

SFJ EA1

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 towards informing 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 reduce the risk of re-offending.

There are four elements

- 1 Prepare for a discussion with the individual
- 2 Obtain and verify information about the individual's offending behaviour
- 3 Obtain information from individuals about their offending behaviour
- 4 Close discussions and record information regarding individuals

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Performance criteria

Prepare for a discussion with the individual

You must be able to:

- P1 identify and review the circumstances of the individual, determining their personal circumstances, including any relevant care history, any known or potential risk factors and their likely motivation to provide information
- P2 establish, where the information is available, the individual's attitude to offending, their motivation to change, self-perception, and their reasoning abilities
- P3 identify the need for an interpreter, and where necessary, make the relevant arrangements
- P4 identify the information which needs to be gathered
- P5 make required arrangements for meeting the individual which are consistent with the priority of the situation
- P6 check that those involved are aware of the nature of the information that you are seeking and your purpose in seeking it

Obtain and verify information about the individuals' offending behaviour

You must be able to:

- P7 seek information relevant to the individual's offending behaviour, including their personal circumstances, motivation, reasoning skills, and the impact of the behaviour upon the individual and others
- P8 explain your role and responsibility to those from whom you wish to obtain the information
- P9 explain the information which is sought, the reasons for the request and how it will be used, including who will have access to it, taking into account requirements for confidentiality
- P10 communicate in a manner which encourages an open exchange of views and information, and which is designed to develop rapport and which acknowledges their role, and area of expertise
- P11 summarise the information obtained, confirming that it is relevant and accurate
- P12 agree a schedule for the provision of any further information required
- P13 verify information provided through corroboration against other available sources
- P14 address any conflicts or anomalies in the information provided
- P15 seek advice and support where appropriate

Obtain information from individuals about their offending behaviour

You must be able to:

- P16 explain your role and responsibility to the individual
- P17 explain the information being sought and the reasons for seeking it
- P18 explain what kind of information you may have to share with others and what may happen as a result
- P19 obtain the individual's consent to the process

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- P20 support individuals to explore their behaviour and
 - P20.1 its impact upon others
 - P20.2 any patterns associated with it
 - P20.3 their beliefs and attitudes about themselves and others
- P21 identify the individual's personal circumstances and
 - P21.1 those people and relationships significant to the individual
 - P21.2 details of their accommodation
 - P21.3 their educational experience and achievements
 - P21.4 their physical and mental health
 - P21.5 their use of drugs and alcohol
- P22 identify whether the individual has any experience of violence, discrimination, oppression, abuse or other traumatic events
- P23 determine, where relevant, the relationship of the individual to their victims
- P24 challenge attitudes and behaviour which are aggressive, abusive or discriminatory, and take account of personal safety
- P25 verify the information provided through corroboration against that available already, and identify and check any conflicts or anomalies in the information provided
- P26 identify and address any risk factors which require immediate action
- P27 seek advice and support when team discussion and supervision are appropriate

Close discussions and record information regarding individuals

You must be able to:

- P28 explain to the individual what will happen next and, where possible, obtain their consent to the course of action
- P29 explain what information will be recorded and with whom it will be shared
- P30 identify what the individual hopes to achieve in order to reach the best possible and fair conclusion
- P31 encourage questions, check and confirm understanding
- P32 distinguish between facts and opinions
- P33 structure information in ways which will allow others to use it readily
- P34 maintain accurate and up to date records, in line with your organisation's requirements
- P35 make information available to those who are entitled and need to see it
- P36 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

- K1 legal and organisational requirements which relate to obtaining and verifying information from offenders regarding their behaviour, 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 in relation to assessing the behaviour of offenders
- K4 the 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 types of information required towards assessing offending behaviour and associated risk and protective factors
- K7 the importance of verifying the information received from individuals and methods for doing this
- K8 the difference between fact and opinion, their relative advantages and disadvantages, and the importance of distinguishing between fact and opinion
- K9 the ways in which an individual's culture and gender may influence practice
- K10 the impact of crime on victims and their need for protection, respect, recognition and information
- K11 factors which influence an individual's behaviour, including their physical, social, psychological and emotional development
- K12 relevant research into the relationship between known factors which influence offending behaviour and the evidence of effective practice in tackling these factors
- K13 current definitions of risk and the purpose of risk assessment and management
- K14 the ways in which stereotyping and discrimination might affect risk assessment and how to guard against this
- K15 the ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations

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