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### Overview

This unit is about taking precautions to prevent breaches of security in the custodial environment, protecting the rights of individuals and promoting anti-discriminatory practice. "Individuals" refers to anyone in the custodial environment and includes fellow workers, individuals in custody and visitors.

This unit underpins all the work carried out by administrative and support staff in custodial environments. Competence is unlikely to be proved through a one-off assessment; evidence of competent performance in this unit will need to be gathered over an extended period.

#### There are two elements

- 1 Contribute to maintaining security of the custodial environment
- 2 Contribute to protecting the rights of individuals and promoting anti-discriminatory practice

#### Target Group

This unit applies to all those working in a custodial environment who do not have unsupervised direct contact with individuals in custody.

## SFJCHCC069

### Contribute to maintaining security and protecting individuals' rights in the custodial environment

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#### Performance criteria

#### Contribute to maintaining security of the custodial environment

*You must be able to:*

- P1 organise and carry out your duties in a way that follows both legal requirements and the policies and procedures of your organisation
- P2 take appropriate steps to maintain the security of the organisation's property for which you are responsible
- P3 remain constantly alert to the possibility of **breaches** in restrictions on individuals' liberty
- P4 provide **relevant people** with the information they need to maintain control and restrictions on individuals' liberty
- P5 resist and report any pressure or inducement - that is not consistent with legal and organisational requirements - to reduce restrictions on individuals' liberty

#### Contribute to protecting the rights of individuals and promoting anti-discriminatory practice

*You must be able to:*

- P6 record and use information about individuals in custody in ways that
  - P6.1 are consistent with the protection of their rights and
  - P6.2 comply with your organisation's policies and procedures
- P7 provide information about individuals in custody only to those entitled to have it
- P8 identify when individuals' rights are being infringed and follow your organisation's policy in reporting infringements
- P9 resist and report any pressure to infringe individuals' rights
- P10 promote anti-discriminatory practice in ways that comply with legislative requirements and your organisation's policy
- P11 take **appropriate action** to minimise unfair discrimination in the custodial establishment
- P12 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences

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### Contribute to maintaining security and protecting individuals' rights in the custodial environment

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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 contributing to maintaining security and protecting individuals' rights in the custodial environment
- 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 the principles and standards of security awareness appropriate to your role and how to apply them
- K5 the importance of security awareness and how it is relevant to your job
- K6 appropriate steps to take to maintain the security of the organisation's property
- K7 the types of potential breaches to restrictions on individuals' liberty
- K8 the types of information that will help other people to maintain control and restrictions on individuals' liberty
- K9 individuals' rights conferred by law and by your organisation
- K10 relevant legal requirements
- K11 what information can be held on individuals and how this can be handled in accordance with current data protection legislation
- K12 who is entitled to have what information
- K13 relevant organisational policies and procedures
- K14 good anti-discriminatory practice and how to promote it
- K15 the importance of taking action to minimise unfair discrimination, and how to do so appropriately
- K16 your organisation's systems and requirements for handling, recording and communicating information
- K17 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

##### Contribute to maintaining security of the custodial environment

1. **breaches**
  - 1.1. in physical security
  - 1.2. in the management and control of individuals whose liberty is restricted
2. **relevant people**
  - 2.1. people in your organisation
  - 2.2. people in other organisations

##### Contribute to protecting the rights of individuals and promoting anti-discriminatory practice

3. **appropriate action**
  - 3.1. challenge the source of discrimination
  - 3.2. seek the support of others to challenge discrimination

##### Links to other NOS

Links to other Custodial care units: this unit links closely to Unit CC001 Maintain restrictions on individuals' liberty whilst promoting and protecting their rights, which is for those who have unsupervised direct contact with individuals in custody.

## SFJCHCC069

Contribute to maintaining security and protecting individuals' rights in the custodial environment

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<b>Developed by</b>	Skills for Justice
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<b>Relevant occupations</b>	Public Services; Public Service and Other Associate Professionals
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<b>Suite</b>	Custodial Administration
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<b>Key words</b>	Contribute, maintaining, security, protecting, individuals', rights, custodial, environment
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