

Garda Youth Diversion Projects Operational Requirements

2018



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1. Introduction

- 1.1. This document provides a framework for the operation of Garda Youth Diversion Project (GYDP) service delivery and sets out the roles and responsibilities of individual stakeholders, including Community Based Organisations (CBOs) who manage individual projects.
- 1.2. The network of GYDPs across the country and aligned Local Drugs Task Force (LDTF) projects support An Garda Síochána (AGS) and Garda Juvenile Liaison Officers (JLOs) in particular, in the implementation of the Diversion Programme as set out in Part 4 of the Children Act, 2001 (as amended). The aim of the Diversion Programme, through the network of JLOs, is to deal with young people who offend, by way of administering a formal or informal caution, thus diverting the young offender away from the courts and minimising the likelihood of further offending. The Diversion Programme embraces, whenever possible, the principles of restorative justice and, at all times, pays the highest regard to the needs of victims. The Diversion Programme has proven to be highly successful in diverting children and young people away from crime by offering guidance and support to them and their families. This is evident from the continuing fall in the number of children and young people referred to the Diversion Programme in recent years.
- 1.3. The Garda Youth Diversion Office based in the Garda Community Relations Bureau is the national office for the management and implementation of the Diversion Programme. It also oversees the network of juvenile liaison officers (JLOs) across the country and works closely with district officers and community Gardai in relation to matters concerning GYDP projects. The Youth Crime Policy and Programmes Division (YCPPD) of the Irish Youth Justice Service (IYJS), AGS and CBOs work in partnership to ensure an effective and efficient GYDP service is provided.
- 1.4. The YCPPD oversees nationally the operation and funding of GYDPs. It is important to note that the requirements listed in this document are not exhaustive and may be extended following discussion with relevant stakeholders.

2. Garda Youth Diversion Programme and Garda Youth Diversion Projects

- 2.1. GYDPs are community based, multi-agency, youth crime prevention initiatives which primarily seek to divert young people involved in criminal/anti-social behaviour away from the criminal justice system by providing suitable activities to facilitate personal development, promote civic responsibility and improve long-term employability prospects. The GYDPs aim to bring about the conditions whereby the behavioural patterns of young people towards law and order can develop and mature through positive interventions and interaction with the project. The projects are primarily targeted at 12-17 year old “at risk” young people in communities where a specific need has been identified and where there is a risk of them remaining within the justice system. The projects may also work with young people who are significantly at risk of becoming involved in criminal

and anti-social behaviour. By doing so, the projects contribute to improving the quality of life within communities and enhancing Garda and Community relationships. The engagement of community organisations and locally based agencies, working in partnership, is vital to service delivery across the GYDP network.

- 2.2. The purpose of youth crime prevention work in GYDPs is to engage referred young people, who have offended or are at risk of offending, in a process of learning and development, that will enable them to examine their own behaviour, the issues surrounding their behaviour and to make positive lifestyle choices that will protect them from involvement in criminal, harmful or anti-social behaviours.
- 2.3. Programmes run by GYDPs should be focused on the needs, issues and circumstances surrounding referred young people including their offending behaviour. They should also be structured and focused in terms of content, management and delivery. Youth crime prevention should draw on a range of practices, resources and techniques that have a demonstrable and measurable result in preventing either the onset of offending or re-offending.
- 2.4. The GYDP model of service has been delivered on the basis that each GYDP acts as a standalone project based in a particular catchment area and serving the needs of the community. The catchment area that the project operates in is identified when the project is established and is based on the requirement of the community. Having regard to changing geographical patterns of crime, and in order to provide appropriate levels of service to the community, local Garda management may propose alterations to the initial catchment area. When considering a change to the catchment area, local Garda management must consult with the Project Committee. Changes to the catchment area must be evidenced by geographical crime patterns and local crime statistics. Proposals for change to the catchment area must be submitted by the District Officer to the GYDO who must inform IYJS. Both of these Offices will consider the proposed change, decide on the matter, and the GYDO will inform the District Officer concerned accordingly. Where a catchment area spans two different Garda districts, the local Divisional Officer (Chief Superintendent) must allocate responsibility to one District Officer and notify the Divisional Officer of the Garda Bureau of Community Engagement accordingly. The District Officer assigned responsibility will oversee the project and ensure that the Project Committee receives appropriate Garda support.
- 2.5. Future changes to the GYDP service delivery model may be required to take account of policy developments in the youth justice area and youth crime trends. Any alteration to the service delivery model will have regard to the principle of optimising the use of resources to meet identified priority needs and ensuring that a quality service is provided. The IYJS and An Garda Síochána will engage with CBOs, in the first instance, and then with any other relevant stakeholders in relation to any changes in this regard. These revised Operational Requirements support the current service delivery model but can also be used to support any future model.

2.6. This document is intended for the use of all stakeholders in the Garda Youth Diversion process including:

- Irish Youth Justice Service (IYJS)
- An Garda Síochána (AGS)
- Garda Bureau of Community Engagement
- Garda Youth Diversion Office (GYDO)
- Chairpersons of Project Committees (District Officers of AGS)
- Juvenile Liaison Officers (JLOs), Local Community Gardaí, Garda Inspector and Local Garda Superintendent (District Officer)
- Community Based Organisations (CBO)
- Youth Justice Workers (YJWs)
- Local Drugs Task Force (LDTF) Drugs & Alcohol Project Workers
- Other Project Committee members including community and statutory agency representatives
- Participants and their Parents/Guardians

2.7. The various other documents referred to in this Operational Requirements document, e.g. Funding Agreement, Annual Plan template, Quarterly Financial Report template etc. are familiar to projects and can be obtained from the IYJS at any time, if required. These documents are subject to revision, as necessary.

3. Funding

3.1. Garda Youth Diversion Projects and aligned Local Drugs Task Forces (LDTFs) are financed by way of a Funding Agreement (normally for a period of 2-3 years) between the Community Based Organisation (CBO), selected to manage the GYDP, and the Irish Youth Justice Service. Funding of a GYDP or aligned LDTF, year-on-year, is subject to the approval by the IYJS, in partnership with the GYDO, of the Annual Plan submitted by the CBO (following sign off by the Project Committee). All donations, grants, gifts of a non-reportable nature (independent funding), provided to a project independent of the main funding stream should be recorded and accounted for to the Project Committee by the Community Based Organisation.

European Social Fund Programme for Employability Inclusion and Learning (PEIL) 2014 – 2020

3.2. The work of the GYDPs is included in the 2014 - 2020 European Social Fund (ESF) Programme for Employability Inclusion and Learning (PEIL) under the heading of “Promoting social inclusion, combating poverty and any discrimination in the labour market”. During the period of the Programme, the funding to support the GYDPs is part provided by the Government and the European Social Fund. Accordingly, GYDPs are obliged, as part of the Funding Agreement, to meet the reporting requirements of the ESF. Projects must not be in receipt of any other EU funding for their Project.

Dormant Accounts Funding

- 3.3. The Irish Youth Justice Service was successful in obtaining support from the Dormant Accounts Disbursement Schemes to expand Garda Youth Diversion Services in communities across the country. The additional Dormant Accounts funding is intended to enhance the range of social inclusion measures available to support young people coming to the attention of An Garda Síochána, particularly in areas of economic and social disadvantage. The funding has supported the establishment of 10 additional GYDPs. The funding has also supported the recruitment of additional youth justice workers in a number of existing Garda Youth Diversion Projects, in order to respond to higher levels of youth crime in the area or to expand the geographical remit of the project.
- 3.4. Projects which have a Dormant Accounts funded youth justice worker must include the specific activities of the worker in the GYDP Annual Plan.

4. Roles and Responsibilities within the Garda Youth Diversion Project

Garda Youth Diversion Project Committee

- 4.1. Each GYDP and aligned LDTF must have a Project Committee and a Referral Committee (see Appendix 1 for the work of the LDTF). The Project Committee has oversight of the project and the Referral Committee considers whether young people should be admitted to the project.
- 4.2. Each GYDP Project Committee is responsible for considering, approving, monitoring and evaluating the project's Annual Plan. The Annual Plan forms the basis of the Garda Youth Diversion Project's activities. Each activity of the project should clearly link to the actions approved under the Plan. All Project Committee meetings should be scheduled to ensure that sufficient time is given to the preparation of the Annual Plan and consideration of reports that are required to be submitted by the CBO to the IYJS/GYDO.
- 4.3. The Project Committee must hold at least one meeting in each quarter of the year. Minutes of these meetings must be taken and stored.
- 4.4. The Project Committee, in conjunction with the CBO, is responsible for determining the direction of the project and setting and monitoring the project targets in the Annual Plan. This includes the following:
 - development and approval of an Annual Plan for the project;
 - approving proposed project expenditure as part of the annual planning process (in this context a review of expenditure in previous years should be carried out and minutes of the discussion of agreed proposed expenditure are to be retained);
 - monitoring the implementation of the agreed Annual Plan for the project;
 - consultation with the IYJS and the GYDO where a Project Committee proposes to significantly alter their Annual Plan for any reason;

- submission of an end of year report on implementation of the Annual Plan to the IYJS and the GYDO. Annual Performance Report (APR) data is also required to be submitted with the Annual Report;
- submission of the Quarterly Financial Returns and end of year audited accounts for the project;
- submission of all information required for ESF reporting purposes;
- submission of any other reports or information as requested by the IYJS or the GYDO.

Composition and Membership of the GYDP Committee

4.5. The Project Committee consists of the following:

- Local Garda Superintendent (District Officer) or nominated Inspector to act as Chairperson
- Local Garda Juvenile Liaison Officer and local Community Sergeant/Garda
- Community Based Organisation Representative (CBOR)
- Community representatives agreed by the Project Committee
- Additional members from local agencies both statutory (e.g. Probation Service, TUSLA) and non-statutory as appropriate
- School representatives as appropriate

4.6. The Project Committee should consist of no more than 10 members. To ensure that the Project Committee composition is appropriate to the particular requirements of each district, the Committee, may nominate up to two community representatives to the Committee, who are considered to be in a position to contribute to positive outcomes for the project.

4.7. The project's Youth Justice Workers and LDTF Project Worker (where a LDTF is attached) attend and report to the Committee as required.

4.8. Community representatives may be formally invited onto the Project Committee by the Chairperson following consultation with the Project Committee. The invitation by the Chairperson must specify the period during which such representatives will remain on the Committee. Community representatives provide a link between the project and the local community and contribute to committee discussions on the project's Annual Plan and related business.

4.9. Where administrative/operational issues arise that cannot be dealt with at Project Committee level, the CBO and the Chairperson will consult to resolve the issues. If such matters cannot be resolved locally, the matter must be brought to the notice of the GYDO and the IYJS. The GYDO, IYJS, CBO and Chairperson will consult on such matters as appropriate. The IYJS and the GYDO will take whatever action is necessary to resolve the matter.

Chairperson of the GYDP Committee

4.10. The role of the Chairperson (Superintendent/Inspector An Garda Síochána) of the GYDP Committee is to:

- arrange and chair the Project Committee meetings on at least a quarterly basis. Meetings should be arranged on a more frequent basis if required. Where the Chairperson cannot attend a meeting s/he should nominate someone to attend the meeting and chair it in his/her place;
- liaise on a regular basis with the Referral Committee;
- support the Project Committee in the development and monitoring of the implementation of the Annual Plan;
- approve and sign off the Annual Plan and Executive Summary form prior to submission to the IYJS and the GYDO;
- notify the GYDO and the IYJS, in writing, of any change in Garda personnel attached to the GYDP, including a change of the Chairperson of the Project Committee (i.e. new Superintendent/Inspector);
- liaise with the CBO with regard to the recruitment of project staff and ensure that there is appropriate representation on interview boards established for the purposes of recruitment of staff;
- where possible, ensure that there is gender balance in the committee's membership.

Community Based Organisation (CBO)

4.11. The management function in relation to the project is the responsibility of the Community Based Organisation (CBO). The majority of projects are managed by youth organisations which have responsibility for multiple projects. A number of projects are managed by independent companies. In some cases, the CBO managing the GYDP will also manage an associated Local Drugs (and Alcohol) Task Force (LDTF) project. LDTFs were set up under the National Drugs Strategy (NDS) framework. The CBO is required to plan and report on the LDTF aspect of service delivery separately and provide a clear audit trail on funding provided as part of the Funding Agreement.

4.12. The Community Based Organisation will assign a Community Based Organisation Representative (CBOR), other than a Youth Justice Worker, to attend all Project Committee meetings. The CBOR will ensure that secretarial services are provided to the Committee including the recording of minutes, record keeping etc. The CBO is responsible for the distribution, safe keeping and storage of all minutes and records.

4.13. The CBOR must submit the Annual Plan for consideration to the Project Committee for approval. The CBO must not make any significant changes relating to the operation of the GYDP without the Project Committee's approval. The CBOR must provide the Chairperson and each committee member with a draft of the Annual Plan and the Annual Report at least 7 days in advance of a Project Committee meeting scheduled to discuss the matter. The CBOR will undertake to meet the objectives set out in the Annual Plan and will ensure the duties of the project staff are carried out to ensure the delivery of the Annual Plan. The CBOR must attend all Project Committee meetings and report on the management of the project and operation of the Funding Agreement by the CBO on behalf of the project.

- 4.14. The CBOR must submit, on behalf of the Project Committee, all required documentation to the IYJS/AGS and liaise, where necessary, with the IYJS/AGS in this regard.
- 4.15. The CBOR must provide the Chairperson and each committee member with a draft of the Quarterly Financial Report at least 7 days in advance of each quarterly Project Committee meeting.
- 4.16. The CBO must ensure that appropriate recruitment procedures are in place to employ suitably qualified persons to undertake their prospective functions. The CBO is required to ensure that all statutory and legal requirements, in respect of the employment of staff, are met and that best practice requirements in regard to working with participants are met. The CBO must provide a job description to every Youth Justice Workers/Drugs and Alcohol Project Workers engaged by the Project.
- 4.17. The CBO is responsible for ensuring that all project staff are suitably qualified to work with the project target groups and that they have access to and receive relevant up-to-date training. The CBO is responsible for ensuring that all personnel are vetted in accordance with best practice procedures prior to anyone being engaged on a project. This includes any former participants remaining on as a volunteer. The CBOR will support and appraise the work of staff and identify future training needs.
- 4.18. The CBO will ensure that adequate arrangements are in place for the day-to-day management and supervision of the project staff and for ensuring that the GYDP is staffed, where necessary, by at least two Full Time Equivalent (FTE) Youth Justice Workers and, where applicable, the LDTF is staffed by at least one FTE Drugs and Alcohol Project Worker, subject to the Funding Agreement. Projects must maintain time sheets for all Youth Justice Workers.
- 4.19. The CBO will ensure that the opening hours of the project meets the needs of the young persons attending.
- 4.20. The CBO must ensure that it is data protection compliant in relation to all of the business of the project.
- 4.21. CBOs must ensure that safeguard measures for children in line with "Children First: National Guidelines for the Protection and Welfare of Children" (available at www.dcy.gov.ie) are in place.

An Garda Síochána /Chairperson /JLO

- 4.22. The local Garda Superintendent (District Officer) has an oversight role in relation to the operation and direction of the Garda Youth Diversion Project in his/her district.
- 4.23. The Garda representative(s) will support the Project Committee in the development and implementation of the Annual Plan including the provision of up-to-date crime statistical data and youth crime profile for the catchment area.

The Garda representative(s) support the Project Committee and the project in carrying out all of its responsibilities. The Garda representative(s) assist in the preparation of the Annual Plan with the CBOR and youth workers.

- 4.24. The JLO is responsible for referring young people to the Referral Committee, having obtained informed consent in writing from the young person's parent/guardian.

Youth Justice Workers

- 4.25. Youth Justice Workers are responsible for:

- contributing, in conjunction with local Garda representatives and the CBOR, to the drafting of the Annual Plan to be presented to the Project Committee for its approval;
- carrying out the functions as set out by the CBOR to ensure delivery of the Annual Plan;
- keeping the CBOR informed on progress as required;
- attending Referral Committee meetings;
- attending Project Committee meetings, as required;
- ensuring that data and all personal records are stored in a safe and secure manner;
- ensuring that all project resources are maintained, handled, used and stored in an appropriate manner;
- adhering to all guidelines set out by the IYJS.

Referral Committee

- 4.26. The Referral Committee consists of the local Garda Juvenile Liaison Officer and one or more youth justice workers. Where the Referral Committee deems it necessary and appropriate other persons may attend.
- 4.27. The Referral Committee considers all referrals (both from the primary and the secondary target group) and assesses their suitability for participation in a Garda Youth Diversion Project. A referral form must be completed for all participants to be considered by the Referral Committee (see Appendix 2). All decisions on suitability for admission to the GYDP must be informed by the results of the YLS/CMI SV Screening Assessment. Account must be taken by the Referral Committee of the Annual Plan and the capacity of the GYDP to provide the interventions required for the young persons concerned when decisions are being made. Where necessary the Referral Committee may also need to ensure that existing agencies, such as TUSLA, are in a position to provide the necessary ancillary support services required.
- 4.28. The Referral Committee is responsible for maintaining and storing records in relation to all referrals and of its meetings. It must also provide returns (referencing participant ID numbers only) on a quarterly basis, or as requested by the IYJS/GYDO, to the Chairperson of the Project Committee indicating:

- the number of referrals received;

- the source of the referral;
- the recommendation made by the Referral Committee in each case;
- details of the Youth Level of Service/Case Management Inventory Screening Version (YLS/CMI SV) assessments in each case.

4.29. The Referral Committee must manage, monitor and review, on an on-going basis, the engagement and progress of participants on the project. Exit strategies will also be discussed for participants leaving the GYDP.

4.30. The Referral Committee must meet at least six times a year. The committee may be required to meet outside of these scheduled meetings to ensure that any high risk referrals are processed quickly to address the needs of the young person.

Consideration of Referrals to a GYDP

4.31. The GYDPs are primarily targeted at 12-17 year old young people who are:

- engaged in criminal/anti-social behaviour and where it is considered there is a risk of them remaining within the criminal justice system, or
- are at risk of engagement in such behaviour.

4.32. Participation of 10/11 year old young people is at the discretion of the Referral Committee. The Referral Committee may consult with the Project Committee in this regard. Projects should only include young people under the age of 12 where there is a clear rationale for doing so e.g. the young person is at high risk. The YLS assessment tool is not to be used for under 12s.

4.33. If it is deemed appropriate to admit a 10/11 year old to a GYDP, it is recommended that participants in the younger age group be given separate interventions which are age appropriate.

4.34. The Referral Committee should prioritise for admittance to the project referrals from the Juvenile Liaison Officer and/or local Garda management. Priority is to be given by projects to those considered suitable and admitted onto the Garda Diversion Programme (Sections 23 and 24 of Part IV of the Children Act, 2001 (as amended)). These persons will have been given a caution by a JLO and are known as Primary Referrals.

4.35. Where capacity allows, the committee may also consider referrals by the JLO or local Garda management outside of the diversion programme or made from other sources e.g. social workers, schools, residents, the Project Committee and self-referral. These are known as Secondary Referrals.

4.36. All project participants must be approved by the GYDP Referral Committee and all are subject to the YLS/CMI SV screening being completed. In general, those with a moderate to high risk rating on the YLS/CMI SV are considered appropriate for admission to a GYDP. For a low risk (score below 3) young person to be admitted to the GYDP there should be a clear rationale presented and recorded by the Referral Committee relating to their criminogenic needs. High risk referrals must be carefully considered in relation to their ability and

willingness to engage with the GYDP. On referral a young person must be given a unique Project ID number.

- 4.37. In assessing referrals strong consideration must be given, in each individual case, to whether the GYDP is the most appropriate body to provide the supports required. In all cases the young person must have become involved in criminal or anti-social behaviour or have been identified as having a significant risk of becoming involved.

Participants on the Project

- 4.38. The number of participants on the project should be reflected in the target proposals of the Annual Plan and its implementation. CBOs are required to periodically report to the IYJS on the number of participants on the project. Projects are required to review on a six monthly basis, or sooner if required, the continued need for participants to remain on the project using the YLS/CMI 2.0.
- 4.39. Young people who participate in the project do so voluntarily. However, where a young person does not engage initially with a project every effort should be made by youth justice workers to encourage the young person to engage. If such a person does not engage within a 3-6 month period, they may be recorded as ‘Unplanned Disengagement, however this particular categorisation is under review at present.
- 4.40. Progression from the project for participants should be pursued by project staff. When a young person reaches the age of 18, they are generally no longer within the group targeted for participants in GYDPs.
- 4.41. An exit strategy or plan should be formulated to assist a young person to progress from the project. This process should be commenced well in advance of a young person’s planned disengagement. For all participants exiting a project, the project should:
- identify other services that could engage the young person;
 - identify specific agency support that may be needed by the young person;
 - make contact with that service provider on behalf of the young person;
 - plan the progression strategy with the young person;
 - prepare the young person for leaving the project;
 - follow up periodically on the progression of the young person after leaving the project, but specifically within four weeks of leaving the project and again at six months

5. Risk Assessment and Case Management Tool (YLS/CMI)

The Youth Level of Service / Case Management Inventory – Screening Version (YLS/CMI SV) is the baseline assessment used for all young people referred to Garda Youth Diversion Projects (GYDPs). The YLS/CMI-SV must be used to inform decisions about which young people are suitable for admission to a GYDP. Once admitted to the GYDP, the process of completing the YLS/CMI-2.0

must begin. This is a more detailed assessment of the risks and needs of the young people and facilitates the preparation of a case management plan. Working in this way ensures that youth justice workers are supported in prioritising the areas of risk/need which should be targeted in order to address the offending behaviour. Re-assessments and Case Management Reviews should be undertaken with the young person at least every six months to monitor progress. The YLS/CMI SV and YLS/CMI 2.0 must only be used by trained personnel, and the guidance document on use of the tool should be followed.

6. The Annual Plan

- 6.1. The CBOR is required to submit an Annual Plan for the forthcoming year to the Project Committee in the required format and within the timeframe set out by the Chairperson of the Project Committee, having regard to the date for submission of plans to the IYJS. The CBOR must formulate the plan to include any priorities that may be set by the Project Committee, and the IYJS in partnership with An Garda Síochána. The Annual Plan includes a formal application for funding for the GYDP for the forthcoming year.
- 6.2. Once the Annual Plan has been agreed by the Project Committee, the Chairperson, signs a declaration in the Executive Summary form, that s/he is satisfied that the Annual Plan is achievable and appropriate to the needs of the young persons who are served by the project.
- 6.3. The Chairperson of the Project Committee must submit the Annual Plan to the IYJS/GYDO for consideration on or before the date stipulated by the IYJS each year. Following submission of the agreed Annual Plan to the IYJS, the IYJS will consult, where necessary, with the CBOR in relation to any matters concerning the budget application and service to be provided by the project. In the event of the IYJS not accepting the Annual Plan, or details therein, the IYJS may require a revised Annual Plan to be prepared and re-submitted by the CBO, through the Project Committee, within a stated timeframe.

7. Confidentiality

All staff and committee members are required to preserve the confidentiality of any information regarding participants on the project.

8. Publicity Requirements

There are a number of requirements on projects with regard to acknowledging the contribution made by the major stakeholders in the delivery of GYDPs, such as the IYJS, An Garda Síochána and supporting bodies such as the European Union and the Dormant Accounts Fund. These requirements involve the inclusion of relevant organisation logos on websites, all public notices, information leaflets on the work of the project, recruitment notices, public events such as award giving nights etc. Adherence to these requirements is a condition of the Funding Agreement. Guidelines

in relation to the use of logos are available from the IYJS. Projects should contact the IYJS for any clarification required in relation to use of the logos.

Appendix 1

Garda Youth Diversion Projects with a Local Drugs Task Force attached.

The work of Local Drugs Task Forces (LDTFs) is varied and includes the following:

- raising awareness levels of young people, parents and other interested groups with regard to the issue of drugs;
- developing initiatives and programmes that are educational and preventative in nature for young people who are at risk from drug use and misuse;
- working with agencies and voluntary groups to develop a coordinated approach to this work and developing activities and programmes of interest to young people;
- providing one-to-one support for young people who experience difficulties at various times in their lives;
- carrying out street work to reach young people;
- running night programmes jointly with community organisations;
- provide family support for parents/guardians and young people experiencing problematic drug/alcohol use.

The management function of a youth justice funded LDTF is carried out by the Community Based Organisation.

[GYDP Name]Referral Form

All information included in this form will be kept in accordance with the Data Protection Acts 1998 & 2003.

TO BE RETURNED TO: [YJW/GYDP CONTACT INFORMATION]

Referrer Contact Details

Name of Referrer:	Role/Position:
Agency/Service (if applicable): Address:	
Mobile phone:	Email:
Parent/Guardian has consented to the referral (please tick): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The young person has expressed an interest in attending the project (please tick): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Young Person's Details

Young person's name:	
Address:	
Mobile phone:	Date of birth:
Name of School/Training Centre/Employment (if applicable):	

Parent/Guardian Contact Details

Parent/Guardian's name:	
Address: (if different from young person)	
Mobile phone:	Home phone:

JLO Referral Only

Most Recent Offence Type(s):			
Formal Caution: Yes <input type="checkbox"/> No <input type="checkbox"/>	Informal Caution: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
Please provide details of any prior cautions or involvement of the young person with the Courts, Probation Service or Detention.			

Office Use Only

Outcome from Referral Committee Meeting

Referral (please tick): **SUITABLE** **UNSUITABLE**

Date of Decision: _____



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While you may not have information for each of these categories, please indicate (with a tick) the areas of the young person's life where you may have concerns:

Area	
1	Family Circumstances & Parenting (e.g. relationships, supervision, boundaries, discipline, behaviour).
2	Education/Employment (e.g. behaviour in classroom /at school, relationships with peers and teachers, academic achievement, truancy etc.)
3	Peer relations (e.g. pro-social or anti-social friends or acquaintances).
4	Substance Use (e.g. Drug or alcohol use, level of use, impact of use on life).
5	Leisure/Recreation (e.g. involvement in recreational activities, use of leisure time).
6	Personality/Behaviour (e.g. physical/verbal aggression, attention span, frustration tolerance, feelings of guilt/remorse, self-esteem).
7	Attitudes/Orientation (e.g. pro-social/antisocial attitudes, attitude towards authority, empathy, recognition of a problem with behaviour, accepting help).

Referral Information

Please outline reason(s) for referral with reference to the areas indicated above.

Please outline any other relevant information indicating any strengths in the young person and /or their circumstances, other agencies involved, diagnosis, etc.

On receipt of this form contact will be made with the parent/guardian and the young person to conduct a brief screening assessment (the YLS/CMI SV) to aid in assessing suitability for intervention by [GYDP name]. As the referral agent, you may be contacted by the project for additional information. Not all young people referred to the project will be admitted. If this is the case, where possible, alternative services will be suggested. As the referral agent, you will be informed of the outcome of this referral. I have read and agree to this. Yes No

Signed: _____ (Referrer) Date: _____