

For the future

- As soon as your Referral Order is finished, it is 'spent'. This means that although the Police keep a record of your conviction, in most cases you will not have to tell anyone about it when you apply for a job. However, if you want to work with children or vulnerable adults, any convictions and warnings should be disclosed. Ask your YOS worker for further details.

Not happy?

- If you are unhappy about anything that happens to you or the service you receive, your YOS worker will give you a form or help you, so that you can make a complaint. If you don't want to talk directly to your YOS worker you can call 0345 045 5200 (local rate) or email feedback@Cambridgeshire.gov.uk.

For more information about the Youth Justice System, go to
<http://www.justice.gov.uk/about/yjb/>

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Cambridgeshire Youth Offending Service

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If you would like a copy of the text of this leaflet in large print, Braille, audio tape, CD or in another language, please call 01223 507220 or email yos

What is a Referral Order?

About your Referral Order with
Cambridgeshire Youth Offending
Service (YOS)

What is a Referral Order?

- This is a sentence for young people convicted of an offence for the first time. It lasts between 3 and 12 months, depending on how serious the offence is. It is overseen by a 'Youth Offender Panel'.

What is the Youth Offender Panel?

- This is made up of two or three trained volunteers from the local community, a member of the Youth Offending Service (YOS), and sometimes the victim.

What happens during a Referral Order?

- Your first meeting will be with a YOS worker who will talk to you and your parents/carers about your offence, why you committed it, and your circumstances. They will then prepare a report.
- Your next meeting will be with the Youth Offender Panel who will read the report, talk to you and your parents/carers and the victim if they attend, and agree a list (contract) of things you need to do.
- The Panel will meet you again regularly through your Order to see how things are going, and again at the end of your Order.

What will the report contain?

- Information about your offence(s), reasons for it, how it has affected the victim, whether you have been in trouble before, and why.
- Details about you, such as your family, home, school or work, and things you do in your spare time.
- Ways in which you can make amends for your offence, for instance writing a letter of apology, or undertaking unpaid work.
- Whether you are likely to commit another offence.
- If so, how you can be helped not to get into trouble again.

The contract will ask you to:

- Keep appointments as instructed by your YOS worker.
- Carry out unpaid work for the victim or community or make amends to your victim, for instance by writing a letter of apology.
- Deal with the reasons why you offended, for instance get you back into school, awareness on harms of using drugs and alcohol and find things to do in your spare time.

What are the rules?

- You must be on time for each appointment, be polite and alcohol/drug free.
- If you can't keep an appointment, you must phone your YOS worker in advance to explain and arrange another appointment. You will need to provide something like a hospital appointment card or note from your employer.
- If you move, fail to inform us and we can't contact you, we will return your order to the Panel and then the Court.
- If you don't keep appointments without good reason we will give you a maximum of two warnings before you are returned to the Panel and probably to Court.

Parents and carers

- Can receive help and advice as well. Please ask your YOS worker.