

## SFJ DA1

### Provide and present information for courts and formal hearings



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#### Overview

This standard is about obtaining, preparing and presenting information, both verbal and written, for courts and formal hearings. It includes providing accurate and timely written information, respecting the needs and rights of individuals, their parents or carers and the victims of crime. It also involves making oral contributions at courts and formal hearings.

‘Courts and formal hearings’ includes criminal courts, civil courts, prison establishments, parole boards, mental health and other tribunals, youth courts, children's hearings, multi-agency public protection panels, multi-agency risk assessment conferences, appeals or other formal hearings.

#### **There are two elements**

- 1 Provide written information for courts and formal hearings
- 2 Make oral contributions to courts and formal hearings

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### Performance criteria

#### Provide written information for courts and formal hearings

*You must be able to:*

- P1 prepare and provide accurate, legible and complete written reports to the courts/hearings, to the required timescales and in the required format
- P2 provide information which is consistent with your role, organisational and statutory requirements
- P3 explain where further information is required, confirming when it is required and its purpose
- P4 gather relevant and accurate details from relevant people where further information is required, in a manner which is sensitive to their situation
- P5 verify the collected information, and identify if there are any problems with it and address these appropriately
- P6 maintain accurate and up to date records, in line with your organisation's requirements

#### Make oral contributions to courts and formal hearings

*You must be able to:*

- P7 present the information which the hearing requires in a manner which is consistent with the court or hearing's requirements
- P8 provide additional information to support and update written reports, as and when required
- P9 answer any questions in a manner which is likely to increase the understanding of those involved
- P10 present yourself, and interact with others, in a manner which promotes the work of your organisation and is likely to lead to a constructive outcome
- P11 seek advice and support when team discussion and supervision are appropriate
- P12 maintain accurate and up to date records, in line with your organisation's requirements

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### Knowledge and understanding

*You need to know and understand:*

#### Legislative, regulatory and organisational requirements

- K1 legal and organisational requirements which relate to the provision of information at courts and formal hearings, and their impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and its services relating to providing and presenting information at courts and formal hearings
- K4 your organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made
- K5 the limits of your authority and responsibility, and the actions to take if these are exceeded

#### Working within the community justice sector

*You need to know and understand:*

- K6 the functions, procedures and resources of the different courts, formal hearings and meetings relevant to this area of your work, including the appropriate administration and etiquette
- K7 the different forms of report which are required for the different courts and formal hearings relevant to your work, and the reasons for these
- K8 the ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations
- K9 ways of identifying and addressing problems with the information

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