

Obtain information from offenders regarding their behaviour

Overview

This standard is about obtaining, verifying and recording information from offenders regarding their behaviour. Information needs to focus on the cause of the offending behaviour, the individual's views of their behaviour, and the consequences of the offending behaviour. The information obtained needs to be verified to permit informed decision-making.

In working with offenders you are expected to consistently display the skills of pro-social modelling, offender engagement and professional judgment to encourage offenders to desist from their offending behaviour and to rehabilitate and reduce the risk of re-offending.

There are three elements

1. Prepare for discussions individuals
2. Obtain information from individuals about their offending behaviour
3. Close discussions and record information regarding individuals

Target group

This standard is aimed at workers within the justice sector who work with offenders to gather information about their offending behaviour.

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Performance criteria

You must be able to:

Prepare for discussions with individuals

1. identify and review the circumstances of the individual, determining their:
 - 1.1 personal circumstances
 - 1.2 relevant care history
 - 1.3 known or potential risk factors
 - 1.4 likely motivation to provide information
2. establish the individual's:
 - 2.1 attitude to offending
 - 2.2 motivation to change
 - 2.3 self-perception
 - 2.4 reasoning abilities
3. identify potential gaps in information required and take steps to address these
4. check that those involved, including the individual, are aware of the nature of the information that you are seeking, how it will be used and your purpose in seeking it, taking into account requirements for confidentiality
5. communicate with individual using good practice techniques which:
 - 5.1 encourage an open exchange of views and information
 - 5.2 develop rapport
 - 5.3 acknowledge your role and area of expertise
6. summarise the information obtained, confirming that it is relevant and accurate
7. agree a schedule for the provision of any further information required
8. verify information provided through corroboration against other available sources
9. address any conflicts or anomalies in the information provided
10. make arrangements for meeting the individual which are consistent with the priority of the situation

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11. explain what kind of information you may have to share with others and what may happen as a result
12. obtain the individual's consent to the process
13. support individuals to explore their behaviour and:
 - 13.1 its impact upon others
 - 13.2 any patterns associated with it
 - 13.3 their beliefs and attitudes about themselves and others
14. identify the individual's personal circumstances and:
 - 14.1 those people and relationships significant to the individual

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- 14.2 details of their accommodation
- 14.3 their educational experience and achievements
- 14.4 their physical and mental health
- 14.5 their use of drugs and alcohol
- 15. identify whether the individual has any experience of violence, discrimination, oppression, abuse or other traumatic events
- 16. determine, where relevant, the relationship of the individual to their victims
- 17. challenge attitudes and behaviour which are aggressive, abusive or discriminatory in line with recognised good practice, and take account of personal safety
- 18. verify the information provided by the individual through corroboration against that available already, and identify and check any conflicts or anomalies
- 19. identify and address any risk factors which require immediate action
- 20. seek advice and support when team discussion and supervision are appropriate

Close discussions and record information regarding individuals

- 21. explain to the individual what will happen next and, where possible, obtain their consent to the course of action in line with legal requirements
- 22. explain what information will be recorded and with whom it will be shared
- 23. identify what the individual hopes to achieve in order to reach the best possible and fair conclusion
- 24. encourage questions, and check and confirm understanding
- 25. structure information in ways which will allow others to use it readily
- 26. maintain records in line with your organisation's requirements
- 27. make information available to those who are entitled and need to see it
- 28. maintain the confidentiality of information, consistent with the requirements of legislation and organisational policy

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Knowledge and understanding

You need to know and understand:

Legislative, regulatory and organisational requirements

1. legal and organisational requirements which relate to obtaining and verifying information from offenders regarding their behaviour, and their impact for your area of operations
2. legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
3. the role of your organisation and the services which it provides in relation to assessing the behaviour of offenders
4. organisational 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
5. the limits of your authority and responsibility, and the actions to take if these are exceeded

Working within the community justice sector

6. good practice communication techniques relevant to the situation and how to apply them
7. the types of information required towards assessing offending behaviour and associated risk and protective factors
8. the importance of verifying the information received from individuals and methods for doing this
9. the difference between fact and opinion, their relative advantages and disadvantages, and the importance of distinguishing between fact and opinion
10. the ways in which an individual's culture and gender may influence practice
11. the impact of crime on victims and their need for protection, respect, recognition and information
12. factors which influence an individual's behaviour, including their physical, social, psychological and emotional development
13. relevant research into the relationship between known factors which influence offending behaviour and the evidence of effective practice in tackling these factors
14. current definitions of risk and the purpose of risk assessment and management
15. the ways in which stereotyping and discrimination might affect risk assessment and how to guard against this
16. the ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations

17. how to arrange an interpreter if the service is required

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