



Glasgow Child Protection & Adult Protection Committees

Young Person Support and Protection

INTER AGENCY PROCEDURE (UPDATED VULNERABILITY PROCEDURES)

Re-issued

April 2019

Review Date

April 2021

Contents

1. Setting the Procedures in Context

- 1.1 Why are the procedures required
- 1.2 Equality & diversity
- 1.3 The aim of the procedure
- 1.4 Getting it right for every child
- 1.5 Adult support and protection
- 1.6 Transition planning for young people
- 1.7 Scope of the procedure

2. Criteria for Referral

- 2.1 Risk Criteria

3. Referral Process

4. Conducting an Initial Referral Discussion (IRTD)

5. Assessment of Need and Risk

6. Preparing the Young Person for the YPSP conference

7. YPSP Initial Discussion

8. YPSP Initial Conference

9. Young Persons Plan

10. Core Group

11. YPSP Review Conference

12. Multi Agency Escalation

Appendices

Appendix A Procedural Flow Chart

Appendix B Case Conference Participants

1. Setting the Procedures in Context

1.1 Why are the procedures required?

The Young Persons Support & Protection (YPSP) Procedures are designed primarily to support both young people and adult services in working effectively to promote, support and safeguard the well-being of young people and vulnerable adults. This will include everyone involved in delivering services for young people and their families through the GIRFEC practice model and those supporting adults. The guidance will be particularly relevant for those working in situations where concerns about the well-being of both young people and adults, and particularly those working with young people transitioning between child and adult services.

This procedure is necessary as across professions we understand that the vulnerabilities of some young people require a different approach within the framework of child protection. The vulnerabilities described can be as a consequence of the young person's own behaviours or that of others towards them placing them at risk of significant harm. It is recognised that often young people may be involved in a number of high risk activities, and that managing and supporting young people will often be demanding and positive change difficult to measure or achieve. In responding to the needs of young people who are deemed to be vulnerable help should be **appropriate, proportionate and timely**.

National Child Protection Guidance <https://www.gov.scot/publications/national-guidance-child-protection-scotland/> and the **West of Scotland Child Protection Guidance** <https://www.proceduresonline.com/westofscotland/> provides additional information for practitioners to assist and support the assessment of, and support to, vulnerable young people.

These procedures require to be prioritised by **all professionals** working in children's and adult services.

1.2 Equality and diversity

Glasgow Child Protection and Adult Protection Committee's promote equal access and opportunities to all individuals. All partners are committed to treating people respectfully, fairly and equally and to tackling discrimination in all of its forms. No one should be discriminated against on the basis of race, ethnicity, disability, sexual orientation, religion, gender or age. All partners within both Committees value diversity and actively challenge discrimination and prejudice. Those who participate in services should be listened to and respected and should have access to services which are fair, consistent and accessible to everyone.

1.3 The aim of this procedure is to –

- Raise awareness of the potential risk of harm to vulnerable young people within agencies
- Support the investigation and prosecution of those who coerce, exploit and abuse young people who are vulnerable
- Raise awareness of indicators of vulnerability

- Facilitate a consistent response and approach
- Support and encourage staff from all agencies to work collaboratively in developing and delivering appropriate and effective services to individual young people at risk of harm

While social work services have the responsibility for co-ordinating YPSP case discussions, it **is essential that all agencies/organisations** coming in to contact with vulnerable young people acknowledge their responsibilities and have a key role in identifying, sharing information and supporting vulnerable young people and adults.

1.4 Getting it right for every child

The principles of Getting it Right for Every Child should be followed whenever any support is being given to any young person and everything should be done to ensure that we seek the views of those young people; their carers or parents; and that we share information with the child's named person and lead professional

The *Getting it right for every child* approach ensures that **anyone** providing support puts the child or young person – and their family – at the centre. Practitioners need to work together to support families, and where appropriate, take early action at the first signs of any difficulty – rather than only getting involved when a situation has already reached crisis point.

This means working across organisational boundaries and putting children and their families at the heart of decision making – and giving all our children and young people the best possible start in life. Getting it right for every child means that all practitioners who come into contact with children/young people and/or parents and carers in the course of their work need to cooperate together to meet children and young people's needs.

1.5 Adult Support & Protection

Legislative responsibilities in relation to the support and protection of adults at risk of harm are contained within the Adult Support and Protection (Scotland) Act 2007 The https://www.legislation.gov.uk/asp/2007/10/pdfs/asp_20070010_en.pdf revised Code of Practice April 2014 recognises the need to pay particular attention to the needs and risks experienced by young people in transition from youth to adulthood.

In addition, there are two other Acts¹ which provide provision in relation to the support and protection of adults.

There will be cases where the young person is clearly at risk, but does not meet the three point ASP test. Situations like this can be frustrating for workers involved as no action can be taken under the Adult Support and Protection legislation. In such cases, consideration should be given to initiating the YPSP Procedures and the young person encouraged to engage with services with a view to alleviating the risk.

If a young person has capacity and does not meet the criteria of being an 'Adult at Risk', but is fearful of someone else (eg if they are being sexually exploited or trafficked) they should be supported by the relevant service (whether that be Children

¹ Adults with Incapacity (Scotland) Act 2000 and the Mental Health (Care & Treatment) (Scotland) Act 2003

& Families or Adult Services, depending on whether the case has transferred) and encouraged to seek independent legal advice, to safeguard themselves.

1.6 Transition planning for young people

Where it is identified that a young person will require to transfer children into adult services, YPSP should be used to ensure the period of transition across services is seamless. While such a meeting will be chaired by children and families, adult services should be involved at an early stage and should attend all relevant care planning meetings to ensure the young person's plan is jointly co-ordinated and service provision integrated.

Where a young person who is known to services is approaching their 16th birthday, thoughts should be turning to the transition in to the adult process and what that means for the young person and the service. It would be prudent for professionals to be thinking about this in advance of the young person's birthday as services may require to respond immediately after they turn 16. It will depend on the circumstances as to how long in advance preparations will require to be made.

When a young person turns 16 they will have the right to make their own decisions. It may be that those involved with the young person do not agree with the choices they are making, however, professionals continue to have a responsibility to support the young person and manage risk.

Adult services should give consideration to using the YPSP for young people who present for the first time between the ages of 16-21 years. Again, adult services should have a conversation with children's services to agree which service would best meet the needs of the young person and which service should chair the YPSP meeting.

Consideration should be given to the use of adult protection procedures where agencies consider the young person meets the adult protection criteria.

1.7 Scope of procedure

For the purposes of these procedures "**child**" means a person under the age of 18 years²

This framework is mainly relevant for young people over 12 years, but it is more the nature of the behaviours/actions and consequences of these that determine whether child/adult protection procedures or YPSP Procedures should be utilised.

This inter agency procedure is for **all staff** (including voluntary sector workers) working with young people under the **age of 21 years**. If the young person is receiving Aftercare / Throughcare Services this procedure can be applied following agreement by the appropriate service manager.

These procedures should also be considered for young people over 16 years who are not looked after. These young people do not have the added safety net of a supervision order and can be equally or more vulnerable. Service managers should give careful consideration to applying the procedures in such cases and should respond positively from requests from social work staff or other agencies to do so.

² Children & Young Persons (Scotland) Act 2014

A young person should be regarded as having capacity to make decisions unless there is evidence to the contrary. However, where there are concerns in relation to the capacity of the young person to make decisions in relation to his/her welfare and/or finances, consideration should be given as to whether an order under the Adults with Incapacity (Scotland) Act 2000 is required in order to make decisions.

Of course, it is not only young people who lack capacity who are at risk of harm. In terms of the Adult Support and Protection (Scotland) Act 2007, an 'Adult at Risk' includes people aged 16 or over with a disability, illness or physical or mental infirmity, which makes them more vulnerable to harm (whether that be harm from another person or self-harm) than those without such conditions.

2. Criteria for Referral

This procedure is **not** intended to be used where young people become involved for the first time in risk behaviours, (ie. using drugs/alcohol, absconding etc), but rather when workers and those with a knowledge of the young person identify an escalation/pattern in behaviour resulting in increased risk either to the individual or to others. However, a single incident of a serious nature may require a response using this procedure.

This procedure should be implemented when agencies consider a young person's behaviour to be of a level of concern which could lead to serious physical and emotional difficulties: in some instances the level of risk may be life threatening.

When someone is considering making a YPSP referral they should consider –

- whether there is existing appropriate multi-agency plan and support in place for the young person
- or that the current multi-agency support and plan is insufficient to manage the risk that the young person is exposed to

If current multi-agency plans are sufficiently managing the presenting risk, there may be no requirement to use this procedure.

2.1 Risk criteria

- **Young Person who regularly goes missing from home or their care placement, and where concern has been expressed about their safety and well being**

Consider regularity of absconding, pattern, possible destinations, absconding with others/alone, level of risk

Refer to Inter Agency Alert Procedure Re Missing Children/Young People

- **Young Person is involved in harmful and or hazardous drug/alcohol/poly substance use**

When it has been identified that there is an increase in drugs/alcohol/poly substance use which may mean the young person is at greater risk of – poor

physical/mental health, injecting drugs, exploitation, absconding whilst using substances, being involved in risk taking behaviours i.e. the dealing of drugs, carrying/delivering drugs for others as payment for their own use and becoming involved in or an increase in criminal activity.

Frequent Emergency Department presentations with substance misuse should be a trigger to consider making a referral.

This list is not exhaustive and each circumstance will be unique to the young person.

Refer to Inter Agency Practice Guidance – Children & Young People Involved in Substance Misuse

- **Young people who are sexually exploited and this could be through involvement in an abusive relationship which places themselves or others in danger**

Child sexual exploitation (CSE) is a form of child sexual abuse in which a person(s), of any age take advantage of a power imbalance to force or entice a child/young person into engaging in sexual activity for something received by the child and/or those perpetrating or facilitating the abuse. As with other forms of sexual abuse perceived consent does not undermine the abusive nature of the act.

CSE is a complex crime which may happen in person, online or a combination of both. It can affect girls and boys from any background or community. Perpetrators can also come from a variety of backgrounds and communities. Young people may not see themselves as being victims until months or even years later which makes identification of victims more difficult. Sometimes young people who are being exploited can be viewed negatively because of their behaviours and they are not always recognised as victims of abuse.

Refer to Inter Agency Practice Guidance – Child Sexual Exploitation

- **Young People involved in serious incidents of self-harm**

Consideration needs to be given to the nature of the incident, pattern of **behaviour**, seriousness of incident, level of self-awareness, likelihood of repeated action

Refer to Inter Agency Practice Guidance - Children & Young People Involved in Serious Incidents of Self Harm

- **Young People whose mental health, additional support needs or learning disability places themselves or others at significant risk**

Consideration needs to be given to psychological difficulties which may be similar to diagnosable mental health problems, level of verbal, emotional, physical and sexual aggression, their risk to themselves and others

- **Young People whose behaviour places themselves or others at risk**

This could include behaviours such as violence towards others, persistent offending behaviour. In such circumstances a discussion is required to take place with Intensive Support & Monitoring Service (ISMS) or youth justice to inform assessment and care planning.

- **Young People who have been trafficked** (*known or suspected, internal within the UK and from another country*)

Child trafficking is a global business that targets and victimises the most vulnerable children with the intent to abuse and exploit across within the UK and throughout the world. It is a largely hidden problem and is often described as a form of modern-day slavery.

The children involved are in no way responsible for their predicament, having been coerced, bribed or forced into, and unable to escape from, the control of traffickers.

Refer to Inter Agency Practice Guidance - Child Trafficking

- **Young People whose problem sexual behaviours place themselves or others at risk**

Refer to Inter Agency Procedure - Risk Management for Children/Young People with Problematic Sexual Behaviours

- **Prevent**

Working with children and young people who are at risk of being drawn into extremism, violent extremism or terrorism (EVET) is a complex area. The purpose of the Prevent guidance is to present a strategic inter agency framework to respond to the need to protect children and young people who are at risk of EVET in the context of current available evidence and the policy initiatives.

Refer to Inter Agency Practice Guidance - Prevent

3. Referral Process

Any worker from any agency or organisation who is concerned about the level of risk young person may be exposed to should contact the young person's social worker or Social Care Direct if it is not known if the young person has a social worker.

The Team Leader, Glasgow and Partners Emergency Social Work Service (GPESWS), should be consulted in the event of such concerns being raised out of hours.

For young people 16-18 years all referrals should initially be made to C&F services. It will be the responsibility of the C&F Team Leader to have the conversation with Adult services TL to agree which service will meet the needs of the young person.

All referrals to social work should be followed up in writing using the single agency notification of concern form.

It is good practice to inform the young person unless it is impossible to do so or would increase the risk to the young person or others. Decisions regarding involvement of parents / carers should take account of the views of the young person where appropriate.

On receipt of a referral, the children's/adult services TL will instigate an Initial Referral Discussion (IRD) where the criteria of YPSP is considered to have been met.

4. Conducting an Initial Referral Discussion (IRD)

The IRD can be used to gather further information to inform the decision making process.

The IRD should involve appropriate agencies including police, health, social work and any other professional who knows the young person (named person). Agencies will share information, explore potential risks, identify any immediate safeguarding actions and agree if an initial YPSP meeting should be convened.

The IRD should be recorded using the standard proforma and signed off by participating agencies. All agencies should have a copy of the written IRD.

Necessary urgent action must not be delayed while a YPSP conference is being arranged.

5. Assessment of Need and Risk

An initial assessment will be necessary by those in contact with the young person to identify issues of concern and an initial level of risk. All agencies should recognise that young people are often unable to accept or comprehend the level of risk they are exposed to and are unable to accept they are vulnerable.

In reviewing the information the service manager will make a decision about the need to convene a YPSP conference. A decision on such a meeting should be conveyed by the HSCP and conveyed to the referrer within 5 working days.

In those situations where social work services and the referrer disagree over the need for a case conference, the service manager in discussion with the referring agency will discuss and agree an appropriate course of action.

6. Preparing the Young Person for the YPSP Conference

Once it has been agreed that a YPSP conference is necessary, a date will be set within 4 weeks to enable preparation work with the young person and their family to be undertaken.

The allocated worker is responsible for ensuring that the young person is properly prepared for the YPSP conference, however, some of this work may be undertaken by colleagues especially if a child is involved in another service or is looked after and accommodated. The TL is responsible for identifying who will do what with the young person.

The following work with the young person should be undertaken prior to the conference -

- Genogram for the young person and their family
- Multi agency chronology relevant to the concerns being identified
- Explore with the young person why professionals think a YPSP meeting is required
- With the young person the worker will agree a clear statement of strengths, worries (risks) and safety goals which will form the basis of discussion at the YPSP conference
- Worker will use the tools available to seek the views of the young person using age appropriate materials. (Appendix C&D) If the young person chooses not to attend the conference, they will agree with the worker how they want their views to be presented.

The statement(s) of strengths, worries (risks) and safety goal(s) will be presented at the YPSP conference and will be added to during the meeting.

7. YPSP Initial Discussion

The YPSP initial meeting will be chaired by the assistant service manager.

Agencies should be included in YPSP meeting on the basis of their existing involvement with the young person, or the potential for them to contribute advice or services which will benefit the young person. Appendix B gives a list of participants whose attendance should be considered where directly relevant to the needs of the young person.

All agencies participating in the YPSP meeting should be prepared to share appropriate information and be flexible in their approach to providing direct or indirect support to the young person. All agencies must agree the level of risk the young person may be exposed to and should collectively agree an integrated **young person's plan** which reflects the young person's unique situation.

The young person and their family would not normally attend this meeting, however, their views should be reflected within the discussion, and agreement reached as to how information will be fed back to the young person and their family (where appropriate).

8. YPSP Initial Conference

The YPSP initial meeting will be chaired by the Assistant Service Manager.

The young person and their family/carers should be supported to attend the conference where appropriate. When young people and parents/carers are difficult to engage, professionals need to assess all available information to ensure that young people and parents/carers are able to make informed choices. Professionals need to be flexible in negotiating alternative means of offering support.

In addition to the process above the conference can consider the need for registration and record against the relevant risk indicators.

All agencies must be able to clearly define what they can offer the young person and be prepared to participate in the core group if this is the decision of the case conference.

The YPSP conference should be needs led and the agenda should include –

- Assessment of need focussing on the young person's strengths, what is working well
- Assessment of risk focussing on what we are worried about and the impact on the young person
- How risk will be managed or reduced using safety goal planning

The conference should consider –

- The rights and views of the young person
- The need for registration
- Identification of lead professional
- The membership of the core group
- Referral to SCRA
- Criminal Injuries Compensation
- How the plan will be reviewed

If the young person does not attend the conference, a decision will be taken as to who will meet the young person and advise them of the outcome of the conference. In those circumstances where the young person is missing, the YPSP plan will proceed and discussion will take place with the young person upon their return.

9. Young Person's Plan

How the young person's care plan will be managed will be dependent on needs of the young person and the services who can best support them, for example, ISMS, Halt,

and LAAC. In some instances, the level of risk and involvement of other services, may require a joint case management approach in the Core Group with the Review Conference having the overview of the whole process.

The YPSP plan will remain in place until a review YPSP review conference agrees it is no longer necessary.

The young person's plan will be circulated within **five working days**, setting out tasks and areas of responsibility to be undertaken by individual workers and agencies. The plan will be **written up immediately following** the conference and circulated to the young person, conference participants and shared with the young person's family where appropriate.

10. Core Group

Where a core group has been agreed, the following will apply -

- The core group will be made up of workers who are directly involved with the young person and their family
- The co-ordination of the care plan and action plan will normally be the responsibility of the Team Leader social work services, or someone else as agreed at the case conference. Communication between members of the core group must be open and prompt
- The initial core group should take place within 14 days.
- Frequency of core group meetings will be agreed at the first core group meeting. This will often be determined by the level of the young person's risk and whether the young person is participating and engaging in the process
- The core group can, at any time, request a case conference be convened if circumstances change and there is a need for urgent review

The Core Group will further develop the work undertaken with the young person for the conference and the young person's plan. The young person's plan will be updated and will support the formulation of the strengths, worries, risks and safety goals.

This will be updated and reviewed at each core group and presented at the review conference.

11. YPSP Review Conference

Initial review should take place within 3 months and can be earlier if specified by the YPSP conference chair. The core group will update the review on work undertaken and progress made since the previous YPSP conference.

Timescales for subsequent reviews will be agreed by the chair but need to be within 6 months.

It will be important to monitor the young person's progress even if they are refusing to participate in the protection plan or work with the core group. Meetings should continue to be convened to try and engage the young person and to manage and minimise risk.

When it is agreed at a review YPSP conference that the level of risk has been reduced the following must be undertaken -

- the young person's name removed from the child protection register if previously registered
- the support plan for the young person agreed
- a date for the 8 week de-registration meeting set to be chaired by the TL

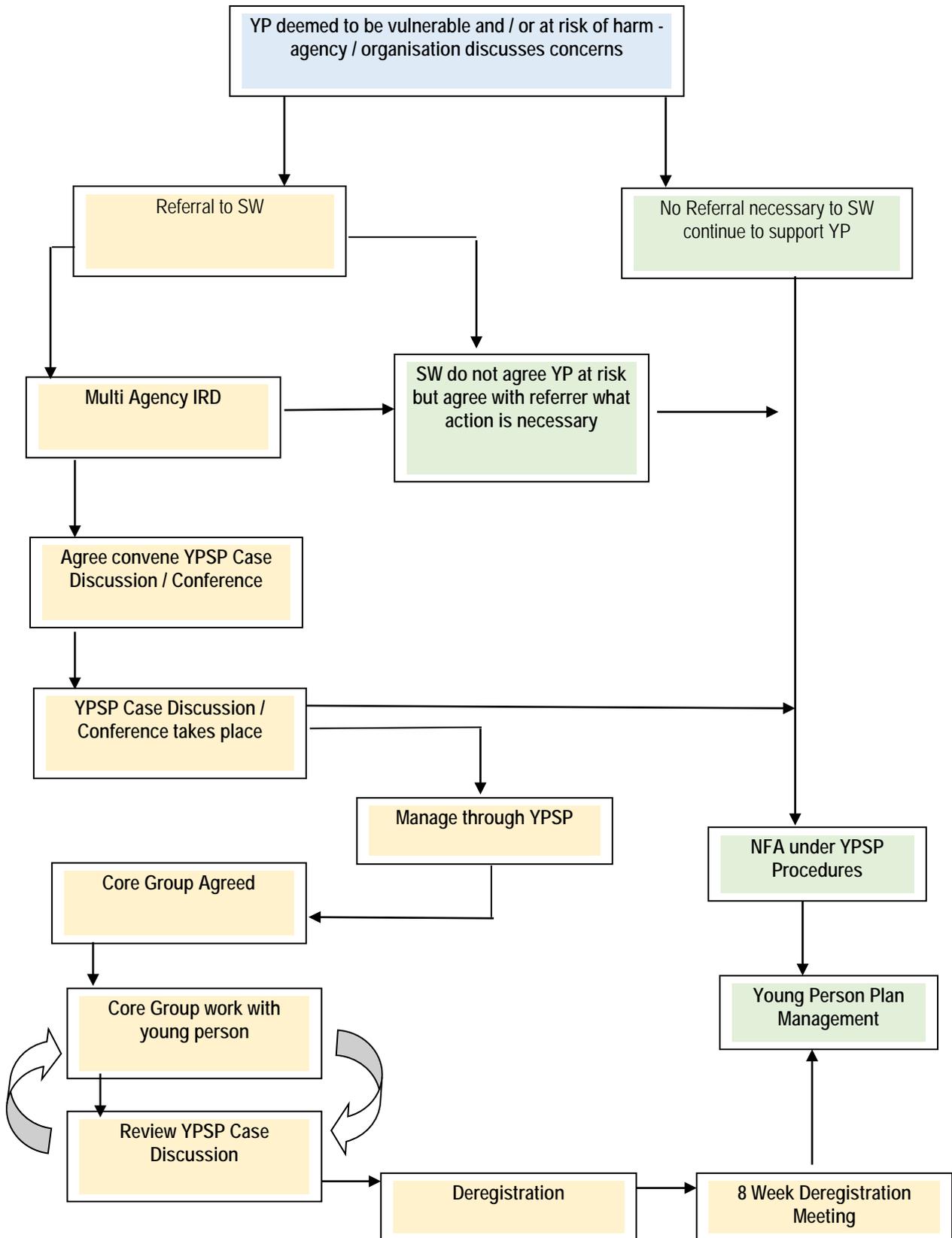
12. Multi Agency Escalation

While there is clear evidence of good working relationships between partners, occasionally disagreements may arise which require timely resolution so as not to delay decision making. Other concerns that may delay meeting the needs of a YP and should be considered where these are due to availability of service to meet the needs of a YP.

Disagreements should be resolved at the lowest possible stage between the people who disagree but any worker who feels that a decision is unsafe should consult with their appropriate manager or designated protection lead officer.

Where no resolution can be reached or when an identified service cannot be provided placing the YP at increased risk then it must be referred to the Head of Children & Family Services within the locality.

PROCEDURAL FLOWCHART

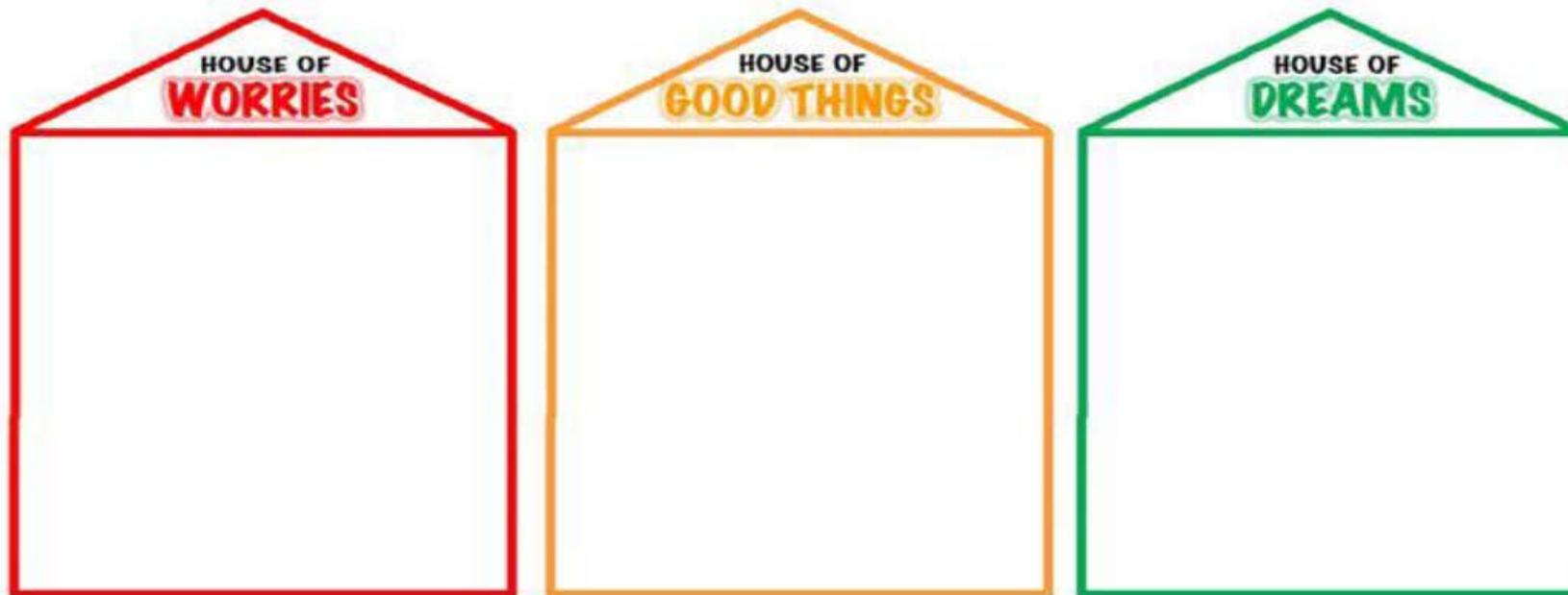


CASE CONFERENCE PARTICIPANTS

The following should be considered when directly relevant to the needs of the child/young person –

- ◆ Young Person – in cases where participation by the young person will not be detrimental to his/her welfare
- ◆ Parent(s) – in cases where their participation will not be detrimental to the child or young person's welfare.
- ◆ Social Work - Social worker, Team Leader and any other staff involved with the young person
- ◆ Residential unit or foster carer
- ◆ Intensive Services
- ◆ Throughcare Services
- ◆ Alcohol & Drug Recovery Services – in all cases where there is significant concern about substance use
- ◆ Barnardo's Street Team
- ◆ Education professionals involved with the young person
- ◆ Health professionals – including psychiatric services where there are significant concerns about self-harm, Sandyford, LAAC or school nursing
- ◆ 3rd Sector Providers
- ◆ Police from PPU and any relevant specialist departments
- ◆ Reporter to the Children's Hearing
- ◆ Senior Officer – Child Protection Team
- ◆ Young Women's Service

TOOLS TO WORK WITH THE YOUNG PERSON – THREE HOUSES



TOOLS TO WORK WITH THE YOUNG PERSON – THREE COLUMNS



Signs of Safety Assessment and Planning Form

Family:

Date:



What are we Worried about? (Harm and Future Danger)	What's Working Well? (Strengths & Demonstrated Safety)	What Needs to Happen? (Safety goals and next steps in working toward safety)
<p>Past Harm (What has happened, that worries us, to these children or other children in the care of these parents?)</p> <p>Future Danger (What are we worried might happen to these children in the care of these parents in the future?)</p> <p>Complicating Factors (What makes building safety for the children and working with this family more complication?)</p>		<p>Agency Goals (What does the agency need to see the parents doing in their care of the children and over what time period to be confident there is enough safety to close the case?)</p> <p>Family Goals (What does the family think they need to be doing in their care of the children for the children to be safe or for child protection services to be willing to close the case?)</p> <p>Next Steps (What are the agency's and family's ideas about what need to happen next in working towards these goals?)</p>
<p>Danger Statement:</p>		<p>Safety Goals:</p>

Adapted from Turner A. & Edwards S. (1999). Signs of Safety: A solution and safety oriented approach to child protection case work.