



**Falkirk Council**  
*Children's Services*

# **CHILDREN'S SERVICES**

## **SECURE ACCOMMODATION:**

### **PROCESS & PROCEDURE**

**V1: February 2018**

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## Relevant Legislation:

Children's Hearing (Scotland) Act, 2011 (especially S.83 (6); S.87 (4), S.88 (3) ie. conditions, S.151 (implementation); S.162 (appeals)

The Secure Accommodation (Scotland) Regulations, 2013

The Secure Accommodation (Scotland) Amendment Regulations, 2015

The Children's Hearings (Scotland) Act 2011 (Implementation of Secure Accommodation Authorisation ) (Scotland) Regulations 2013.

Good Practice Guidance – The Children's Hearing (Scotland) Act 2011 (Implementation of Secure Accommodation Authorisation) (Scotland) Regulations 2013.

<http://www.gov.scot/Publications/2013/06/9599>

The Criminal Procedure (Scotland) Act 1995

## 1. **INTRODUCTION**

- 1.1 Secure accommodation may be **authorised** by the Hearing or the Court with reference to the Children's Hearing (Scotland) Act 2011 but is **implemented** by the Chief Social Work Officer (CSWO) of the local authority in consultation with the Head of Unit (Secure). This is also the case where young people are detained with reference to the Criminal Procedure (Scotland) Act 1995.
- 1.2 When a Children's Hearing **authorise** placement in Secure Accommodation, the CSWO must consider the implementation of that authorisation. Where such authorisation is not already in place the placement of a child/young person in secure accommodation can be arranged by the CSWO with agreement from the Head of the Secure Unit. In this circumstance, the Reporter must be informed immediately (see Letter 1 or 2 attached) and arrange a Children's Hearing within 72 hours of the child/young person's placement in secure accommodation. Should this Hearing authorise the placement in secure accommodation, the CSWO is again required to decide whether to implement this authorisation and notify those who are required to be notified of the decision (see Letters 3 and 4).
- 1.3 The conditions for placing a child/young person in secure accommodation are set out in section 83(6) Children's Hearings (Scotland) Act 2011:
- a) that the child/young person has previously absconded and is likely to abscond again and, if the child were to abscond, it is likely that the child/young person's physical, mental or moral welfare would be at risk;
  - b) that the child/young person is likely to engage in self-harming conduct;
  - c) that the child/young person is likely to cause injury to another Person.
- 1.4 Section 151 of the 2011 Act 'Implementation of Secure Accommodation Authorisation' is given detail in the 2013 Regulations. It places a clear duty on the Chief Social Work Officer (CSWO) to ensure that a child/young person is only placed in secure accommodation where they meet one or more of the above conditions.
- 1.5 There is also a duty placed on the CSWO to **regularly review** the case and confirm that these conditions continue to be met and that placement in secure accommodation is in the child's best interests.
- 1.6 These conditions apply whatever the circumstances of the child/young person but the procedures are different depending on the legal status of the child/young person prior to being placed/considered for placement in secure accommodation:
- a) Young Person detained by the court through Criminal Procedure (Scotland) Act 1995;
  - b) Looked After Child who is not the subject of a Compulsory Supervision Order (e.g. S.25: Permanence Order.);
  - c) Looked After Child who is already subject to a Compulsory Supervision Order which does not include secure authorisation;
  - d) Looked After Child, subject to a Compulsory Supervision Order with secure authorisation.
- 1.7 The CSWO or their delegate has four main tasks:
- to **decide** whether the child/young person should be placed in secure accommodation with reference to the conditions set out above and that placement in secure accommodation is in their best interests;
  - to regularly **review** the case to ensure that the conditions referred to in sections 83(6), 87(4) and 88(3) of the 2011 Act continue to be met;
  - to **consult** with the Head of Unit; the Child/Young Person; all Relevant Persons;

- to **notify** the above persons and the Principal Reporter of their decisions, including the right of the child/young person and all relevant persons to request reconsideration of the decision or to appeal to the Sheriff.

2. **CHILDREN/YOUNG PEOPLE WHO NEED TO BE PLACED IN SECURE ACCOMMODATION IN AN EMERGENCY**

*(The Secure Accommodation (Scotland) Regulations 2013)*

- 2.1 Where the circumstances of a child/young person appear to meet the criteria for secure accommodation (see above) the Social Worker should discuss this with their Team Manager.
- 2.2 Should the Team Manager agree, they should contact the CSWO or their delegate (usually a Service Manager) and send them the reasons as to why this is the case. They should agree at this point who should contact the Secure Units for a place (the vacancy situation for the secure estate is on the website <http://www.sanscotland.org>) and seek agreement from the identified Unit Head that placement in secure accommodation is appropriate.
- 2.3 The CSWO should request recent Child's Plan Forms 1, 4, and 6 and the Chronology from the Team Manager/Social Worker as available in addition to any other information they feel they require.
- 2.4 If the CSWO authorises secure then either-:
- **Letter 1** [Final V1 Secure Letter 1 Transfer Where Child is Subject to CSO.dot](#) where the child is currently the subject of a Compulsory Supervision Order

or

  - **Letter 2** [Final V1 Secure Letter 2 Transfer Where Child is Not Subject to CSO.dot](#) where they are **not** currently the subject of a Compulsory Supervision Order

Is sent to the Principal Reporter with a copy sent to the Social Worker and JCCRAG Administrator.

- 2.5 The Social Worker will then send a copy of the letter to:

- the Child/Young Person;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

- 2.6 The **Social Worker** should ensure JCCRAG are advised of the placement and provide relevant information as requested as per JCCRAG Procedures November 2013 ([S:\Templates & Standard Documents\Templates\C&F\JCCRAG\JCCRAG Procedures Nov 2013](#)).

- 2.7 The JCCRAG Administrator shall retain a copy of Letter 1 or 2 as appropriate on the child/young person's electronic file and agenda for next scheduled meeting. On approval the JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I Team) of placement.

Note For out of hours authorisation the EDT will send the CSWO signed authorisation **the same day** to the Principal Reporter and the Head of Unit with a copy of the letter sent electronically together with the supporting write up to the Falkirk generic mailbox to then be forwarded to the relevant children and family team mailbox in line with existing practice.  
The Team Manager will then be responsible for further notification in line with 2.5 above.

3. **DECISION TO IMPLEMENT SECURE AUTHORISATION MADE BY CHILDREN'S HEARING**

3.1 Where the Children's Hearing authorises secure accommodation, the CSWO should consider whether to implement this authorisation and must do so within 72 hours of receiving notification of the Hearing's decision. Should this not be met within this timescale, the presumption is that the CSWO has decided not to implement the secure authorisation.

It is therefore important for the Team Manager to ensure that the CSWO is advised of the Hearing's decision to authorise Placement in Secure Accommodation and advise the CSWO of the reasons why the child/young person requires secure accommodation and the views of the parents, child/young person, and Head of Unit. This should be done using **Appendix 1 'Implementation of Secure Authorisation: Decision Following Review'** ([2. Final V1 July 16 App 1 Implementation of Secure Authorisation Decision Following Review.doc](#)).

3.2 **Approval of Secure Authorisation**

Should the CSWO **decide to** implement the secure authorisation, they should complete and return **Appendix 1** to the Social Worker and send a copy to the JCCRAG Administrator. The **CSWO** should notify the Child/Young Person by sending **Letter 3** [Final V1 Secure Letter 3 Notification of Approval.dot](#) to the Child/Young Person via the Social Worker.

On receipt of the approved Appendix 1 and Letter 3, the **Social Worker** should send **Letter 3** to the Child/Young Person with copies sent to:

- the Principal Reporter;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

The **Social Worker** should ensure JCCRAG are advised of the placement by providing a copy of Letter 3 and relevant information as requested as per JCCRAG Procedures November 2013 ([S:\Templates & Standard Documents\Templates\C&F\JCCRAG\JCCRAG Procedures Nov 2013](#)).

The JCCRAG Administrator shall retain a copy of Letter 3 on the child/young person's electronic file and agenda for next scheduled meeting. On approval the JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I Team) of placement.

3.3 **Non-approval of Secure Authorisation**

Should the CSWO **decide not to implement** the secure authorisation, they should advise and return **Appendix 1** to the Social Worker and send a copy to the JCCRAG Administrator. The **CSWO** should notify the Child/Young Person by sending **Letter 4** [Final V1 Secure Letter 4 Notification of Non-approval.dot](#) to the Child/Young Person via the Social Worker.

On receipt of Appendix 1 and Letter 4, the **Social Worker** should send **Letter 4** to the Child/Young Person with copies sent to:

- the Principal Reporter;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

A copy of Letter 4 should also be sent to the JCCRAG Administrator for the child/young person's electronic file. On receipt of this, the JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I Team).

3.4 The above **notifications** must be sent following:

- the Children's Hearing which initially authorised placement in secure accommodation (in an emergency this will have taken place within 72 hours of placement);
- after the first review (7 days after placement);
- monthly thereafter (following each required monthly review).



4. **REVIEWS OF CHILDREN / YOUNG PEOPLE PLACED IN SECURE ACCOMMODATION**

*(Regulation 10, 'Implementation' Regulations 2013)*

4.1 The CSWO must review the case:

- within 7 days of placement in secure accommodation;
- a second review within 1 month from the date of the first review;
- monthly thereafter from the previous review.

The Regulations place this responsibility and the other consultations (child/young person; relevant persons; head of unit) on the CSWO. In practice the reviews should be arranged within the above timescales by the Social Worker in collaboration with the Child Care Review Co-ordinators and the Team Manager. The CSWO must be made aware of the outcome of any reviews.

The continued implementation of the authorisation based on the recommendation from these reviews, falls on the CSWO. Likewise the notifications required (Letters 3 or 4) as a consequence of the CSWOs decision to implement (or not) the recommendations of the review must be sent by the **Social Worker** once the CSWO has signed the agreement form 'Implementation of Secure Authorisation: Decision Following Review' (Appendix 1).

4.2 **The Initial 7 Day Review**

This ought to be convened by the **Social Worker** and chaired by the Team Manager, Senior Social Worker or Child Care Review Co-ordinator, usually at the secure accommodation. The child/young person's Relevant Persons and the Head of Unit must be invited. Their views should be obtained if at all possible and any reason why they could not must be recorded.

Should this review recommend that the child/young person remain in secure accommodation a date should be set for the next review within **one month** of this initial review. It must be stressed that this meeting may only recommend to the CSWO and that they would ultimately decide, in consultation with the Head of Unit, whether to continue to implement the Secure Authorisation attached to the Compulsory Supervision Order.

Immediately following the review the Chair must send the recommendations to the CSWO with reference also to the views obtained from those above using the 'Implementation of Secure Authorisation: Decision Following Review' (Appendix 1) and Child's Plan Form 4. The reports considered at the review should also be attached.

4.3 On receipt of the above the CSWO must decide within 3 working days whether they agree with the recommendation from the review and communicate their decision to the Team Manager and Social Worker immediately by signing the Appendix 1 form and returning it to the Social Worker. A copy of same should be sent to the JCCRAG Administrator.

The CSWO should also notify the Child/Young Person by sending:

- **Letter 3** [Final V1 Secure Letter 3 Notification of Approval.dot](#) if the CSWO has decided to continue to implement the Secure Authorisation;

or

- **Letter 4** [Final V1 Secure Letter 4 Notification of Non-approval.dot](#) if the CSWO has decided **not** to implement the Secure Authorisation.

to the Social Worker for sending to the Child/Young Person.

On receipt of Appendix 1 and Letter 3 or 4 as appropriate, the Social Worker should send the letter only to the Child/Young Person with copies sent to:

- the Principal Reporter
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

The Social Worker should also send a copy of Letter 3 or 4 as appropriate to the JCCRAG Administrator for the young person's electronic file. On receipt of this, the JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I Team).

4.4 **Review Within One Month & Monthly thereafter of the Initial Review**

This review and all the subsequent monthly reviews which are required, should follow the same process as the initial review. There needs to be clear agreement as to who is convening and chairing each review and especially who was consulted at each review and subsequently notified. The Child/Young Person and Relevant Persons must be made aware of their right of appeal and may appeal either the decision of the CSWO to continue to implement Secure Authorisation or not to continue to implement Secure Authorisation.

Immediately after the review-

The Form 4 and the completed 'Implementation of Secure Authorisation: Decision Following Review' (Appendix 1) should be sent to the CSWO by the Social Worker within one day of the review with any reports considered by the review. The Form 4 should record any disagreement with the recommendation (whether the child requires secure or not). The CSWO should be advised immediately should the Head of Unit not agree that the child requires secure accommodation.

- 4.5 On receipt of the above (i.e. Form 4, Appendix 1 and related reports), the CSWO (or their delegate) should record their decision on the 'Implementation of Secure Authorisation: Decision Following Review' form (Appendix 1) and return this immediately to the Social Worker along with a signed Letter 3 or 4 as appropriate. The CSWO will send a copy of Appendix 1 to the JCCRAG Administrator for the child/young person's electronic file.

The JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I).

The Social Worker must send out Notification Letters 3 or 4 as appropriate detailed in Section 4.3 of this procedure.

5. **REQUESTS FOR REVIEW OF DECISIONS BY CSWO OR APPEALS**

5.1 **Requests for Review of CSWO Decision** (*Regulation 7*)

Where the CSWO decides not to implement the Secure Accommodation Authorisation, the child/young person and each Relevant Person in respect of the child may request a review of that decision by the CSWO (Regulation 7). On receipt of such a request, the **CSWO must review their decision within 72 hours** of receiving that request. This review by the CSWO should follow the same consultation and notification process as required for the reviews above.

5.2 **Appeals to Sheriff**

The child/young person or Relevant Persons may appeal to the Sheriff with reference to Section 162, Children's Hearings (Scotland) Act 2011. The appeal can be made in respect of the decision of the CSWO to:

- implement a secure accommodation authorisation (*Regulation 12*);
- not to implement a secure accommodation authorisation (*Regulation 13*);
- to remove a child/young person from secure accommodation.

6. **CHILD/YOUNG PERSON DETAINED UNDER SECTION 44 OF THE CRIMINAL PROCEDURE (SCOTLAND) ACT 1995**

6.1 The main sections relating to the detention of children/young people are Section 44(1) "Detention of Children" and Section 51(1) "Remand & Committal of Children & Young Persons" of the above Act. Section 43 may also apply as the Court may commit a child/young person to the care of a local authority. A child/young person may also be detained with reference to Section 216(7) of the Act in relation to non payment of fines. These all relate to "Summary" Procedure. The process for those detained when convicted on an "indictable" offence is different.

6.2 Where the Sheriff makes an Order under Section 44(1) or Section 51(1)(a)(ii) the child/young person **must not** be placed in secure accommodation unless the CSWO is satisfied that:

- placement in secure accommodation would be in the child/young person's best interests
- that the residential establishment is appropriate for the child/young person

**and** that that one or more of these conditions are met:

- a) that the child/young person has previously absconded and is likely to abscond again and, if the child were to abscond, it is likely that the child/young person's physical, mental or moral welfare would be at risk;
- b) that the child/young person is likely to engage in self-harming conduct; or
- c) the child/young person is likely to cause injury to another person.

6.3 The child/young person should only remain in secure accommodation where the CSWO and the Head of Unit consider it necessary.

The CSWO has a duty to consult and take into account the views of:

- the Child/Young Person;
- each Relevant Person in respect of the child;
- the Head of Unit.

7. **PROCEDURE WHEN PLACING A CHILD/YOUNG PERSON IN SECURE ACCOMMODATION UNDER THE CRIMINAL PROCEDURE (SCOTLAND) ACT 1995**

7.1 Where the child/young person is subject to the above sections of the Criminal Procedure (Scotland) Act 1995 and placement in secure accommodation is considered by the Social Worker/Lead Professional to be in their interests, they must bring this to the attention of the Social Work Team Manager. The Team Manager must ensure that the views of the child/young person, their parents and their Relevant Persons have been obtained if at all possible.

7.2 If the Team Manager is in agreement the matter should then be referred to the CSWO for consideration and if the CSWO agrees, with reference to the above criteria and conditions, the CSWO should then request that the Social Worker identify a place at a Secure Unit and consult with the Head of Unit to establish that the Unit can meet the child/young person's needs.

7.3 When the child/young person is placed in the secure accommodation the **CSWO** should notify the Head of Unit by sending **Letter 5** [Final V1 Secure Letter 5 Criminal Procedure Act to Place.dot](#) and send a copy to the Social Worker.

On receipt of **Letter 5** the Social Worker should send copies to:

- the Child/Young Person;
- each Relevant Person in respect of the child/young person;
- Lead Professional (when not the Social Worker);
- Named Person;
- JCCRAG Administrator.

The JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I).

8. **REVIEWS OF CHILDREN/YOUNG PEOPLE PLACED IN SECURE ACCOMMODATION DEALT WITH UNDER THE CRIMINAL PROCEDURE (SCOTLAND) ACT 1995**

8.1 The requirements with regards review by the CSWO are set out in Regulation 13 The Secure Accommodation (Scotland) Regulations 2013:

1. within 7 days of the child/young person's placement in secure accommodation (irrespective of whether the child/young person is still being kept in secure);
2. at such times as appear necessary in the light of the child/young person's progress;
3. at intervals of no more than 3 months.

8.2 The review should be arranged at the secure accommodation by the Social Worker and chaired by either the Team Manager, Senior Social Worker, Lead Professional or Child Care Review Co-ordinator.

8.3 These reviews must confirm agreement between the CSWO and the Head of Unit that placement in secure continues to be in the child/young person's best interests and that they have taken into account the views of the child/young people and their Relevant Persons.

8.4 Following each review the Chair should send the Appendix 1 'Implementation of Secure Authorisation: Decision Following Review', the Child's Plan (Form 4), and the reports considered by the review to the CSWO within three working days.

8.5 On receipt of Appendix 1 and the Child's Plan (Form 4) which recommends that the child/young person should remain in secure accommodation the CSWO or their delegate should make a decision as to whether or not they agree with the recommendation and request any additional information they need to make that decision.

Should the CSWO **agree** that the child/young person should remain in secure accommodation they should notify the Child/Young Person by sending **Letter 6** [Final V1 Secure Letter 6 Criminal Procedure Act to Continue.dot](#) via the Social Worker.

On receipt of **Letter 6** the Social Worker should send the letter to the Child/Young Person and copy to:

- the Head of Unit;
- each Relevant Person in respect of the child/young person;
- Lead Professional (when not the Social Worker);
- Named Person;
- JCCRAG Administrator.

The JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I).

Should the CSWO **not agree** that the child/young person should remain in secure accommodation, they must immediately contact the Team Manager in order that alternative arrangements can be put in place. The CSWO should then send **Letter 7** [Final V1 Secure Letter 7 Criminal Procedure Act to Terminate.dot](#) to the Child/Young Person via the Social Worker.

On receipt of **Letter 7** the Social Worker should send the letter to the Child/Young Person and copy to:

- the Child/Young Person;
- each Relevant Person in respect of the child/young person;
- Lead Professional (when not the Social Worker);
- Named Person;

- JCCRAG Administrator.

The JCCRAG Administrator will notify the relevant HQ Finance Team and Information Officer (P&I).

9. **APPEALS PROCESS: PLACEMENT IN SECURE ACCOMMODATION OF CHILDREN/YOUNG PEOPLE SUBJECT TO SECTION 44 CRIMINAL PROCEDURE (SCOTLAND) ACT 1995**
- 9.1 The Secure Accommodation (Scotland) Regulations 2013 made no provision for appeal against the decision of the Chief Social Work Officer (CSWO) to place a child/young person in secure accommodation who is subject to Section 44 Criminal Procedure (Scotland) Act 1995. This was amended by The Secure Accommodation (Scotland) Amendment (No2) Regulations 2015 (Regulation 11A).
- 9.2 The amendment makes provision for appeal against the decision of the CSWO by the child/young person. The appeal must be made to the sheriff within 21 days of the original determination by the CSWO to place the child in secure accommodation with reference to Regulation 11(2), The Secure Accommodation (Scotland) Regulations 2013.
- 9.3 Such appeals would generally be made by the child/young person's solicitor but the child/young person's right to appeal should be made explicit to them at the initial Review which must take place within 7 days of them being placed in secure accommodation.
- 9.4 When considering an appeal the Sheriff may hear evidence from and may request reports from any party – child/young person; Relevant Person; CSWO; Head of Unit; Principal Reporter. It is therefore important that the Child's Plan is updated timeously, regularly reviewed, and reflects that consultation has taken place with the child/young person, Relevant Persons and the Head of Unit and their views clearly recorded.



## **INDEX OF NOTIFICATIONS NEEDED**

**Letter 1: Initial Placement in Secure – Child/Young Person subject to CSO without Secure Authorisation**

[Final V1 Secure Letter 1 Transfer Where Child is Subject to CSO.dot](#)

CSWO to Principal Reporter, and copy to the Social Worker and the JCCRAG Administrator.

Social Worker to send copies to:

- the Child/Young Person;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

**Letter 2: Initial Placement in Secure – Child/Young Person 'Looked After' but not subject to CSO eg. S25/PO**

[Final V1 Secure Letter 2 Transfer Where Child is Not Subject to CSO.dot](#)

CSWO to Principal Reporter, and copy to the Social Worker and the JCCRAG Administrator.

Social Worker to send copies to:

- the Child/Young Person;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person.

**Letter 3: Implementation of Secure Authorisation following Initial Hearing which authorises Secure Accommodation or following a Review**

[Final V1 Secure Letter 3 Notification of Approval.dot](#)

CSWO to Child/Young Person via the Social Worker.

The Social Worker to send to Child/Young Person, and send copies to:

- the Principal Reporter;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person;
- JCCRAG Administrator.

**Letter 4: Notification of decision Not to Implement Secure Authorisation**  
[Final V1 Secure Letter 4 Notification of Non-approval.dot](#)

CSWO to Child/Young Person **via** the Social Worker.

The Social Worker to send to Child/Young Person, and send copies to:

- the Principal Reporter;
- the Child/Young Person's Parents;
- all Relevant Persons;
- the Head of Unit;
- Lead Professional (when not the Social Worker);
- the Named Person;
- JCCRAG Administrator.

**Letter 5: Criminal Procedure (Scotland) Act 1995: Decision of CSWO to Place a Child/Young Person in Secure Accommodation**  
[Final V1 Secure Letter 5 Criminal Procedure Act to Place.dot](#)

CSWO to Head of Unit and copy to the Social Worker.

Social Worker to send copies to:

- the Child/Young Person;
- all Relevant Persons;
- Lead Professional (when not the Social Worker);
- the Named Person;
- JCCRAG Administrator.

**Letter 6: Criminal Procedure (Scotland) Act 1995: Decision of CSWO to Continue Placement in Secure Accommodation**  
[Final V1 Secure Letter 6 Criminal Procedure Act to Continue.dot](#)

CSWO to Child/Young Person **via** the Social Worker.

Social Worker to send to the Child/Young Person and send copies to:

- the Head of Unit;
- all Relevant Persons;
- Lead Professional (when not the Social Worker);
- the Named Person;
- JCCRAG Administrator.

**Letter 7: Criminal Procedure (Scotland) Act 1995: Decision to Terminate Placement in Secure Accommodation**  
[Final V1 Secure Letter 7 Criminal Procedure Act to Terminate.dot](#)

CSWO to Child/Young Person **via** the Social Worker.

Social Worker to send to the Child/Young Person and send copies to:

- the Head of Unit;
- all Relevant Persons;
- Lead Professional (when not the Social Worker);
- the Named Person;
- JCCRAG Administrator.