assist the young person to desist from offending and benefit from the support that YJS and Adult Services can provide via their respective staff skill sets. Where a young person moves from YJS to Adult

Services, we need to ensure that this transition is as seamless as possible, and the young person feels supported thoroughly through the process.

2 Legislation, Statutory Responsibilities and Powers

Youth justice work is covered by the Crime and Disorder Act as summarised below.

2.1 Crime and Disorder Act 1998: Link: [Part III Criminal Justice System: Youth Justice](#).

The Act states:

Section 38: Local provision of Youth Justice Services.

(1) It shall be the duty of each local authority, acting in co-operation with the persons and bodies mentioned in subsection (2) below, to secure that, to such extent as is appropriate for their area, all youth justice services are available there.

(2) It shall be the duty of—

- every Chief Officer of Police, local policing body or any part of whose police area lies within the local authority's area;
- the Secretary of State in relation to his functions under sections 2 and 3 of the Offender Management Act 2007;
- every provider of probation services that is required by arrangements under section 3(2) of the Offender Management Act 2007 to carry out the duty under this subsection in relation to the local authority; and
- every local probation board, clinical commissioning group, local health board or any part of whose area lies within that area,

to co-operate in the discharge by the local authority of their duty under subsection (1) above.

(3) The local authority and every person or body mentioned in subsection (2) above shall have power to make payments towards expenditure incurred in the provision of youth justice services—

- by making the payments directly; or
- by contributing to a fund, established and maintained by the local authority, out of which the payments may be made.

In addition to this, the Act also states under **Section 39 Youth Offending Teams**, that:

(2) Two (or more) local authorities acting together may establish one or more youth offending teams for both (or all) their areas; and where they do so-

- any reference in the following provisions of this section (except as stated in *Section 38 subsections 2 above*), to, or to the area of the local authority or a particular authority shall be construed accordingly, and

- the reference (in *Section 38 subsection 2 above*) to the local authority shall be construed as a reference to one of the authorities

(3) and (4) relate to acting in co-operation with the persons and bodies mentioned in *Section 38 subsections 2 and 3 above*.

(5) A youth offending team shall include at least one of each of the following, namely—

- an officer of a local probation services or an officer of a provider of probation services;
- where the local authority is in England, a person with experience of social work in relation to children nominated by the director of children's services appointed by the local authority under section 18 of the Children Act 2004;
- where the local authority is in Wales, a social worker of the local authority;
- a police officer;
- a person nominated by a clinical commissioning group or a Local Health Board, any part of whose area lies within the local authority's area;
- where the local authority is in England, a person with experience in education nominated by the director of children's services appointed by the local authority under section 18 of the Children Act 2004;
- where the local authority is in Wales, a person nominated by the chief education officer appointed by the local authority under section 532 of the Education Act 1996.

(6) A youth offending team may also include such other persons as the local authority thinks appropriate after consulting the persons and bodies mentioned in Section 38 subsection (2) above.

For further information the full act can be found at www.legislation.gov.uk; full details of this section of the Act can be found at [Part III Criminal Justice System: Youth Justice](#)

2.2 Statutory Responsibilities

Under the Crime and Disorder Act 1998 extract of **Section 38 Local provision of Youth Justice Services** above, the Probation Service and YJS have a statutory duty to contribute to the delivery of youth justice services.

- (4) In this section of the Act, “Youth Justice Services” means any of the following, namely—
- the provision of persons to act as appropriate adults to safeguard the interests of children and young persons detained or questioned by police officers;
 - the provision of assistance to persons determining whether youth cautions should be given;
 - the assessment of children and young persons, and the provision for them of rehabilitation programmes;
 - the provision of assistance to persons determining whether youth conditional cautions should be given and which conditions to attach to such cautions;
 - the supervision and rehabilitation of persons to whom such cautions are given;
 - the provision of support for children and young persons remanded or committed on bail while awaiting trial or sentence;
 - the placement in local authority accommodation of children and young persons remanded to such accommodation under section 91(3) of the Legal Aid, Sentencing and Punishment of Offenders Act 2012;
 - the provision of reports or other information required by courts in criminal proceedings against children and young persons;
 - the performance by youth offending teams and members of youth offending teams of functions under sections 25 to 27 of the Anti-social Behaviour Act 2003
 - the provision of persons to act as responsible officers in relation to parenting orders, child safety orders and reparation orders and youth rehabilitation orders
 - the supervision of children and young persons sentenced to a youth rehabilitation order (within the meaning of Part 1 of the Criminal Justice and Immigration Act 2008);
 - the supervision of children and young persons sentenced to a detention and training order and supervision after the end of the term of such an order under section 256AA of the Criminal Justice Act 2003 (as applied by section 106B of the Powers of Criminal Courts (Sentencing) Act 2000);
 - post-release supervision in accordance with a licence
 - the implementation of referral orders
 - The extension of supervision after release to twelve months will apply to all individuals sentenced to custody who are 18 or over at the point of release, including individuals sentenced to juvenile sentences. Provisions in the Offender Rehabilitation Act 2014 will enable the Probation Service or YJS to supervise those aged 18 or over during the post sentence supervision period following both Detention and Training Orders and section 91 sentences.

For further information the full act can be found at www.legislation.gov.uk; full details of this section of the Act can be found at [Part III Criminal Justice System: Youth Justice](#)

2.3 The Probation Service Commitment

The Probation Service will as a minimum:

- Attend local YJS management Boards at a Senior Management level and identify a deputy with delegated authority to attend in absence.

- Provide resources to ensure that statutory responsibilities are met as covered in this document in section 5.1
- Follow the transition process as set out in the Joint National Protocols for England and for Wales
- Manage individuals when transitioned from youth justice service.

3 Probation Instructions and Policy Considerations

All staff employed by the Probation Service must be familiar with Probation Instructions (PIs) and Policy Frameworks. All are available on HMPPS Intranet and Equip. Most instructions are unclassified and will be available to the public via the MOJ internet.

For ease the PIs that are relevant for working with children are:

- PI 19/12 Supervision of Young Offenders
- Policy Framework for Case transfers
- PI 05/14 Case allocation
- PI 02/14 Safeguarding of children and vulnerable adults
- PI 06/18 Notification and review procedures for serious further offences
- PI 03/13 Mandatory Use of ViSOR
- PI 01/11 The approval and implementation of policy and instruction
- PI 21/10 Information sharing agreement between police and probation

The following list of policies is provided for the reference:

- Joint National Protocol for Transitions in England June 2021
- [Youth justice service governance and leadership - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Working Together to Safeguard Children 2018.](#)

4 Research, Evidence Base and Thematic Reports

The Probation Service will work to relevant policy and protocol both from within our own agency, the Ministry of Justice (details of which are available on the MOJ intranet) and those specifically relating to children and youth to adult transitions. Examples include:

- HMIP thematic inspections and inspections of YJS.
- Youth resettlement reports
- Youth to adult transition reports
- Better outcomes for young adult men 2015
- Lammy review 2017

The Probation Service will also ensure staff are committed to developing practice, based on lessons learned from serious case, domestic homicide and serious further offence reviews, as well as the latest evidence.

5 Resources

5.1 Resource Allocation

A review of YJS funding was commissioned in 2018, through consultation with YJTs, to make the formula used more reflective of the work undertaken by Probation Service secondees placed in YJT teams within England and Wales. The revised formula includes weighting to reflect complexity of cases and deprivation and acknowledges additional court, office and group duties.

In 2019, 50% of YJTs provided caseload data and data on additional duties currently undertaken by Probation Officers (POs) which, when applied to the new formula, calculated average caseload figures upon which to base the Resource Allocation.

Caseload:

The revised formula replaces the previous model which was based on an estimate of 10% of caseload/ 20 cases per PO. The new formula is a combination of caseload and complexity. PO resource continues to be provided for case management, based on a revised average caseload of 12, equating to 0.6 FTE, with a 0.5 FTE minimum level of PO resource retained across all YJSs. Additional PO resource is added for complex cases - deprivation and youth violence. PSO resource is provided to undertake the additional duties currently undertaken by POs in YJSs and equates to 0.3 FTE. This is allocated at Probation Delivery Unit (PDU) level for local determination of how this is used and to make management arrangements more sensible.

Complexity (Deprivation):

Inclusion of 6 factors for England and 7 for Wales were applied to the formula with equal weighting, reflecting their relevance to the work of the YJT's. With no existing criteria to determine the importance of any one of the factors over the others, they all carry an equal weighting within the formula. The deprivation factors included for England are:

- income deprivation affecting children
- employment, education
- skills and training
- health and disability
- crime
- barriers to housing and services.

The deprivation factors for Wales are slightly different and include:

- income
- employment
- health
- education
- access to services
- community safety
- physical environment and housing.

Serious Youth Violence (SYV):

A higher instance of SYV is indicative of a more complex caseload. Data showing the proportion of offences relating to SYV has been provided by YJB. Provision has been weighted based on increments of 10% - i.e. 0-10% = L1 (5% provision); 11-20% = L2 (10% provision) etc.

Other Duties:

Probation Service Officer (PSO) resource is provided to undertake the additional duties currently undertaken by POs in YJTs. This is consistent with the use of this resource in the Probation Service and under Offender Management in Custody (OMiC). The data returns from YJSs showed an average of 1.7 days was spent on this type of work, equating to 0.3 FTE. PSO resource is allocated at PDU level, to make management arrangements more sensible. Roles and responsibilities are set out in section 5 of this framework.

5.2 Sentence Management² in the Unified Probation Service

From 26th June 2021, as part of Probation Reform, the Probation Service became responsible for all adult sentence management. The previous arrangements where the seconded Probation Officer within the YJS applied the case allocation system to determine whether the young adult transitioned to the Probation Service or CRC, will no longer apply. The seconded Probation Officer should follow the revised transitions process set out in the Joint National Protocols for transitions (2021).

5.3 Roles and Responsibilities in Partnership working

The Probation Service protects the public by working with individuals to reduce their likelihood of reoffending and harm. It works jointly with other public and voluntary services to identify, assess and manage the risk in the community of individuals who have the potential to cause harm. This includes a statutory responsibility to contribute to the delivery of Youth Justice Services as part of a multi-agency Youth Justice Service (YJS) to prevent and reduce offending by children and young adults, and specifically those who will transition into adult services. Providing dedicated qualified Probation staff with professional knowledge of their host agency to the YJS, helps to support the ethos of a multi-agency team with a shared responsibility to reduce serious harm and deliver the best possible service to the public. This is achieved by working with partners and communities and those individuals under our supervision, to change their lives through reform, rehabilitation and reparation, building safer communities.

The Probation Service Regional Probation Directors and their Probation Service Heads of PDUs, will support this commitment through the effective deployment of resources, and engagement with the YJS and other key strategic partners. This will improve the transition from youth to Adults Services and lead to better outcomes for young adults - and is facilitated through the Youth Justice Governance Board.

Youth Justice Governance Board

The Youth Justice Governance Board is chaired by the Probation Service Portfolio Lead, Andrea Bennett, the Probation Service North West Regional Probation Director. It is a multi-agency board made up of representatives from YJB (Sue Walker, North West Head of Innovation & Engagement), AYM (Mike Rees, Association of YJT Managers) and the Probation Service Regional YJS Leads.

The responsibilities of Directors and Heads of Service, together with other key roles, are set out below.

The Probation Service Portfolio Lead

- Resource in accordance with minimum national requirements or above
- Identify a regional lead
- Ensure the Probation Service has appropriate representation at local YJS management Board, a senior leader or named deputy.
- The Probation Service commitments & responsibilities to Safeguarding & Child Sexual Exploitation are met
- Recruitment Vacancy Tracker to be reviewed at each Board meeting

The Probation Service Heads of Probation Delivery Unit:

Attend YJS management Board or delegate to the deputy head to ensure the needs of children are supported in the responsibilities of their agency

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² Sentence Management replaces the formerly-used term 'Offender Management'.

- Provide resource in accordance with minimum national requirements set out in this framework
- Where no resource can be provided, appoint an SPO to act as SPOC to provide advice and oversee the transitions process as and when needed.
- Ensure recruitment to YJS secondees will be in line with regional arrangements and all secondees have been vetted by the Probation Service to the appropriate level, prior to commencement of post with the YJS
- Secondment arrangements are managed in accordance with national & regional agreements to include a named Probation Service link manager for all secondees
- Ensure national & regional guidance is implemented at local level e.g. Joint National Protocol for Transitions in England.
- Demonstrate strategic commitment to improving transitions through work with key partnership agencies
- Ensure completion of Vacancy Tracker, quarterly to coincide with YJGB, and submission to the Probation Service, and work towards filling vacancies/finding solutions when challenges arise.”

The Probation Service Link Manager:

- Provide primary link between seconded staff and the Probation Service
- Maintain contact with secondees and their YJS manager to include three-way reviews at least quarterly
- To link with YJT Manager and complete the Staff Performance & Development Report.
- Ensure Probation Service secondees access Probation Service information, news, national and regional bulletins & briefings, PI's and policy frameworks. Secondees should also be able to access relevant training and development opportunities to ensure professional knowledge and skill base is retained.
- Ensure national & regional guidance is implemented at local level e.g. Joint National Protocol for Transitions in England
- Where operational/performance matters arise the Probation Service link manager will be responsible for working with the YJS link manager, and secondees, to address these in accordance with the relevant Probation Service PI's.
- Adhere to and complete SOP and Shared Service records where required e.g. Absence from work; special leave
- First point of contact for local dispute resolution
- No later than 6 months before the planned end of the secondment period (three years) prepare the seconded staff for return to the Probation Service region, to include identification of training and development needs, and provision of vacancies.
- Demonstrate management commitment to improving transitions through work with secondees, YJS & key partnership agencies
- Proactively plan to ensure resource to YJS is available. When a vacancy arises, will be responsible for reviewing the vacancy, jointly with the YJS link manager, and receive approval from Head of PDU to recruit to the vacancy in accordance with regionally agreed recruitment process and procedures.
- Ensure that the seconded staff understands and meets with required Probation Service health & safety procedures - and complies with specific health & safety procedures relating to the work of the YJS.

YJS Manager

- Provide line management to the YJS Seconded
- Allocate work appropriate to seconded staff in line with roles below
- Maintain contact with the Probation Service link manager
- First point of contact for local dispute resolution
- When a vacancy arises work jointly with the Probation Service in the recruitment process and ensure timely completion of Vacancy Tracker
- Ensure Secondees have an induction, which should include Health & Safety awareness, processes and procedures.

- Approve Leave of seconded

The Probation Service YJS Seconded:

The role will be in accordance with the generic job description for the Probation Service PO's and PSO's but will include the following relevant to the specialist role & commensurate to grade: -

POs

- Case management of high risk/likelihood of re-offending cases: assessment, planning and delivery of interventions including specialist work i.e. sex offender
- Work as part of a multi-agency team across organisational boundaries with key partners to support needs of cohort and encourage desistance and prevent reoffending
- To act as in house 'expert' on MAPPA and assessing risk of harm.
- The Probation Service reference point and liaison with home agency
- Prepare reports such as Pre-Sentence Reports, Breach Reports, Information for MAPPA etc
- Manage cases identified for transition to the Probation Service
- Responsibility for managing transition
- Undertake allocation to Adult Services for transition cases
- Liaison and sentence planning with the Probation Service regarding transition cases
- On site access to the Probation Service IT to help with background checks.
- Acting as referrer to interventions available in Adults services
- Identification of Care leavers and establishment of working links with the Social worker in Local Authority
- Maintain timely, accurate and concise recording on the YJS data base and National Delius
- Keep up to date with the Probation Service developments, policy & procedures and new legislation and maintain links with the Probation Service link manager and local teams.
- Provide evidence of any travel and subsistence claims to YJS manager and Link manager to enable correct recharge
- Understand and follow procedures around Restorative Justice interventions in line with YJS procedures
- Act as a point of contact for the Probation Service Victim Liaison Units regarding cases eligible for Victim Contact Service (VCS) involvement
- Any other duties commensurate with role
- Transport children in their vehicles where necessary to execute their duties, subject to:
 - confirmation that the PO has personal car insurance covering business use;
 - a satisfactory risk assessment is undertaken by the youth justice team;
 - confirmation of appropriate coverage by local authority insurance being obtained.

PSOs

- Court work. Saturday Court work needs to be by agreement with the seconded as it does not form part of their current contract. Where in agreement the seconded can claim via the SOP system.
- Office duty
- Running and supporting programmes
- Case management support
- Any other duties commensurate with role
- Transport children in their vehicles where necessary in order to execute their duties, subject to a satisfactory risk assessment being undertaken and confirmation of coverage by local authority insurance being obtained.

5.4 Other Resource Considerations

All secondments will be made using the standard secondment agreement for YJS placements. The length of secondment for all YJS seconded will be a maximum period of three years (2+1), in line with Civil Service Commissioner rules. Six months prior to the end of the secondment period a

three-way meeting between YJS manager, Probation Service link manager and secondee must take place to draw up a plan for the return of the secondee and start the recruitment process for a replacement.

YJS will provide seconded staff with an appropriate work area, including desk, telephone and appropriate ICT equipment. Administration to be provided by YJS.

The Probation Service will provide seconded staff with Probation Service laptops to enable access to Probation Service systems.

A seconded member of staff will remain the employee of the Probation Service who will be required to ensure that the employee is supported at YJS with any reasonable adaptations required as part of an OHU or DDA/ Access to Work based assessment. YJS will facilitate the Probation Service staff in receiving and having access to these assessment and adaptations. The Probation Service will be required to fund any adaptations or 'reasonable adjustments' required, YJS to invoice the Probation Service for the cost of any equipment required.

The YJS probation secondee's travel and subsistence will be funded by the Probation Service as part of the statutory contribution. The secondee will claim through the standard HMPPS procedure via SOP. Management controls will need to be in place for approval of travel and monitored accordingly. Secondees must follow PI02/16 Offender travel. YJS secondees must get authorisation for expenses by the YJS manager before submission and a record of authorisation retained for both the Probation Service and YJS finance.

Management Fee:

- As part of the overhead contribution, the Probation Service will pay a set rate of £5,000 for each seconded Probation Officer. For example, if a YJS resource is 1.5 PO and this is covered by 2 Probation Officers, the YJS will need to invoice the Probation Service for £10,000. This will be paid at the start of the financial year, even if the secondee is not in post at that point.
- No management fee is applied to Probation Service Officers (PSO's).

5.5 Recruitment

Following best practice for partnership working, recruitment to the role of secondee probation officer must be undertaken jointly. The Probation Service will need to follow the correct recruitment and vetting policies with shortlisting and interview panels undertaken jointly with the YJS manager. Regardless of the number of candidates, an interview must take place to assess the applicant's suitability for the post.

Where there are no applicants the YJS manager is to be made aware of this and a discussion held with the Probation Service lead. The below is the staged process that must be adhered to.

Stage 1 – The Probation Service provide an existing Probation Officer(s) and Probation Service Officer(s) (Probation Resource) into the YJS role

Stage 2 – If no Probation Resource is available, the Probation Service to make use of operational agency temporary worker to back fill and allow Probation Resource to be released to YJS

Stage 3 – If there is still no Probation Resource to be released then operational agency temp to be used to fulfil the secondment

Stage 4 – Where there are no operational temporary staff available, the Probation Service will provide full reimbursement for the vacant Probation Resource in lieu of the vacancy

being filled, until such time resource becomes available. The claim may be backdated from the date the post became vacant.*

*This process will be introduced from 1 December 2021 for PSO posts and retrospective claims for vacant PSO posts prior to this date are not permitted.

Reimbursement will be calculated at mid-point of scale and may be claimed via the same process as claiming the management fee. This may vary across regions but would usually comprise of: YJT informing the Probation Service of the amount involved; Probation Service raising a PO; YJT raising an invoice against the PO; Probation Service forwarding the invoice to procurement; it being uploaded to SOP; approved for payment; SSCL sending payment to YJT by BACS.

There are a number of conditions that also need to be adhered to with regard to this process:

- i. There must be a clear evidence trail which is easily able to demonstrate the timescales and efforts to follow each of the staged processes
- ii. Stage 4 needs full liaison between the Probation Service and YJS with an understanding of costs associated with reimbursement.
- iii. The YJS may use its own discretion on how best to utilise the reimbursement money. The Probation Service should give a clear indication of the likely length of time that the vacancy will remain unfilled and negotiate with the YJS an appropriate timeframe (usually 6 months) to allow YJS to make alternative arrangements feasible
- iv. When the Probation Service is once again able to fill a vacant secondee post, all temporary arrangements should be ceased in order to accommodate the secondee. The Probation Service will give one month's notice to the YJS to cease the temporary arrangements.
- v. It is not permitted under the terms of this framework for the YJS to permanently employ staff to fill a vacant post, irrespective of how long it has been vacant.
- vi. Each Regional Lead for the Probation Service will be responsible for reporting back on vacancy management to the Governance Board demonstrating efforts to ensure that recruitment continues to be sourced for the YJS secondments
- vii. Vacancy Tracker must be completed and submitted to the Probation Service by YJS managers/PDU Heads (bi-monthly, at least 1 week prior to YJGB meeting) demonstrating efforts to ensure recruitment continues to be sourced for YJS secondments and to provide evidence for reimbursement at Stage 4, where necessary.

5.6 Maternity and long-term sickness absence cover

The Probation Service has a statutory responsibility to provide a Probation resource to YJS. Therefore, if a seconded member of staff goes on maternity leave, the Probation Service have responsibility to ensure cover is provided.

Staff sickness needs to be managed at a local level, as any action to be taken will depend on the length of sickness. Where there is an issue of long-term sickness, the YJS manager and the Probation Service lead will need to agree a suitable solution.

In both circumstances, where agreed that cover is required, the staged process above **must** be adhered to.

6 HMPPS in Wales

HMPPS in Wales (HMPPSiW) was established to develop an integrated approach to managing individuals in Wales both in prisons and in the community. HMPPSiW works closely with Welsh

Government (WG) to ensure that services delivered to individuals are closely aligned with the growing body of WG legislation and policy, which impact upon individuals' lives.

HMPPSiW also works closely with a wide range of partners including the Voluntary sector, Local Authorities, the Courts, Police, Police and Crime Commissioners, Youth Justice Board (YJB) Cymru and Youth Justice Service Managers Cymru (YMC) in order to develop a joint approach to working with individuals to reduce re-offending and harm.

The policy context in Wales which guides partnership working in relation to youth offending services is set by 'Children and Young People First 2014', the Welsh Government/Youth Justice Board joint strategy to improve services for children from Wales in or at risk of becoming involved in the youth justice system, the Welsh Government and Ministry of Justice 'Youth Justice Blueprint for Wales (2019)' and the 'Framework to support positive change for those at risk of offending' 2018-2023.

These strategies recognise the distinct needs of children and young adults and promote the development of improved responses to service users throughout the criminal justice process from diversion, where appropriate, through to transition from youth to adult services and to supporting desistance from offending behaviour.

HMPPSiW partnership work with YJB Cymru and YJT Managers Cymru includes a specific focus on implementing the Youth to Adult (Y2A) Transitions (Wales) Principles and Guidance, which routes the transition of children in the youth justice service into Integrated Offender Management (IOM) Cymru arrangements.

In cases where reference to the Wales: Youth Offending Service Partnership Framework is required, please contact: wales.info@justice.gov.uk

7 Cross Reference to other Probation Service Partnership Frameworks

There are several Probation Instructions, policy and partnership frameworks which cross reference to partnership work with Youth Justice Services. They can be found on the HMPPS intranet and Excellence and Quality in Process (EQuIP). Should YJS staff wish to see these, YJS secondees will be able to provide them.

8 Induction and Training

The Probation Service recognises the unique role local Youth Justice Services play in realising a joint vision, mission and key outcomes in working with children who offend. All Probation Service staff seconded to the YJS may need to secure additional professional knowledge and expertise to ensure that defensible and appropriate decisions are made when working with children. They need to recognise that children who offend bring different issues, challenges and opportunities. The principles of good transition need to be firmly understood and embedded in practice. The Probation Service staff working within local YJS teams are required to support and engender stakeholder links, having regard for legislative professional expectations and the most recent guidance and access to training.

Induction for Probation Service secondees will be required, which should include site H&S awareness, processes and procedures with any relevant training in ICT and assessment tools. Skills and knowledge of working with children who offend will vary, training should be made available to ensure Probation Service seconded staff are able to undertake their day to day tasks and meet statutory requirements. The following are the categories of training/awareness which may be required by the secondee:

- Assessment and Intervention
- Working with Children and Families
- Safeguarding

- Youth Justice process and sentencing framework

Individual training needs are to be assessed and recorded in the staff performance record and as part of the staff member's development. Where this is identified, Probation Service staff are to be released for mandatory/critical training. The YJS will retain overall responsibility for monitoring the seconded Probation Service staff's performance and development through the period of secondment. The Probation Service, as employer, will hold ultimate accountability for the capability of their staff. However, staff must be released to attend appropriate Probation Service training or briefing to keep up to date with changes. Both YJS and the Probation Service are to maintain a record of all training attended by Probation Service secondees and this must be included in the individual appraisal/SPDR.

The Probation Service staff will be required to undertake all Probation Service mandatory training modules upon completion of secondment.

9 Dispute and Escalation

Where there is dispute in relation to the details in this framework, in the first instance the issues should be raised between the YJS manager and the Probation Service link manager. Where the issues cannot be resolved within 28 days from when the dispute was raised, the issue should be escalated to Head of PDU and Senior Manager of YJS/YJS Management Board to resolve. It would also be helpful to inform/involve the YJB Head of Region (HoR) at this point.

The Probation Service regional SPOC must be made aware so that unresolved disputes can be raised with the lead Regional Probation Director to ensure that the issues and outcome are managed and resolved. In all such cases HMPPS policies should be adhered to.