

# Operation Inclusion Process Map

Child identified by PDM

Child Identified by YOS

Referred to YJS Police for discussion with Manager/OOCD lead

Case allocated to Case Manager to undertake Initial contact; provisional inclusion panel appointment made.

**Key:**  
 YOS = Youth Offending Service  
 PDM = Police Decision Maker  
 OOCD = Out of Court Disposal

Child/Family Contacted. Referral, OOCD process and Inclusion Panel explained agreement to proceed obtained.

Agreement not received

YP/Family engage, assessment started, proceed to the pre-determined Inclusion Panel appointment.

YP/Family do not engage

YOS Police Officers will notify PDM's and flag on Niche that Operation inclusion has commenced.

Case manager to consider/identify intervention priorities that may require advance referrals, parenting, mentoring etc.

YOS Police notify the PDM for consideration of a charging process to court or for Youth Conditional Caution

Inclusion Panel report completed and sent to manager to be Quality Assured. Manager/OOCD lead will print for Panel members – this will be read at the panel.

Panel held, offer made, agreement signed programme accepted. Progress with intervention, provisionally book review/closing panel

Child/Family decline to engage at panel.

Plan completed, Minimum 2 weekly contacts during the initial 6-week intensive phase of the programme between Case manager/mentor/(and one other). To be reviewed as per the YOS scaled approach and discussed with a manager

Incidents of re-offending will result in each child being taken back to Panel for decision as to whether they can stay on programme or not.

Review/closing panel, report completed and sent to manager to be Quality Assured. Manager/OOCD lead will print for Panel members – this will be read at the panel.

Decision to remove from programme

Closing Panels will acknowledge each child's success on the programme and their YOS case Managers will write to them to let them know the matter has been resolved as a Community Resolution or under the Police's Outcome 22

YOS Police Officers will update Niche with full details including the letter/closing summary and will finalise the case themselves following their own case closing process. The Niche Crime record will be finalised as a Community Resolution or as Outcome 22.