

Kingston Youth Offending Team

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Kingston Youth Offending Team

YOUR INFORMATION ON FILE

This leaflet explains why information is collected about you, how it may be used and how you can gain access to it. Kingston Youth Offending Team is committed to eliminating discrimination and promoting equality of opportunity for all of our clients.

WHY WE COLLECT INFORMATION ABOUT YOU

The professionals working with you keep records about you and the work undertaken with you. These help ensure that you receive the best possible service and that this is consistent throughout the time you will spend in contact with the Youth Offending Team. We are required, by our governing body, the Youth Justice Board, to record adequately, the work we do with you so that we can be inspected and this work can be evaluated for effectiveness.

These records will be mainly held on a computer (electronic records) but there may be some information on a written or 'paper' file (manual records) which would include papers from the Court / Police / Crown Prosecution Service. The records would include any or all of the following:

- Basic details about you such as date of birth, address and next of kin
- Contacts we have had with you either in the office or as a home visit or telephone call
- Notes, assessments and reports about you and our work with you
- Relevant information from other professionals involved with you or from your family or carers

HOW THE INFORMATION IS USED TO HELP YOU

Your records are used to inform and co-ordinate the work undertaken with you and to ensure that:

- YOT officers gave up-to-date information to assess your needs and progress, to be able to plan the most effective way of working to maintain your progress
- Full information is available should you need to see other professionals, so that you do not have to repeat everything
- Your concerns can be properly investigated if you needed to complain

HOW RECORDS ARE USED AND SHARED

The principle Partner Organisations with whom your information may be shared are:

- Social Services Departments
- Housing Departments
- Health Services
- Education Department
- Police and Probation Service
- The Courts

Subject to strict agreements, which describe how it would be used, information may also be shared with other organisations as necessary for you such as:

- Voluntary Sector Agencies
- Private Sector Agencies
- Other Local Authorities

Your Youth Offending Team worker would discuss with you before any information was passed on.

HOW YOUR RECORDS ARE USED TO HELP OBTAIN SERVICES

Your information may also be used to obtain services from the above mentioned agencies such as:

- Helping to get you settled into education, further training or employment
- Getting a swift referral and assessment for any health needs you may have
- Assist with obtaining stable accommodation
- Getting any necessary support for your parent(s) or carer(s) or the family if you live at home
- Planning the development of our service by identifying any further resources needed and giving the evidence to support this

Where information is used for service need identification or purely for statistical purposes, the data is anonymised to ensure that no individuals can be identified.

If it was not possible to use anonymous data this would only be passed on with your consent unless we were legally required to pass on the information.

HOW WE KEEP YOUR RECORDS CONFIDENTIAL

We in the Youth Offending Team and everyone working with us, has a legal responsibility to keep all personal information confidential.

We would only ever share information if there is a genuine need to do so and only to the extent that we have to, in order to obtain the service to meet your needs.

We would only disclose your information to others without your consent where we were legally or professionally obliged to do so. Such as:

- Where the health and safety of others is at risk, e.g. child protection concerns
- Where information must be shared to prevent or investigate crime
- Where information must be provided in Court Proceedings or to enable the Council to comply with a legal obligation

YOUR ACCESS TO YOUR RECORDS

The Data Protection Act 1998 and the Freedom of Information Act 2000 allows you to find out what information about you is held on file within agencies. This is known as “right of subject access”. It applies to your Youth Offending Team records.

If you want to see then or your Social Services records you should make a written request to Kingston Council’s Data Protection Officer.

- If you would like any further information about how we use your records please speak to the professional who are working within the Youth Offending Team.
- You should have a record of the name of your Youth Offending Team Worker and what your Order is, when it was made and when it ends.

EQUAL OPPORTUNITIES POLICY

The Kingston Youth Offending Team is a diverse team that acknowledges and respects differences. We seek to provide a service that is fair to all. We will not accept racist, sexist, or any other offensive remarks or behaviour from members of staff, the public, parents/carers of those under supervision.

Parental Legal Rights and Responsibilities

If a young person has got into trouble, it can feel like an uphill struggle to try to help them to change their behaviour and work out what to do as a parent, that will make a difference.

We think most parents of young people want some help at some point as their child grows up and especially if things have got difficult. We can offer this help in different ways – voluntarily, through a parenting contract or through a parenting order which is statutory.

One way is on a voluntary basis – when parents choose to ask for help, or, we suggest it and the parents think it is a good idea.

Parenting Contract

These make an agreement between parents and the YOT more formal. That is, we would work out together a plan for change - what might be helpful to support you in changing your child's behaviour – then write it down in a contract, so that it is clear what we are aiming for, how we are going to get there, who's responsible for doing what and by when.

Although parents can choose whether to take part in a parenting contract, there are two important points:

1. The law says that if a parenting contract is recommended and a parent says they do not want to be involved, or
2. A contract is arranged but parents don't do what has been agreed in the contract.

The YOT and Magistrates when thinking about whether a parenting order should be made can consider both of these points.

Parenting Order

A parenting order can be made when the YOT and or the court feel that providing parenting support would be likely to help parents tackle a young person's behaviour, but the parents haven't wanted to get involved.

Parenting orders can be made even if parents do not agree and if a parent does not work with the order they can be taken to court and may be fined up to £1,000 and or given a community sentence.

We always want to work **with** parents, as we know how difficult the parenting job can be. We want to help make a difference.

It is always important that you know about these different ways of working, your rights, and responsibilities. If parents don't think that we are doing a good job they can use our complaints procedure. In addition, if they think the YOT or court has made the wrong decision and a parenting order is made, parents have the right to appeal, or ask changes to be made in the order.

If you have any questions at any time please ask as it is a lot to take in and you might think of something later that you want to know more about. The main thing is how we can offer you some useful support so that things improve for you and your family.

Kingston Youth Offending Team

Complaints Procedure

We have a formal two-stage procedure for dealing with complaints. This way, you will know at each stage who is dealing with your complaint and the steps we are taking to investigate or deal with the problem.

Our formal procedure is set out below.

If you need help:

- Contact the Royal Borough of Kingston helpline on **0208 547 5757**
- The following organisations may also be able to help you.

The Citizens Advice Bureau 0870 1264019

Kingston Racial Equality Council 0208 547 2332

Kingston Voluntary Action 0208 255 7375

Stage One – Problem Solving

- You should tell a member of staff or the manager responsible for providing the service as soon as you can. They will see if they can solve the problem.
- Whether you make your complaint verbally, in writing or by e-mail, you should get a reply within 10 working days.

If you are unhappy with the reply, then please tell us. We will take your complaint to the next stage.

Stage Two – Independent Investigation

- A senior officer who is not responsible for the service you are complaining about will investigate the matter.
- We will tell you who is dealing with your complaint. We aim to reply within 20 working days.
- The investigating officer will report to a Chief Officer, not responsible for the service you are complaining about. The Chief Officer will check the report and reply to you within 20 working days.

If you are not satisfied with the reply, you can contact the Local Government Ombudsman who may investigate your case further. Telephone 024 7682 0000. Or our helpline 0208 547 5757.

You should be aware that certain complaints might be dealt with by separate, statutory procedures set up under specific legislation, such as education appeals, or social services planning. Contact the helpline and we will tell you if this applies to your complaint.

The Kingston Youth Offending Team

0208 547 6920

Name:	Role:	Ext:
Kathy Walker	Youth Offending and Support Services Manager	6957
Paul Donaghy	Practice Advisor	6948
Michelle Ellis	Probation Officer	6956
Robert Hindmarch	Referral Order Co-ordinator	6949
Peter Simms	Senior Practitioner	6955
Kate Deacon	Social Worker	6953
Malcolm Fowler	Education Worker	6951
Dave Wright	Reparation Worker	6950
Amanda Baker	Police Officer (Mon-Wed)	6958
Emily Brooker	Police Officer (Thurs-Fri)	6958
Lynn Lock	Substance Misuse Social Worker	6954
Brad Coupar	YISP Co-ordinator	6930
Sarah Bright	YISP Caseworker	6918

Parental Self-Assessment

What do YOU think?

Name: _____

Date: _____

Being a Parent can be a frustrating experience and there are often no easy options. Here are some descriptions, think hard and say which ones best apply to you.

	Not Like me	A bit like me	A lot like me	Just like me
1. Some parents find that their child gets them down at times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Some parents find aspects of their child's behaviour difficult to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Some parents get to spend time doing enjoyable things with their child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Some parents find that their child keeps causing problems that affects the family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Some parents have to smack their child to enforce discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Some parents feel that at times nothing they do to control their child has any effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Some parents feel a bit of a failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Some parents trust their child's judgement in making friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Some parents feel unsupported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Some parents find that there is one aspect of their child's behaviour that makes them very cross but are unable to stop it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Some parents find themselves arguing with their partner (or another supportive person) about the best way to bring up their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Some parents have no time for themselves and find this difficult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Not Like me	A bit like me	A lot like me	Just like me
13. Some parents are proud of their child's efforts/ achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Some parents find it difficult to see anything positive in their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Some parents find it difficult to talk to their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Some parents sometimes feel that difficulties in the way they were brought up is having an effect on their parenting now	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Some parents feel that they are constantly nagging their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Some parents feel that most of their children's friends are a good influence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Some parents expect their child to achieve more than they have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Some parents are not always aware of where their child is and who they are with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Some parents get satisfaction from sharing things with their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Some parents allow their child to stay away from home regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Some parents feel that they are always shouting at their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Some parents don't feel good about their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Some parents worry that their child may be involved in drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Some parents feel that they would like to have a better relationship with their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Some parents feel that they would benefit by talking to other parents in a similar situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Not Like me	A bit like me	A lot like me	Just like me
28. Some parents feel that their child has little respect from them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Some parents feel frightened or intimidated by their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Some parents get satisfaction when rewarding their child's effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Some parents find it is difficult to get their child to come home at the time they would like them to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Some parents would like to spend more time with their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Some parents find it difficult to get their child to go to bed when they would like them to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Some parents feel that they are fighting a losing battle with their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Some parents find it difficult to get their child up in the morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Some parents' children find it difficult to get their child to go to school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Some parents' children sometimes remind them of themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the most positive thing about being a parent?

What is the most important thing to you as a parent right now?

Please identify any areas of your life as a parent that you would like help or support with

Some parents find a lot of benefit from attending understanding-adolescent-behaviour courses, would you be interested?

Name of worker involved _____

Intended further action _____

Date of first assessment _____

Date of follow-up assessments (if applicable) _____

For Official Use Only. Complete this box if scoring is desired.

Pre GT: =

Post GT: =

DTI: =

DTI: =

PTI: =

PTI: =

KINGSTON YOUTH OFFENDING TEAM

Medical/Parental Consent



Name of child/young person:	
Contact address :	Phone :
	Mobile :

As part of a court order your son/daughter may be required to undertake reparation in the community and attend workshops at other locations. Therefore we require parental consent before he/she is allowed to participate. Reparation activities often require an element of physical work and Kingston Youth Offending Team needs to ensure that he/she is able to safely carryout such activities. The questions below are designed to highlight any potential problems. Please state if there are any reasons why he/she cannot participate or may effect their ability to perform such tasks, as for example – painting, picking up litter, working on a computer. If you answer ‘yes’ to any of the following please give details on an additional sheet:

	Yes	No
Have you got any restrictions of normal physical activities or games?		
Do you have skin allergies?		
Do you have bronchitis, asthma or chest complaints?		
Do you have heart disease affecting capacity for physical tasks?		
Do you have any dietary needs?		
Do you have diabetes?		
Have you experienced fits or fainting attacks?		
Do you have significant colour vision defect or other visual disability?		
Do you have any other health problems, including the need for regular medication?		
Do you have a learning disability which might affect your ability to understand or act on instructions?		
Do you define yourself as disabled?		
Are you pregnant?		
Have you had an up to date tetanus injection?		
Do you have difficulty in understanding English where the preferred language is different?		
GP's name and address		

Declaration: I/we have received information about the activities and agree to my son/daughter taking part in the agreed programme. I also give consent to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. The permission is to cover the total duration of the young person’s participation in the organised activities during the order/intervention. I/we understand the extent and limitation of the insurance cover provided.

Signed by Young Person Date.....

Signed by Parent/Guardian Date.....

Kingston Youth Offending Team



Kingston Youth Offending Team
Eagle Chambers, 18 Eden Street, Kingston KT1 1BB
tel 020 8547 6920 fax 020 8547 6959

Supervision Agreement

1. I wish to work on my behaviour and attitude with the aim of becoming more aware of and stopping my offending behaviour
2. I agree to attend all session arranged by Kingston Youth Offending Team and to be on time unless there is an emergency or illness. I will provide evidence (e.g doctor's certificate) for missed appointments.
3. My parents/guardians could be invited to attend meetings with my caseworker to review my progress and to assess any changes that are needed.
4. I understand that all information about me is confidential except when others or myself are at risk.
5. I agree to meet with my caseworker as directed and to attend any group as directed by them.
6. I understand that any non-compliance can lead to me being breached, re-sentenced or having my plan changed.

Signed..... [Young Person]

Date.....

Signed..... [YOT Worker]

Date.....

Kingston Youth Offending Team

Consent Form

I have read and understood the following policies/procedures:

- Information Sharing Policy (Page 2-3)
- Parental Rights and Responsibilities (Page 4)
- Complaints Procedure (Page 5)

Signed..... (Young Person) Date.....

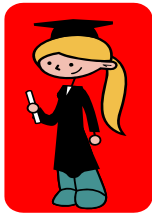
Signed..... (Parent/Guardian) Date.....

Signed..... (Caseworker YOT) Date.....

PARENTING SUPPORT



Is there any behaviour that is causing you concern and that you would like support with, such as staying out late, not doing what they are told, arguments or fighting for example?



Are you concerned about your child's attendance at school? Are there issues regarding truanting or problems with bullying?



Perhaps you feel that nobody understands? You may feel ignored? Do you wish someone would listen to you?



If you have answered YES to any of the above questions why not come to the 'Living with Teenagers' group.

For more details contact Paul Donaghy on 020 8457 6948.