**Young Person Incident Trigger Plan: Problem Solving Template**

This document must be completed in the event of an incident involving young people and the timelines set out in the ‘Trigger Plan: Young People Incidents’ document must be adhered to. Once the document is completed it should be saved either on E-CINS (if there is a relevant case or profile) or in your Peer Group Conference folder.

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| **INCIDENT DETAILS**   * **Date of incident:** * **Time of incident:** * **Location of incident:** * **Names of those involved:**   **Brief Summary of Events** | | | |
| **YOUNG PERSON SUPPORT** | **Support Already in Place**   * **Who is already working with the young person(s)?** * **Are those agencies already aware of the incident?** * **What are these agencies plans for supporting the young person(s) in relation to this incident?** | **Further Support Options**   * **Are any other referrals needed for the young person(s?)** * **If so, who will make the referrals and when will they be completed?** | **Wider Support**   * **Can Youth Outreach be used in this area? (e.g. Electric Storm, SCYP)** * **Do the schools require any input from agencies?** |

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| **COMMUNITY IMPACT** | **Mapping**   * **What is the local area like?** * **Who lives in the local area?** * **Which businesses are in the local area?** * **Are there any schools/places of education in the area?** | **Community Reassurance**   * **Have Police patrols taken place?** * **Which local residents groups are active in the area? Have they been provided with reporting information? Can they support agencies in any way?** | **Business Surveys**   * **Has a business survey been completed?** * **Which businesses were approached?** * **Provide a summary of findings.** |
| **PARTNERSHIP WORK** | **Information Sharing**   * **Who needs to know about the incident?** * **Who have you told about the incident and why?** | **Systems Update**  **All information relating to this incident must be uploaded to E-CINS or the appropriate equivalent. In the event the incident is of a particularly sensitive nature, e.g. sexual assault, the information must be appropriately restricted.** | **Peer Group Conference**   * **On what date was this discussed at the PGC?** * **Were any new actions agreed? If so, what were they?** |
| Date completed: | | | |
| Completed by: | | | |
| Manager review: | | | |