

## REPORT GUIDELINES

### REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

#### Secure Accommodation (Review) Panel on (date in full)

Name

<b>CRIMINAL APPLICATIONS</b>	<b>WELFARE APPLICATIONS</b>
<p><b><u>Current Situation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Brief (one or two sentences) description of current situation, legal status, current placement, any offences, dates of remand, next court date, etc.</li> </ul>	<p><b><u>Current Situation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Brief (one or two sentences) description of current situation, legal status, current placement, any offences, dates of remand, next court date, etc.</li> </ul>
<p><b><u>Background Information:</u></b></p> <ul style="list-style-type: none"> <li>➤ Brief description of family circumstances and history of Departmental involvement including response to periods whilst looked after by the local authority.</li> </ul>	<p><b><u>Background Information:</u></b></p> <ul style="list-style-type: none"> <li>➤ Brief description of family circumstances and history of Departmental involvement including response to periods whilst looked after by the local authority.</li> </ul>
<p><b><u>Previous Convictions:</u></b></p> <ul style="list-style-type: none"> <li>➤ List these giving dates of any conviction, offences and sentence. Where applicable the lack of any previous convictions should be listed.</li> </ul>	
<p><b><u>Recent Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>➤ Description of recent events and incidences including details of any outstanding offences and observations as to the child's current attitude to their situation.</li> <li>➤ Description of areas of concern and the departmental response to those.</li> </ul>	<p><b><u>Recent Circumstances:</u></b></p> <ul style="list-style-type: none"> <li>➤ Description of recent events and incidences including details of any outstanding offences and observations as to the child's current attitude to their situation.</li> <li>➤ Description of areas of concern and the departmental response to those.</li> </ul>
<p><b><u>Current Charges:</u></b></p> <ul style="list-style-type: none"> <li>➤ List these with dates. Where applicable, the absence of any current charges should be listed.</li> </ul>	
<p><b><u>Views of the Young Person:</u></b></p> <ul style="list-style-type: none"> <li>➤ The views, wishes and feelings of the young person.</li> </ul>	<p><b><u>Views of the Young Person:</u></b></p> <ul style="list-style-type: none"> <li>➤ The views, wishes and feelings of the young person.</li> </ul>

<b>CRIMINAL APPLICATIONS</b>	<b>WELFARE APPLICATIONS</b>
<p><b><u>Views of those with Parental Responsibility :</u></b></p> <ul style="list-style-type: none"> <li>➤ The views, wishes and feelings of those with parental responsibility.</li> </ul>	<p><b><u>Views of those with Parental Responsibility :</u></b></p> <ul style="list-style-type: none"> <li>➤ The views, wishes and feelings of those with parental responsibility.</li> </ul>
<p><b><u>Other Considerations:</u></b> What are the wishes and feelings of:</p> <ul style="list-style-type: none"> <li>➤ Any other significant person who has cared for the child.</li> <li>➤ The independent visitor, if appointed.</li> </ul>	<p><b><u>Other Considerations:</u></b> What are the wishes and feelings of:</p> <ul style="list-style-type: none"> <li>➤ Any other significant person who has cared for the child.</li> <li>➤ The independent visitor, if appointed.</li> </ul>
<p><b><u>The authority managing the secure accommodation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Draw together the salient points, outline the future plans and state whether or not the statutory and local criteria are met.</li> </ul>	<p><b><u>The authority managing the secure accommodation:</u></b></p> <ul style="list-style-type: none"> <li>➤ Draw together the salient points, outline the future plans and state whether or not the statutory and local criteria are met.</li> </ul>
<p><b><u>Recommendations:</u></b> <b><u>Please see Appendix 3 of this document.</u></b></p>	<p><b><u>Recommendations:</u></b> <b><u>Please see Appendix 3 of this document.</u></b></p>

**Points to Remember:**

Reports should be on plain paper and not signed or dated. Each paragraph should be numbered. The child and family must not be identified within the report other than by first name and initial of the family name.