

## SFJ DA2

# Exchange information and present at courts and formal hearings



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### Overview

This standard is about representing your organisation in courts, at formal hearings and relevant meetings through exchanging information and presenting reports.

It involves representing your agency in courts and at formal hearings through exchanging information and presenting reports at courts and formal hearings. Due to the nature of such work, you need to be able to develop effective relationships with others and liaise with them.

'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 Obtain and analyse information for use at courts and formal hearings
- 2 Present reports at courts and formal hearings

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#### Performance criteria

#### Obtain and analyse information for use at courts and formal hearings

*You must be able to:*

- P1 establish the reports required by courts, hearings and meetings, confirming by when they are required and their purpose
- P2 plan how to obtain the information required for the reports and work with colleagues and other organisations to obtain the information within the required timescale
- P3 gather relevant and accurate details from relevant people where further information is required, in a manner which is sensitive to their situation
- P4 analyse the information collected, identify any problems with it and address them in line with organisational requirements
- P5 prepare and provide accurate, legible and complete written reports to the courts/hearings, to the required timescales and in the required format
- P6 provide information which is consistent with requests, your work role, your organisation's policy and statutory requirements
- P7 identify any tensions and areas of conflict with others and take action to address these
- P8 maintain accurate and up to date records, in line with your organisation's requirements
- P9 communicate information to people who are authorised to receive it

#### Present reports at courts and formal hearings

*You must be able to:*

- P10 identify and discuss the issues which may be raised at courts, formal hearings and relevant meetings with your line manager prior to the event
- P11 present accurate information which the court or formal hearing requires in a manner which is consistent with court conventions
- P12 present yourself and interact with others in a manner which promotes the work of your organisation
- P13 make appropriate interventions which challenge others when they misinterpret information or are discriminating unfairly
- P14 seek advice and support from an appropriate person if difficulties arise
- P15 clarify details of court requests for further information
- P16 take action to gain further information about the report in the required timescale

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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 the services which it provides 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 your work, including the appropriate administration and etiquette
- K7 the different forms of report which are required for the different courts, formal hearings and meetings 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
- K10 the nature of the sector in which you work, and the nature, roles and functions of the principal organisations within it
- K11 your organisation's structures, functions, methods of communication and decision making processes

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