**Crown Prosecution Service (CPS)**

**10–Point checklist**

Where incidents take place that involve Police attendance, and where there is a likelihood that the young person may be charged with an offence, there is a mandatory responsibility on the Home and the Police to complete the CPS 10-Point Checklist.

Locally this form is also used to inform the joint Police and Youth Offending Service ‘Out of Court Disposal Panel’ that decides on outcomes for non- charge cases involving Looked after Children.

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| --- | --- |
| 1. | Disciplinary policy of care provider? |
|  |  |
| 2. | Why have the police been involved and is it as agreed in the policy? |
|  |  |
| 3. | Any informal / disciplinary action already taken? (since incident) |
|  |  |
| 4. | Any apology / reparation (since incident) |
|  |  |

|  |  |
| --- | --- |
| 5. | Victim’s views? (willingness for restorative intervention etc) |
|  |  |
| 6. | Social worker’s views? (including any other involved professional) |
|  |  |
| 7. | Care plan for Looked after Child? |
|  |  |
| 8. | Recent behaviour / incidents regarding Looked after Child? |
|  |  |
| 9. | Information about incident from Looked after Child? |
|  |  |
| 10. | Aggravating or mitigating features? **(CPS / Police to complete)** |
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Questions 1, 2, 8, 9 & 10 to be completed immediately  
Questions 3-7 to be completed within 3 days