

SFJCHCC063

Make administrative arrangements for the movement of individuals outside the custodial establishment



Overview

This unit is about making administrative arrangements to move individuals held in custody to other establishments and other environments. You need to keep accurate and up-to-date records of when individuals need to be moved and make the necessary arrangements with other establishments, other environments and the escorting authorities. Accuracy, timeliness and confidentiality are critical in this area of work, as is the ability to negotiate arrangements with a range of internal and external authorities.

There are two elements

- 1 Identify and record requirements for moving individuals outside the custodial establishment
- 2 Make administrative arrangements with escorting authorities, other establishments and other environments.

Target Group

This unit applies to administrators working in the custodial care sector who have to make administrative arrangements to move individuals to other establishments and other environments.

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Performance criteria

Identify and record requirements for moving individuals outside the custodial establishment

You must be able to:

- P1 maintain **systems** to record when individuals in custody need to be moved and where to, in line with organisational requirements
- P2 obtain and record sufficient, accurate and up-to-date information to allow the movement of individuals to be arranged
- P3 update records promptly, if there are changes to the requirements for moving individuals

Make administrative arrangements with escorting authorities, other establishments and other environments

You must be able to:

- P4 make arrangements with other custodial establishments or other environments to receive individuals, where required
- P5 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences
- P6 confirm full details of **movements** with the relevant **escorting authorities** at the agreed time
- P7 inform internal authorities about the **movements** in time for them to get the individuals and their property ready
- P8 prepare the required paperwork to support the **movements**
- P9 inform only those authorised to have the information about the **movements**
- P10 check that individuals have returned to the establishment where arrangements have been made for this to happen, and take appropriate action if they have not

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Knowledge and understanding

You need to know and understand:

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for making administrative arrangements for the movement of individuals outside the custodial establishment
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 manual and computerised systems for recording dates when individuals must be moved, and how to use these systems
- K5 organisational requirements for making arrangements for the movement of individuals to other custodial establishments and other environments
- K6 the escorting authorities, other custodial establishments and other environments with which you need to make arrangements
- K7 the details of movements that the escorting authorities require and the times when they require these details
- K8 the internal authorities you must inform about the movements, and when you must inform them to allow them to prepare individuals and their property
- K9 the importance of confidentiality, and how to ensure information is only available to those authorised to have it
- K10 what action to take if individuals do not return as expected
- K11 the types of documentation which must be completed and how to complete it correctly

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Additional Information

Scope/range related to performance criteria

Identify and record requirements for moving individuals outside the custodial establishment

1. **systems**
 - 1.1. manual
 - 1.2. computerised

Make administrative arrangements with escorting authorities, other establishments and other environments

2. **movements**
 - 2.1. to other custodial establishments
 - 2.2. to other environments
3. **escorting authorities**
 - 3.1. internal to the establishment
 - 3.2. external agencies

Links to other NOS

This unit links to all the other administration units in the custodial care framework. It also links closely with Unit CC027 Maintain security whilst escorting individuals to courts and other environments.

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