Youth offending services inspection

Case sample specification

The specifications of the domain two and domain three case samples to be used in [Name] YOT w/c dd/month/yr are set out below.

1. Domain Two (Post-Court Cases)

HMI Probation will inspect [insert number of domain two] Domain two cases, drawn from the following:

<table>
<thead>
<tr>
<th>Case type</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Orders</td>
<td>Please provide details of all Referral Orders cases that commenced (i.e. the Referral Order Contract was agreed) during the period [insert date 26 weeks prior to first day of fieldwork] to [insert date 39 weeks prior to first day of fieldwork].</td>
</tr>
<tr>
<td>Youth Rehabilitation Orders (including either a Supervision or an ISS requirement)</td>
<td>Please provide details of all Youth Rehabilitation Orders cases that have either a supervision requirement and/or an ISS requirement, that were sentenced during the period [insert date 26 weeks prior to first day of fieldwork] to [insert date 39 weeks prior to first day of fieldwork].</td>
</tr>
<tr>
<td>Custodial sentences</td>
<td>Please provide details of all cases sentenced to a custodial sentence during the period [insert date 26 weeks prior to first day of fieldwork] to [insert date 39 weeks prior to first day of fieldwork].</td>
</tr>
</tbody>
</table>

The sample should exclude:

- Cases where the initial order was not made out to your YOT, unless the case was transferred in at the very beginning of the sentence, with your YOT being responsible for the initial post-sentence assessment and planning.
- Cases that were sentenced or, for referral orders the contract agreed, more than 12 months prior to commencement of fieldwork.
- Stand-alone curfew cases, stand-alone unpaid work cases, attendance centre orders nor any other case where an assessment would not normally be required for that case type.
- YROs that do not have either a Supervision or an ISS requirement.
- Extensions given to an existing Referral Order, but include the original Referral Order IF that is within the sample period.

Other potential exclusions:

Youth Case Sample Specification 060918 v1.1.docx
1. HMI Probation will not normally inspect cases that have been formally transferred out of the YOT, or have terminated within four weeks of their commencement or release from custody. There are two exceptions to this:
   - for Looked After Children where the inspected YOT is the home local authority and was responsible for the initial assessment; we may inspect cases in this category even if the case was subsequently formally transferred to another area.
   - Where a YRO was revoked and immediately resentenced to a further YRO that included supervision or ISS, then inspection will continue through the continuous period of supervision.
2. HMI Probation will not, within this inspection, inspect cases where the inspected YOT acted as a 'host' YOT for a looked after child; unless the inspected YOT was responsible for assessment in that case.
3. HMI Probation will not inspect cases which currently are, or have been at any time during the sampling period, been subject to Community Safeguarding and Public Protection Incident (CSPPI) procedures.

Any cases subject to these potential exclusion criteria must still be included on the case sample spreadsheet. The YOT is requested to indicate such cases on the case sample spreadsheet. HMI Probation may check any such potential exclusions during fieldwork.

Additional long list guidance – Domain two:

1. Once you have identified the total case sample long list, count the number of cases, not included any that have been identified as potential exclusions. Where that total number of cases is less than [insert number of domain two cases plus 25%], then increase the sample period by four weeks at a time, to 43 weeks before fieldwork, 47 weeks and so on) until the required long-list of [insert number of domain two cases plus 25%] is reached.
2. Do not include cases that were sentenced or, for referral orders the contract agreed, more than 52 weeks prior to commencement of fieldwork. If extending the sample window to 52 weeks does not achieve the desired number of cases then speak to the HMI Probation Administrative Officer for further guidance.

2. Domain Three (Out-of-Court Cases)

HMI Probation will inspect [insert number of domain three] Domain three cases, drawn from the following:

<table>
<thead>
<tr>
<th>Case type</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Resolution and other OOCD cases where YOT asked to undertake assessment</td>
<td>Please provide details of all other cases where the YOT received a referral from the police as a result of an OOCD having been delivered, plus all other cases where the YOT received a referral from the police for an assessment to be completed prior to an OOCD being considered, where the final disposal decision was made between between [insert date 13 weeks prior to commencement of fieldwork] and [insert date 22 weeks prior to commencement of fieldwork]</td>
</tr>
</tbody>
</table>
### 1st Youth Caution

| Details | Please provide details of all cases where a 1st Youth Caution was delivered between between [insert date 13 weeks prior to commencement of fieldwork] and [insert date 22 weeks prior to commencement of fieldwork] |

### 2nd or subsequent Youth Caution

| Details | Please provide details of all cases where a 2nd or subsequent Youth Caution was delivered between [insert date 13 weeks prior to commencement of fieldwork] and [insert date 22 weeks prior to commencement of fieldwork] |

### Youth Conditional Caution Cases

| Details | Please provide details of all cases where a Youth Conditional Caution was delivered between [insert date 13 weeks prior to commencement of fieldwork] and [insert date 22 weeks prior to commencement of fieldwork] |

### The sample should exclude:

- ‘Transferred in’ cases, unless the case was transferred in at the very beginning such that your YOT was responsible for the initial assessment and planning.

### Other potential exclusions (domain three):

1. HMI Probation will not inspect cases where the child or young person lives outside your YOT area (including Looked After Children where your YOT is the Home YOT but the child or young person lives elsewhere), unless your YOT undertook initial assessment in that case.
2. HMI Probation will not inspect cases where the consideration for or delivery of an out-of-court disposal was undertaken by a different police force to your own, unless your YOT undertook initial assessment in that case.
3. HMI Probation will not inspect cases that have been formally transferred out of your YOT, unless your YOT undertook initial assessment in that case.
4. HMI Probation will not inspect cases which currently are, or have been at any time during the sampling period, been subject to Community Safeguarding and Public Protection Incident (CSPPI) procedures.

Any cases subject to these exclusion criteria must still be included on the case sample spreadsheet. HMI Probation may check any such exclusions during fieldwork.

### Additional long list guidance – Domain three:

1. Once you have identified the total case sample long list, count the number of cases, not included any that have been identified as potential exclusions. Where that total number of cases is less than [insert number of domain three cases plus 25%], then increase the sample period by four weeks at a time to 24 weeks before fieldwork, 26 weeks and so on) until the required long-list of [insert number of domain three cases plus 25%] is reached.
2. Do not include cases where the disposal was given more than 40 weeks prior to commencement of fieldwork. If extending the sample window to 40 weeks does not achieve the desired number of cases then speak to the HMI Probation Administrative officer for further guidance.
3. **Do not exclude** any cases where the delivery of an out-of-court disposal happened alongside or subsequent to a post-court-sentence. Such cases also fall within the selection criteria for out-of-court disposals.

### 3. Completion of case sample spreadsheets

The information we require on each case is set out on the attached case sample spreadsheets. **Please enter all your cases onto the relevant spreadsheets** (there is one spreadsheet for each domain), completing the details requested for each case. A brief explanation of the information required in each column can be found by clicking on the red **Comments** symbol (small arrow) behind the heading of each column.

If you believe that there is any reason why a particular case may not be suitable for inspection you must include that on the spreadsheet in the ‘Further comments’ column. The final decision in such cases will be made by HMI Probation.

### 4. Selection of shortlist

HMI Probation adopts a stratified sampling approach to selection of the final inspection sample, within each of the two domains. This takes account of gender, sentence or disposal type, and risk of serious harm and risk to safety and wellbeing classifications. The stratification groups are set out below. Within each stratification HMI Probation seeks to ensure that the proportion of cases in the selected sample closely matches the proportion of that stratification in the long-list.

**Domain 2:**
- Boys: community sentence; High/very high RosH and/or safety and well-being
- Boys; community sentence; Non-high/very high RosH and/or safety and well-being
- Boys; post-custody
- Girls

**Domain 3:**
- Boys: youth cautions
- Boys; youth conditional cautions
- Boys; Community Resolutions
- Girls

HMI Probation will not normally inspect more than one case for an individual child or young person, other than in the situation of YROs being revoked and immediately resentenced which are then treated as a single occurrence for inspection purposes. The decision as to which case to inspect is made by HMI Probation.

Whilst HMI Probation has asked for more cases than will be inspected; this is to allow for exclusion of cases that prove to be unsuitable once the long-list is examined. Where possible, cases are then selected to be as close as possible to the six-month (domain two) and three-month (domain three) commencement date.

Once the provisional short-list has been selected this will be returned to you for checking. If you subsequently identify a valid reason why a short-listed case is not suitable for inspection, for example because it later proves to be subject to an exclusion criterion, then HMI Probation will select a further case from the remaining long-list.

Once a case has been selected for inspection, the inspection of that case will continue through to date of inspection, or termination of that sentence if earlier. The exceptions to this are for YROs which are revoked and immediately resentedenced to another YRO, and Referral Orders.
which receive an extension. In both cases inspection will continue through the subsequent resentence/extension.

**For further Information:** If you have any questions about the identification of the sample long-list please contact the HMI probation Administrative officer for this inspection, who is [insert name and contact details for the AO].