**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.**
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| **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?**
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| Date completed: |
| Completed by: |
| Manager review:  |