

**Case Transfer Process Between South Tyneside
Youth Justice Service and Northumbria Probation Trust**
**Supported by Northumbria Police, South Tyneside Leaving Care Service and Services for
Young People**

(to be read in conjunction with Case Transfer Protocol between the Youth Offending Team and Northumbria Probation Trust)

The case transfer process between South Tyneside Youth Justice Service and Northumbria Probation Trust has been established in response to the Case Transfer Protocol between Youth Offending Teams and Northumbria Probation Trust to provide a local framework for partner agencies.

Transfer Process

Identification

- 15 Working days before each Operational Transition Meeting (which will be held quarterly) the YJS Probation Officer will produce a list of all active young people age 17 years+.
- 15 Working days before each Operational Transition Meeting (which will be held quarterly) NPT will produce a list of all young adults active to Leaving Care Services; and who have transferred from YJS within the previous 12 months. NPT will highlight on the list which young adults are being nominated for case management discussion.
- 15 Working days before each Operational Transition Meeting (which will be held quarterly) South Tyneside Leaving Care Service will produce a list of all young people/adults they have active to NPT and YJS. South Tyneside Leaving Care Service will highlight on the list which young people/adults are being nominated for case management discussion.
- The above lists will be amalgamated by YJS to ensure all relevant young people are correctly identified between all services in preparation for the Operational Transition Meeting. The amalgamated list will then be disseminated as one document to all identified partner agencies 10 working days before the Operational Transition Meeting, highlighting those young people/adults identified for Case Management discussion.

Preparation

- In response to the disseminated list it will be the responsibility of each partner agency to gather relevant information to present in the Operational Transition meeting, using the Agency Information Sheet relevant for their service.

Operational Transition Meeting

- The Operational Transition Meeting (OTM) will be chaired by the YJS, and the YJS Seconded Probation Officer will be responsible for minute taking. The

primary aim of the meeting will be to make a final decision on the suitability of transfer and identify actions required to ensure seamless transition, taking into account risk and need.

- If transfer is agreed at the meeting NPT will allocate a Probation Officer(s) and forward allocation details to the YJS Probation Officer within 5 working days. The YJS Probation Officer will share the allocation with the relevant YJS Case Manager within 1 working day. The YJS Officer will organise transfer in accordance with the Case Transfer Procedures as detailed in section 6 of the Case Transfer Protocol.
- The Operational Transition Meeting will also discuss any barriers to transfer, problems following transfer and good practice examples. The purpose of this will be to pool resources across the partnership to assist in the management of likelihood of re offending, risk of harm and vulnerability. It will also seek to identify staff training needs across the partnership.

Monitoring of Impact

- The Operational Transition group will on an annual basis audit a sample of cases (a percentage to be decided at a later date based upon the amount of cases transferred) in line with this procedure and protocol. Performance data and training needs will reported to the YJS Board on an annual basis.

