
Overview

This standard is about working with individuals to help meet their needs and rights within a care plan.

Usually, this will be in the context of planning for individuals' stay in prison or in immigration detention centres. It can involve referring individuals to specialist services, discussing individuals' progress with those providing opportunities and making changes to existing plans.

There are three elements

- 1 Help to identify individuals' needs and rights
- 2 Contribute to developing plans to meet individuals' needs and rights
- 3 Contribute to reviewing plans to meet individuals' needs and rights

Contribute to plans to meet individuals' needs and rights in custodial environments

Performance criteria

Help to identify individuals' needs and rights

You must be able to:

- P1 explain to individuals their rights within custodial environments in accordance with your organisation's procedures
- P2 explain to individuals the purpose of identifying their needs and what your role is in this
- P3 check individuals' understanding of their rights and needs in accordance with your organisation's procedures
- P4 provide opportunities for individuals to identify their own needs within organisational procedures and timescales
- P5 establish whether individuals have additional needs in accordance with your organisation's procedures
- P6 take into account information available from all sources to help identify individuals' needs and rights in accordance with your organisation's procedures
- P7 confirm with individuals that information is accurate in accordance with your organisation's procedures
- P8 complete required records in accordance with your organisation's procedures

Contribute to plans to meet individuals' needs and rights

You must be able to:

- P9 agree objectives for individuals' to meet their rights and needs in accordance with legal requirements
- P10 match agreed objectives to opportunities available in accordance with your organisation's procedures
- P11 inform relevant people where no opportunities are available to meet agreed objectives within organisational timeframes
- P12 write plans using correct documentation in accordance with your organisation's procedures, and:
 - P12.1 check plans respect the rights and needs of individuals
- P13 agree with individuals how you will review plans with them in accordance with your organisation's procedures

Contribute to plans to meet individuals' needs and rights in custodial environments

Contribute to reviewing plans to meet individuals' needs and rights

- You must be able to:**
- P14 review individuals' progress against plans in accordance with legal requirements and your organisation's procedures
 - P15 explain to individuals the confidentiality of reviews in accordance with your organisation's procedures
 - P16 conduct reviews with individuals that draw out examples of positive progress in accordance with your organisation's procedures
 - P17 support individuals to evaluate their progress in accordance with your organisation's procedures, and discuss:
 - P17.1 ways progress can be improved
 - P17.2 opportunities available to aid progression
 - P18 check accuracy of information about individuals' progress in accordance with your organisation's procedures
 - P19 take actions if individuals' progress is not leading to agreed objectives in accordance with your organisation's procedures
 - P20 agree any changes to plans with individuals in accordance with legal requirements with your organisation's procedures

SFJFB2

Contribute to plans to meet individuals' needs and rights in custodial environments

Knowledge and understanding

You need to know and understand:

- K1 organisational procedures regarding the rights of individuals conferred by law and the organisation
- K2 methods of effective communication and how to apply them
- K3 how to encourage individuals to participate actively in identifying their needs and reviewing their progress
- K4 the range of rights and needs individuals may have
- K5 how to select opportunities to address individuals' rights and needs
- K6 sources of information available and how to access them
- K7 how to validate information sourced
- K8 how to interpret information and confirm your understanding
- K9 your organisation's procedures and documentation for assessing individuals' needs
- K10 how to agree realistic and measurable objectives
- K11 the range of opportunities available to meet the needs of individuals
- K12 who to inform when no appropriate opportunities are available to meet objectives
- K13 the importance of maintaining records and how to do so
- K14 the importance of reviewing plans and how to do so
- K15 the standards of confidentiality that apply to progress reviews
- K16 different types of action you can take where individuals' progress does not appear to be leading to objectives and how to select action that is appropriate

Additional Information

Glossary

Relevant people refers to individuals, others relevant or significant to individuals, staff in your own agency or staff from other agencies.

Needs of individuals can include physical, medical, psychological, emotional, social, spiritual needs and other external factors.

Rights of individuals refers to those rights conferred by law and any additional rights conferred by organisations.

Sources of data include documents and relevant people.

Organisational procedures can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

SFJFB2

Contribute to plans to meet individuals' needs and rights in custodial environments

Developed by	Skills for Justice
---------------------	--------------------

Version number	3
-----------------------	---

Date approved	October 2013
----------------------	--------------

Indicative review date	October 2018
-------------------------------	--------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Skills for Justice
---------------------------------	--------------------

Original URN	SFJ FB2
---------------------	---------

Relevant occupations	Prison staff; Prison manager; Governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers
-----------------------------	---

Suite	Custodial Care
--------------	----------------

Key words	Sentence plan; through-care plan; progress reviews; opportunities; data sources; develop; review; confidentiality
------------------	---