

Service	Deliver Junior Attendance Centre Requirement	Version	P1.0
Document	Service Specification	Sign-off Complete	NEMC 18-07-2013



National Offender
Management Service

Service Specification for

Deliver Junior Attendance Centre Requirement

Service Specification Document

This document defines the service, including the required outcome(s) and outputs. As part of an SLA or Contract, the national minimum outputs in this document are mandatory for all providers. The document can also contain optional outputs that are available for Commissioners to commission.

1. Service Specification Document	2. Operating Model Document	3. Direct Service Costs & Assumptions Document	4. Cost Spreadsheet
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Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued
P1.0	Preview publication – first publication.	27-08-2013

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Deliver Junior Attendance Centre Service Requirement Specification

1.	Service Name	Deliver Junior Attendance Centre Requirement
2.	Key Outcome(s) for Service	<ul style="list-style-type: none"> • The young offender is punished • Reoffending is reduced in seriousness and frequency • The offender is engaged • A positive change in attitude and behaviour is achieved • The required number of hours are completed
3.	Definition of Service	<p>Junior Attendance Centres provide punishment in the community through a controlled environment within which young offenders aged between 10 and 17 (inclusive) are required to remain for the length of time ordered generally between 12 and 36 hours. Attendance is a requirement of either a Youth Rehabilitation Order or another youth sentencing provision, for example as a penalty for non-payment of fines or preventative and diversionary provisions. Where attendance is part of a diversionary or preventative sanction, less than 12 hours' attendance may be involved. Junior Attendance Centres ensure appropriately enforced delivery of purposeful activity within a structured environment for a specified number of hours.</p>
4.	Service Elements In Scope	<p>All aspects of the delivery of Junior Attendance Centres and the management of young offenders in relation to completion of the attendance centre requirement are in scope, save for enforcement decisions in multiple requirement Youth Rehabilitation Orders.</p> <ul style="list-style-type: none"> • Effective partnership working • The young offender attends the Junior Attendance Centre • The young offender receives an induction • A safe environment is provided • Junior Attendance Centre hours are delivered

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		<ul style="list-style-type: none"> • The requirement to attend is enforced • Multi agency communication provides feedback on progress to the Youth Offending Service • Management of the attendance centre (direct service cost) • Effective stakeholder engagement
5.	<i>Out of Scope Service Elements</i>	<p>The following management elements of a Junior Attendance Centre are out of the scope of specification, but would be required for full cost:</p> <ul style="list-style-type: none"> • Recruitment, co-ordination and support of sessional instructors and visiting speakers • Set up costs • Regional and national management including the recruitment, selection and line management of Officers in Charge • Enforcement decisions in multiple requirement Youth Rehabilitation Orders (see Manage the Sentence for a Community Order or Suspended Sentence Order specification)
6.	<i>Dependent Service Elements</i>	<ul style="list-style-type: none"> • National Standards for Youth Justice Service • Statutory safeguarding • Risk management • Breach enforcement by Youth Offending Teams • Partnership working and stakeholder engagement • ICT information systems, assurance and data transfer
7.	<i>Strategic Context</i>	<p>There are currently 84 Junior Attendance Centres across England and Wales provided by the Secretary of State through NOMS on behalf of the Ministry of Justice. Junior Attendance Centre requirements have the dual purposes of punishment and rehabilitation. The vision for NOMS-commissioned Junior Attendance Centres is to complement and add value to, rather than replicate or replace the services provided by, local Youth Offending Teams (YOTs). Junior Attendance Centres are provided without a geographical basis and have grown organically rather than strategically. The key</p>

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	<p>stakeholders include YOTs, Youth Courts and the Youth Justice Board.</p> <p>Attendance Centres provide a controlled environment and supervised activities for young female and male offenders aged 10 to 17 years, generally for between 12 and 36 hours. Some centres offer separate reporting times and instruction for young female offenders. Traditionally young offenders have been required to attend for sessions for two hours in length, generally on a Saturday. However these are not statutory requirements, and there is a will to trial different patterns of delivery for the future.</p> <p>A total of 7,051 Junior Attendance Centre requirements to attend were made during 2011/12. Based on referral type by gender, about eight per cent of Attendance Centre Orders and 16 per cent of Youth Rehabilitation Orders are made in respect of female young offenders. Taken as an average overall, the assumption is that of those ordered to attend a junior attendance centre, 12 per cent are female and 88 per cent are male.</p> <p>Targeting</p> <ul style="list-style-type: none"> • Referrals to Junior Attendance Centres are primarily routed through the courts and Youth Offending Teams and are therefore underpinned by YOT assessment. • Junior Attendance Centres target children and young people aged 10-17 • Reasonable travelling distance to a Junior Attendance Centre will be a consideration • Reasonable adjustments will be made for children and young people with a disability • Due to the group-work nature of delivery, referrers should give careful consideration to meeting diverse needs, including safeguarding and vulnerability issues connected with: <ul style="list-style-type: none"> ○ Young people with a current or previous conviction for offences of a sexual nature ○ Young people where there is a likelihood of causing harm to others ○ Female young offenders ○ Young people with mental health problems ○ Young people who are unable to work in a group situation ○ Primary school children
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		<ul style="list-style-type: none"> ○ Young people with learning difficulties ○ Gang related issues ○ Radicalisation issues
8.	Flexibility	All the outputs in this specification are mandatory – referred to as the National Minimum .
9.	Reference to Supporting Documents	This service specification is supported by an Operating Model document, a Direct Service Costs and Assumptions document and a Cost Spreadsheet.
10.	Example Methods of Measurement / Assurance Method for Commissioners	<p>The performance measures for Junior Attendance Centres are set out in the published management information on the NOMS Performance Hub (a web-based corporate reporting service that provides NOMS staff, and associated organisations with data collection, validation, collation and reporting) in relation to:</p> <ul style="list-style-type: none"> • Commencements • Attendance Rate • Completion Rate • Enforcement <p>Quality assurance activity is currently undertaken by the Regional Managers who oversee all performance. This specification supports quality measurement, assurance and recommends that qualitative site visits are undertaken in a structured format and that a means of bench marking is introduced across all providers to support this. Additionally the views of the young people attending the centre should be canvassed locally as an added performance measure.</p>
11.	References for Detailed Mandatory Instructions	<p>Agency Instruction 09/2012 - NOMS Attendance Centre Policy and Practice Instructions</p> <p>Probation Instruction (PI) 15/2012 - NOMS Attendance Centre Policy and Practice Instructions</p> <p>NOMS Attendance Centre Policy and Practice Instructions</p> <p>Attendance Centre Rules</p> <p>PI 20/2010 – Handling of Sensitive Information by Criminal Justice Agencies</p>

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		<p>PI 10/2011 – Notification and Review Procedures for Serious Further Offences</p> <p>Prison Service Order 1401 HQ Business Continuity Management Manual (Restricted)</p> <p>Criminal Justice Act 2000</p> <p>Criminal Justice Act 2003</p> <p>Safeguarding legislation</p> <p>Equalities Act 2010</p> <p>YJB National Standards 2013</p> <p>Local Service Level Agreements</p>
12.	References for Non-Mandatory Guidance	<p>Core Curriculum for JAC</p> <p>Local protocols</p> <p>YJB Cymru: A blueprint for promoting effective practice and improving youth justice performance in Wales</p> <p>All Wales Youth Offending Strategy (Welsh Assembly Government & the Youth Justice Board for England and Wales, 2004)</p>
13.	Review Cycle	Review cycle to be determined.

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Specification

National Minimum

<i>Row</i>	<i>Service Element</i>	<i>Outputs/Output Features</i>	<i>Applicable Offender Types</i>	<i>Policy Theme</i>	<i>Example Methods of Measurement / Assurance Method for Commissioners</i>	<i>References for Detailed Mandatory Instructions</i>	<i>References for Non-Mandatory Guidance</i>
1.	There is effective partnership working	There is effective exchange of information between partner organisations to enable young offenders to be identified and referrals made.	10–17 year old young offenders	Partnership working	Management information provided on performance Local YOT managers involved in quality assurance process	Agency Instruction 09/2012	Local information sharing protocol in place, along with methods for referral include safeguarding protocol
2.	The young offender attends the JAC	Notifications are received.	All young offenders subject to relevant requirement or order	Compliance	Management information report on performance	YJB National Standards 2013 Local Agreement between JAC and YOS Agency Instruction 09/2012	
3.	The young offender attends the JAC	The timing and location of sessions promote offender engagement by taking account of the diverse needs and circumstances of young offenders.	All young offenders subject to relevant requirement or order	Diversity Compliance	Induction record	Equalities Act 2010 Agency Instruction 09/2012	

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4.	The young offender attends the JAC	A female instructor is present on site at all times when a young female offender is instructed to attend.	Young female offenders	Female Offenders	Staffing and attendance monitored	Equalities Act 2010 Agency Instruction 09/2012	
5.	Induction to the JAC	The young offender receives a risk of harm screening assessment and attends an induction session on the first attendance. Where possible, young female offenders should be interviewed by a female member of staff.	All young offenders subject to relevant requirement	Public Protection	Structured QA Visits by Contract Management	YJB National Standards 2013 Agency Instruction 09/2012	Local protocols
6.	A safe environment is provided	Relevant information is provided and inter-agency liaison undertaken throughout term to comply with procedures and protocols for protecting the public and safeguarding children.	All young offenders	Public Protection Safeguarding Health & Safety	Contract/SLA Management and/or audit	Local SLA between JAC and YOS Agency Instruction 09/2012 MAPPA Guidance Local Health & Safety Policy	

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7.	Attendance Centre hours are delivered	Young offenders are encouraged and supported to participate fully in purposeful activity.	All young offenders subject to relevant requirement or order	Offender Engagement Effective Practice Reducing Reoffending	Structured QA Visits by Contract Management Young offender feedback	Agency Instruction 09/2012	JAC Core Curriculum
8.	Attendance Centre hours are delivered	Young offenders develop pro-social attitudes, thinking and behaviour through pro-social interaction, and engagement and the level of engagement and understanding is monitored.	All young offenders subject to relevant requirement or order	Offender Engagement Effective Practice Reducing Reoffending	Structured QA Visits by Contract Management Young offender feedback	YJB National Standards 2013 Agency Instruction 09/2012	JAC Core Curriculum
9.	Attendance Centre hours are delivered	Young offenders are engaged in learning about a range of community provisions which will support efforts to develop emotional and physical well-being, education, employability and life-skills.	All young offenders subject to relevant requirement or order	Offender Engagement Effective practice	Structured QA Visits by Contract Management Young offender feedback	YJB National Standards 2013 Agency Instruction 09/2012	JAC Core Curriculum

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10.	Attendance Centre hours are delivered	A record of all purposeful activity is maintained in an approved format.	All young offenders subject to relevant requirement or order	Effective practice	Structured QA Visits by Contract Management	YJB National Standards 2013 Agency Instruction 09/2012 PI 20/2010 – Handling of Sensitive Information by Criminal Justice Agencies	
11.	Attendance Centre hours are delivered	Compliance is enhanced through contact with young offenders to remind them in advance of attendance at each session.	All young offenders subject to relevant requirement or order	Compliance	Management information report on performance hub Structured QA Visits by Contract Management	YJB National Standards 2013 Agency Instruction 09/2012	
12.	Multi agency communication	Attendance and progress information is provided to the appropriate stakeholder.	All young offenders subject to relevant requirement or order	Compliance	Management information report on performance hub Structured QA Visits by Contract Management	YJB National Standards 2013	

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13.	The order is enforced	Failure to attend is followed up to support positive engagement and compliance.	All young offenders subject to relevant requirement or order who have not complied	Compliance	Structured QA Visits by Contract Management	YJB National Standards 2013 Agency Instruction 09/2012	
14.	The order is enforced	Information is shared regarding non-compliance. Multi requirement: Information shared to support caseworker decision to breach and enforcement action Standalone order: Decision to breach taken following third non-acceptable failure and information shared to support breach and enforcement action.	All young offenders subject to relevant requirement or order who have not complied	Compliance	Structured QA Visits by Contract Management	YJB National Standards 2013 Agency Instruction 09/2012	

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15.	Attendance Centre is managed	Performance and statistical data is provided in an approved format.	All young offenders subject to relevant requirement or order	Performance Monitoring	Structured QA Visits by Contract Management Management information report on performance	Agency Instruction 09/2012	
16.	Attendance Centre is managed	Sessional Supervisor Staff and young offenders experience a well managed environment, to include: annual session schedule, staff rota and staff support, attendance monitoring and information reporting, maintenance of material and equipment.	All young offenders subject to relevant requirement or order	Compliance	Structured QA visits by Contract Management Annual Schedule and Staff Rota Attendance monitoring and information reporting Materials and equipment maintained Asset register maintained Business Continuity Plan maintained	YJB National Standards 2013 Agency Instruction 09/2012	
17.	Attendance Centre is managed	Senior NOMS management are informed immediately or as soon as necessary where public protection, serious further offence, business continuity and high profile issues are identified.	All young offenders subject to relevant requirement or order	Risk Management	On call access to managers	Agency Instruction 09/2012 PI 10/2011 (Serious Further Offences) PSO 1401 (Business Continuity)	

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18.	Effective Stakeholder Engagement	Key stakeholders including Youth Courts, police and YOTs are kept informed and consulted on JAC and their use is promoted.	All young offenders subject to relevant requirement or order	Stakeholder Engagement	Structured QA Visits by Contract Management Young offender feedback Stakeholder feedback	Agency Instruction 09/2012	Local YOS protocol