

GUIDANCE

ASSISTANCE

SUPPORT

HELP

ADVICE

# Young People Handbook



# CONGRATULATIONS, YOU MADE IT! NOW WHAT?

## Well done

for completing your Order with Barnet Youth Justice Service! We hope this has been helpful and you will take away some new skills to move forward with the next stage of your life. Sometimes it can feel strange not having someone to support you every week, therefore this guide will help to give you some useful information to make things a bit easier and point you in the right direction. Of course, you can always contact us if you need to!

**Good Luck! We wish you well as you continue your journey.**

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# SPENT CONVICTIONS AND REHABILITATIONS ACT (1974)

Under the terms of the Rehabilitation of Offenders Act 1974, your Referral Order conviction is now 'spent'. This means that the police keep a record, but for most purposes you do not need to tell people this information. If you are applying for a job or course, which asks you if you have any 'spent' convictions you will have to tell them about this. Most jobs will not ask for this. If they ask for any 'unspent' convictions, you will not need to tell them about your Referral Order.



## Is it spent?

The Rehabilitation of Offenders Act 1974 gives people with spent convictions and cautions the legal right not to disclose them when applying for most jobs and for other purposes, like when buying insurance.

Apart from those individuals who are given prison sentences of more than 4 years, most people with convictions will benefit from it at some point in their lives. The table below sets out the time it takes for the main sentences to become spent following the changes that were introduced in 2014. This is known as the 'rehabilitation period' for the conviction. A conviction may have a number of rehabilitation periods depending on the sentence – in this situation, the longest one applies.

If you have access to the internet, you can also use our online tool [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk)

### Prison sentences & Community orders (with a buffer period)

Sentence		Time it takes to become spent	
		Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Prison (including suspended prison sentences)	Over 4 years or a public protection sentence	Never spent	Never spent
	More than 30 months and less than (or equal to) 4 years	Full sentence + 7 years*	Full sentence + 3 ½ years*
	More than 6 months and less than (or equal to) 30 months	Full sentence + 4 years*	Full sentence + 2 years*
	Less than (or equal to) 6 months	Full sentence + 2 years*	Full sentence + 18 months*
Community order / Youth rehabilitation order		Full length of the order + 1 year	Full length of the order + 6 months

\*Sentence length includes time spent on licence

### Other community sentences (with no buffer period)

Sentence/Disposal	Time it takes to become spent (from date of conviction)	
	Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Fine	1 year	6 months
Conditional discharge	Length of the order	Length of the order
Absolute discharge	Spent immediately	
Conditional caution / youth conditional caution	3 months (or when it ends, if earlier)	3 months
Simple caution / youth caution	Spent immediately	
Compensation order	Once it is paid in full	
Bind over	Length of the order	
Hospital order (with or without restrictions)	Length of the order	
Referral order	Length of the order	
Reparation order	Spent immediately	
Endorsement (imposed by a court)	5 years	2 ½ years
Motoring disqualification (imposed by a court)	Length of the disqualification	
Relevant order	Length of the order	

For information about other sentences, military convictions, the impact of multiple convictions and jobs that require spent convictions to be disclosed, visit [hub.unlock.org.uk](http://hub.unlock.org.uk) and select "Rehabilitation of Offenders Act".

**Unlock Helpline** – confidential peer advice on overcoming the effects of criminal convictions  
**Call:** 01634 247350 **Email:** [advice@unlock.org.uk](mailto:advice@unlock.org.uk) **Write:** Helpline, Unlock, Maidstone Community Support Centre, 39-48 Marsham Street, Maidstone, Kent, ME14 1HH

For online self-help information, visit [hub.unlock.org.uk](http://hub.unlock.org.uk)

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**Unlock**  
for people with convictions



# KNOW YOUR RIGHTS - STOP AND SEARCH

**Stop and Search** is when a police officer stops and detains you to carry out a search if they suspect you are carrying:

- **A weapon**
- **A fire arm**
- **Illegal Drugs**
- **Stolen Property**
- **Fire works**
- **Something which could be used to commit a crime**

## WHAT GROUNDS DO THE POLICE NEED TO STOP AND SEARCH ME?

Police must have reasonable grounds to suspect. These may be: if they are looking for a suspect who fits your description, if they have reasonable grounds to suspect you're carrying a weapon, drugs or stolen property or part of anti-terrorism efforts.

Police must provide or explain:

- G** grounds for search
- O** object/purpose of search
- W** warrant card (if in plain clothes)
- I** identity of officer
- S** station to which they are attached
- E** entitlement to a copy of search record
- L** legal power used
- Y** you are being detained for purpose of search

**RECEIPT** - This is your official proof. If you get a written slip check all sections have been completed and it is accurate. If the officer is recording electronically you will get a card with a reference number that you should use to claim your receipt. The police must give you one of these. Only if the officer is called to an emergency can they leave you without filling the details out, but must tell you how to get a receipt after they have completed it. If you do not get one at the time, you can still claim it from the police station for up to 3 months. This is easier if you get the officer's ID.

## MAKING A COMPLAINT

- **Via the Met Police website:** [www.met.police.uk/fo/feedback/tc/thanks-and-complaints/](http://www.met.police.uk/fo/feedback/tc/thanks-and-complaints/)
- **Dial 101 to complain by phone.**
- **Contact your local Citizens Advice Bureau, or through the IOPC at** [www.policeconduct.gov.uk](http://www.policeconduct.gov.uk)
- **Attend your local police station. Ask to see the duty officer.**



**POLICE**

# HEALTH AND WELLBEING

## Change Grow Live (CGL)

If you're **concerned** about your **drinking** or **drug use** but aren't sure what steps to take, you can find lots of information and advice here.



[www.changegrowlive.org](http://www.changegrowlive.org)

## Grief Encounters

Bereavement support for young people



By phone: 0808 802 0111  
Email: contact us anytime and we will reply as soon as possible on [griefftalk@griefencounter.org.uk](mailto:griefftalk@griefencounter.org.uk)  
[www.griefencounter.org.uk](http://www.griefencounter.org.uk)

## YOUNG MINDS



If you're struggling with your feelings, you're not alone. We have loads of practical tips and advice from young people just like you, as well as information on getting the support you need.

[www.youngminds.org.uk](http://www.youngminds.org.uk)

## Brook

Access sexual health advice, contraception and advice around relationships (Free and Confidential)  
[www.brook.org.uk](http://www.brook.org.uk)



## kooth

**BARNET**  
LONDON BOROUGH

Are you living in **Barnet** and between the ages of **11 and 25?**

You can access free online mental wellbeing support including **counselling**, **discussion boards**, **advice articles** and **self help tools**.

Sign up at [kooth.com](http://kooth.com) for free, safe and anonymous support.



## BICS

Barnet Integrated Clinical Services

Supporting children and young people's wellbeing and mental health

### Could BICS help?

Visit our website for support, advice, how to refer and online resources.  
[www.barnet.gov.uk/bics](http://www.barnet.gov.uk/bics)



# POSITIVE ACTIVITIES AND DROP IN'S

## youthrealities

**1:1 Support (YPIDVA):** targeted Young Person's Independent Domestic Violence Advocacy and relationship abuse support for young survivors aged between 11-25 living or studying in or surrounding Barnet. This includes crisis intervention advocacy, safety planning, practical help and post-separation emotional support.

**Wellbeing Workshops:** a range of bespoke, wellbeing activities for young people aged 11-25, offered twice a month from the Colindale/Burnt Oak area.

**Deepin Dance:** Fun fitness, street and afro dance for young women aged 12-25.

[www.youthrealities.co.uk](http://www.youthrealities.co.uk)

## Kicks Football Programme | Tottenham Hotspur

Kicks is the Premier League's flagship community initiative under their Creating Chances programme. Piloted by Tottenham Hotspur Foundation in 2006, the programme has a long history of using the power of football and the value of sports participation to help young people at risk of becoming not in education, employment or training (NEET) in some of the most disadvantaged areas of the community to turn their lives around.

## Chicken Shed Theatre

Performing arts opportunities, workshops, activities, ETE and performances.

[www.chickenshed.org.uk](http://www.chickenshed.org.uk)



## FUSE

F.U.S.E. Project is an exciting club set up for young people living on the Grahame Park, West Hendon and Stonegrove estates in Barnet.

[www.fuseyouthproject.com](http://www.fuseyouthproject.com)



## Art Against Knives

Offers a range of programmes, training and mentoring for young people based in different areas around Barnet e.g nail technician classes, boxing, music production.

[www.artagainstknives.com](http://www.artagainstknives.com)

## BOX SPORT

(High Barnet) Box Sport London caters for a variety of fitness domains, with it's state of the art strength equipment, full suite of HIIT and boxing specific classes and of course ring, bags.

[www.boxsport.co.uk](http://www.boxsport.co.uk)

## Unitas Youth Zone

Unitas is a fun and safe place for young people to spend their leisure time, inspiring them to live healthier, happier and more aspirational lives. We're located on Montrose Playing Fields in Burnt Oak, near to Grahame Park Colindale.

## Canada Villa Activity Centre

Youth club providing activities and occasional holidays for local young people. Activities include: basketball, football, pool, table tennis, arts and crafts, self-defence, safety awareness sessions.

<http://www.barnet.gov.uk/youth-support>

## GO MAMMOTH SPORTS

Offers a broad range of group sports such as netball, baseball, cricket, dodgeball, rounders etc. Teams all around London.

[www.gomammoth.co.uk](http://www.gomammoth.co.uk)

# EDUCATION TRAINING AND EMPLOYMENT



[www.bels.org.uk](http://www.bels.org.uk)

Provides information and support in identifying and applying for education, training and employment opportunities

## First Rung

Offers a range of opportunities in relation to education, employment and training opportunities including apprenticeships and traineeships. We have two training centres based in London, Colindale (NW9) and Ponders End (EN 3)

[www.firstrung.org.uk](http://www.firstrung.org.uk)

## BOOST

[www.boostbarnet.org](http://www.boostbarnet.org)

We are an employment, benefit advice, skills and wellbeing project helping Barnet residents. We use a personal approach to understand your circumstances, help you overcome obstacles and gain the confidence and skills to make positive change. We are part of The Barnet Group. Working in partnership with Barnet Council.

## SPEAR

Our award-winning programme works to inspire and help young people aged 16-24 who are not in Education, Employment, or Training (NEET) to succeed in long-term employment. It starts with a highly interactive six-week coaching programme that helps young people overcome challenging attitudes and behaviours. It also includes practical training such as writing a good CV and mock interview practice. The young people are then supported for a year to help them find a job and succeed in work.

Support Spear Camden –  
Lighthouse London Community Trust  
([llct.org.uk](http://llct.org.uk))

## WORK WORKS

We work with a wide range of industries including retail and customer service, hospitality & catering and warehouse & logistics. Free in-house training

[www.workworkstrainingsolutions.com](http://www.workworkstrainingsolutions.com)

## ADDiSS (ADHD Support)

We provide people-friendly information and resources about Attention Deficit Hyperactivity Disorder to anyone who needs assistance - parents, sufferers, teachers or health professionals. Whatever you're looking for in ADHD, we'll do our best to help.

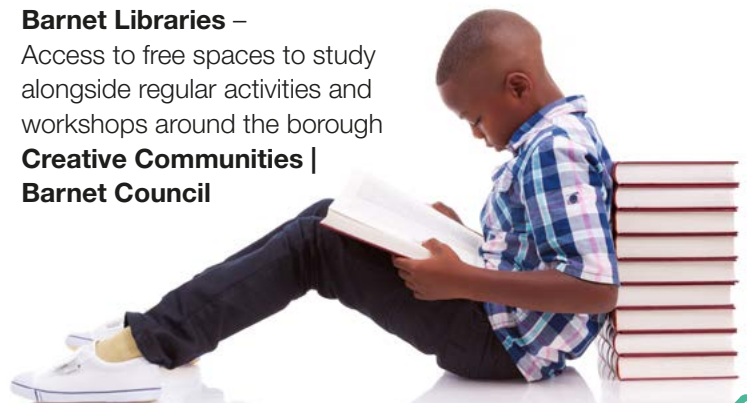
[www.addiss.co.uk](http://www.addiss.co.uk)



## Barnet Libraries –

Access to free spaces to study alongside regular activities and workshops around the borough

**Creative Communities |  
Barnet Council**



# GENERAL SUPPORT AND HELP FOR PARENTS



## GENERAL SUPPORT

### NSPCC

The National Society for the Prevention of Cruelty to Children (NSPCC) is a British child protection charity.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### ChildLine

Get help and advice about a wide range of issues, call us on 0800 1111, talk to a counsellor online, send Childline email or post on the message boards.

[www.childline.org.uk](http://www.childline.org.uk)

### Barnardos

Support for young people | Barnardo's

[barnardos.org.uk](http://barnardos.org.uk)

## PARENT SUPPORT

### Home Start – Barnet

We offer practical support to families in Barnet, Brent, Enfield and Harrow.

[www.homestartbarnet.org](http://www.homestartbarnet.org)

### Hygiene Bank- Barnet

Hygiene poverty is not being able to afford many of the everyday hygiene and personal grooming products most of us take for granted. The reality of low income is that it restricts people's options, leaving us caught between being able to heat our homes, pay the rent, eat or be clean.

[www.thehygienebank.com](http://www.thehygienebank.com)

### Early Help Service

Parenting support, low level interventions and support. All children have a right to a range of universal services and for children who needs are consistently met by their parents and carers, these may be the only services they will ever need. There are different ways to access support dependent on the need. Referrals can be made by either a professional or by a self-referral.

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### Barnet Advocacy - Solace Women's Aid

Tel: 02038 745003. Solace Advocacy & Support Service provides support to survivors of domestic abuse in Barnet. With an allocated Advocate, they will provide practical and emotional support, information, advocacy and specialist services to increase safety and meet a range of needs - these can include ongoing safety concerns, emotional or housing support, legal options, reporting to the police, help around child contact, benefits and financial advice.

[www.solacewomensaid.org](http://www.solacewomensaid.org)

### Food banks | Barnet Council

Provides support for families struggling to provide food and essentials for families.

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### Barnet MENCAP

Barnet Mencap offer a range of support and events for children and adults with a learning disability, autistic people and their families, who live in the London Borough of Barnet.

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## OTHER HELPFUL SUPPORT FOR PARENTS

### Emotionally based school avoidance or school refusal:

*School anxiety and refusal: How parents can help their child get through tough times*  
- BBC Parents' Toolkit - BBC Bitesize

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*Parents/ Carers EBSA Guidance | Support Services for Education*

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### Learn warning signs of Child Sexual Exploitation (CSE):

*Child sexual abuse and exploitation | Barnardo's*

SCAN ME



### Warning signs of Child Criminal Exploitation (CCE):

*Criminal exploitation and gangs | NSPCC*

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# I NEED A CV FOR EMPLOYMENT

## What do I do?



## WHY DO YOU NEED A CV?

A CV tells employers what you're good at, what you are interested in and what you've achieved in life so far. You hand it out when you are looking for jobs. They are great to take to careers fairs and you can often upload your CV if you are applying for a job online. If an employer likes your CV they might ask you to come to a job interview.

Your CV is your chance to show employers you're a good match for the job and can back up any claims you make. If you say in your cover letter your cooking could put the Great British Bake-Off to shame, your CV can back you up by showing how you raised hundreds of pounds in a school charity bake sale.



## WHAT TO PUT IN YOUR FIRST CV: A STEP BY STEP GUIDE

### Full name

**Contact details** – Address, telephone, email

**Personal statement** – A personal statement is a sentence or paragraph that summarises your strengths, career goals, and what you can offer employers.

**Key skills** – Skills like teamwork, communication and problem solving are useful to put on your CV when you are still building experience.

**Education** – Putting your education in your CV means adding you've studied, for how long, and what grades you got. You can put predicted grades if waiting for results.

**Work experience** – Work experience can include part-time jobs, work placements, work shadowing, internships, and paid training like apprenticeships.

**Hobbies and interests** – This section is your chance to show your general life experience and skills. Volunteering, personal projects and learning out of choice (e.g. sports or music) can show employers your skills, motivation and suitability for a role.



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You can explore each of these elements in more depth at the website below and find additional support:

**How To Write Your First CV - Step by Step Guide for Students** ([youthemployment.org.uk](http://youthemployment.org.uk))



# KNOW YOUR DIAGNOSIS

Sometimes getting a diagnosis from a doctor or other professional can be a good thing and help provide some answers to how you have been feeling or experiencing, however sometimes it can be hard to understand what it really means.

There are lots of help and support for young people with new diagnosis such as depression, ADHD, Autism to name a few:

## SCAN ME



Information for 11-18 year olds on understanding a mental health diagnosis - Mind

## SCAN ME



ADHD and Mental Health | Signs and Symptoms of ADHD | YoungMinds

## WHY MIGHT A DIAGNOSIS BE HELPFUL?

Getting a diagnosis can sometimes be a good thing. It can help you to:

- Understand your feelings
- Find a name for what you've been experiencing
- Feel a sense of relief that you're not the only person to feel like this
- Find more information about your condition
- Find the right support and treatments designed to help with your diagnosis
- Explain to others what's going on

“  
**Connect with others who have similar experiences.**  
”



# TURNING 18 IS A BIG OCCASION FOR MANY YOUNG PEOPLE

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Turning 18 | Health For Teens



It brings with it new responsibilities, challenges and opportunities.

This may feel scary, but you can look forward to starting the next chapter of your life, a chapter where you can be more independent and have new experiences.

## What's actually going to change?

The law requires you to remain in education until the end of the academic year when you turn 18, however this doesn't have to mean in a school setting as there are a range of higher education open to you. Only after this time period can you start working full time.

Once you turn 18, you are able to vote in any elections in England, providing you are registered to vote. Click here more information and how to register.

You will also start being treated as an adult in the eyes of the law, which means any crimes committed will be tried at adult level.

## What can I do that I couldn't before?

### Finances

At 18, you are able to rent a house or get a mortgage to eventually own a house, depending on how much money you earn.

You are able to apply for credit cards or loans, however these can end up costing you a lot of money due to their high interest rates if you don't pay them back on time, so don't rush into getting them.

### Alcohol

You are legally able to buy alcohol for yourself and anyone else over the age of 18 however you should be aware of the risks of alcohol and recommended limits (no more than 14 units a week/2-3 units a day for men and women). You should be aware that if you have not had alcohol before, your tolerance may be low and you may feel increased effects more quickly.

### Smoking

You are legally able to buy tobacco cigarettes, e-cigs and vapes for yourself or anyone over the age of 18. However there are serious health risks associated with smoking, and current advice is to not take up smoking e-cigs or vaping unless it is to help you stop smoking tobacco.

### Marriage

At 18, you are legally able to marry another person without needing parental permission. This marriage needs to be entered into through choice as forced marriage illegal.

### Gambling

You are able to legally gamble and place bets once you turn 18, but be aware that this can be very addictive and can lead you to losing a lot of money in a short space of time.

### Tattoos

18 is also the legal age to get a tattoo. If you are considering getting a tattoo, do your research and make sure the establishment you choose is safe, hygienic and holds the necessary licences. Tattoos are expensive so if you find somewhere offering them cheap, you are likely to get a poor quality product and risk potential infections. Remember, tattoos are for life, so don't make any sudden decisions on designs as you may regret it as you get older!



# TIPS FOR OPENING A BANK ACCOUNT

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Getting a bank account -  
Citizens Advice

## Current accounts

You can use a current account to help you manage your money day-to-day. This includes:



**paying your bills**



**receiving money - such as your salary or benefits**



**keeping track of where your money is going**

Some current accounts can also earn you interest on the money you have in the account, although this is likely to be less than many savings accounts.

With a current account, you will get a cheque book which you can use to take money out. You may also get a debit card which you can use in shops and cash machines. The bank may let you have an overdraft and access to other kinds of credit. You will be allowed to set up direct debits and standing orders.

Some banks will let you cash a current account personal cheque or use your cash card at the Post Office, free of charge. Ask your local post office if you can do this free from your current account.



## How to open an account

To open a bank account, you usually have to fill in an application form. Often, you can do this in a branch or online, and sometimes you can also do this over the phone.

You will also have to provide proof of your identity including your full name, date of birth and address. You usually have to show the bank two separate documents that prove who you are, for example, your passport, and where you live, for example, a recent bill. If you don't have any of the documents that the bank wants, they should accept a letter from a responsible person who knows you, such as a GP, teacher, social worker or probation officer.



# APPLYING FOR A DRIVING LICENCE

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Apply for provisional driving licence

**You can apply for a provisional driving licence when you're 15 years and 9 months old.**

**You can start driving a car when you're 17.**

## *How to apply*

- Apply on the DVLA website or fill out a D1 form from the Post Office for their provisional license.
- You will need to provide a valid form of identification such as a current passport, or a UK certificate of naturalization.
- If you don't have any of these documents, you can send your birth certificate along with another form of ID, such as a national insurance number, or a college union card.
- You will need to let the DVLA know of the addresses you have lived over the last 3 years, as well as providing a passport-style colour photo.

## *Costs to bear in mind*

### **The licence:**

- The DVLA charge via the website charge a fixed fee of £34 if you use the online service, or £43 if you make your application by post.

### **The tests:**

- The cost of taking these tests can vary depending on when they are booked and how many times you may need to retake them. Below is a list of key costs associated with getting your first licence:

Theory Test Fee – £23

Practical Test Fee  
(includes hire of car) – £62



# MINDFULNESS

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Mindfulness | Teenage  
Helpline

## What is this?

Being mindful helps you to step back, become present in the moment and tap into your inner strength and resilience. In short it can help you stay calm and manage strong feelings.

## Try 4-7-8 breathing

A simple breathing technique to centre yourself and calm your nervous system, the 4-7-8 breathing technique helps to provide a mindful moment through the experience of intentional breathing.

To start, first get comfortable. Sit or lie down, then breathe through your nose for 4 seconds. Hold your breath for 7 seconds. Then, breath forcefully out for 8 seconds.

Try doing multiple cycles of 4-7-8 breathing over the course of a few minutes.



# JOB INTERVIEW ADVICE

## Preparing for interview

- Research the employer (look at website and information known)
- Think about how you will sell yourself (what are you good at)
- Prepare some of your own questions to ask after the interview e.g. what training is there? How can I progress within the company?
- Prepare what you will be wearing (smart shoes, shirt/blouse, smart trousers)
- Check you know how to get to the interview and how long it will take you

## Arriving at the interview

- Turn up on time or a bit early
- Smile and introduce yourself
- Switch your phone to silent so you won't be disturbed during the interview
- It's okay to ask for water or a bathroom break if you need it
- Sometimes there may be 2 or 3 people asking the interview questions



## During the interview

- It's okay to ask the interviewer to repeat a question or explain something to make sure you understand what you're being asked
- Be friendly and polite
- Aim to give full answers to questions. Use each question as an opportunity to show the employer why you are right for the job. Don't just give yes/no answers. Full answers help employers understand who you are, what you enjoy, what you like doing, what you are good at, and what you would like to be good at one day

## Common Interview Questions

- Tell us more about yourself.
- Why do you want to work in this trade or industry?
- Why do you want to work for this employer specifically?
- What do you think are your biggest strengths?
- What do you think are your weaknesses (and how have you worked on them?)
- Tell us about a problem you encountered at work/school and how you solved it.
- What has been your biggest achievement so far?
- Tell us about a time you... (worked in a team/demonstrated leadership skills/resolved a conflict at work/etc.)

If you get the job, *congratulations!*

Let the company know if you want to accept their offer, then find out when you start and what you need to bring on your first day.

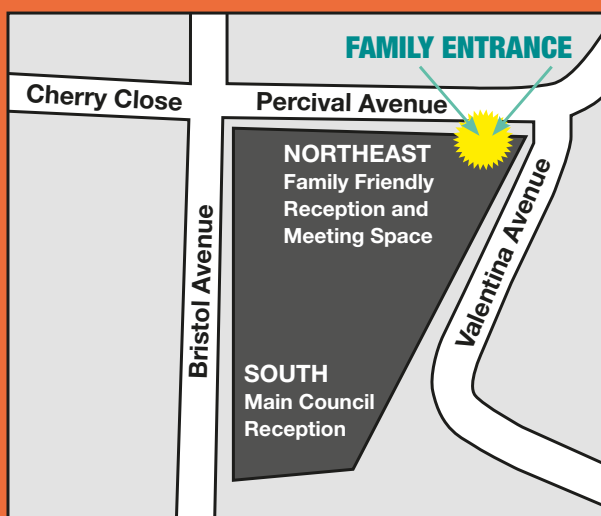
If you don't get the job, see it as a learning curve.

Not getting the job is a way to build your resilience grow stronger from setbacks. Think over your interview experience to learn how you could improve next time.

*But more importantly don't give up!*

Interested in becoming a Peer Mentor  
now your Order has finished?

Ask your YJS Case Manager for more details



Youth Justice Service  
London Borough of Barnet  
2 Bristol Avenue  
Colindale  
London  
NW9 4EW

Telephone: 020 8359 5535



[www.barnet.gov.uk/young-people/youth-justice-service](http://www.barnet.gov.uk/young-people/youth-justice-service)