
Overview

This standard is about escorting individuals to courts, prisons and non-custodial environments, such as hospitals, and maintaining their security whilst they are there.

It involves dealing with their physical and personal support, medical needs and also security risks.

There are three elements

- 1 Maintain the security of individuals during transfer
- 2 Maintain the security of individuals in courts and other environments
- 3 Liaise with staff in courts and other organisations

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Maintain security whilst escorting individuals to courts and other environments

Performance criteria

Maintain the security of individuals during transfer

- You must be able to:**
- P1 check vehicles and routes meet requirements of safety and in accordance with your organisation's procedures
 - P2 keep individuals' property secure in accordance with your organisation's procedures
 - P3 use security and restraint procedures on individuals in accordance with your organisation's procedures
 - P4 ensure individuals' needs and risks are dealt with in accordance with your organisation's procedures
 - P5 monitor individuals' behaviour for potential breaches of security in accordance with your organisation's procedures
 - P6 monitor routes for potential breaches of security in accordance with your organisation's procedures, and:
 - P6.1 deal with incidents during journeys
 - P7 report incidents to relevant people within organisational timescales
 - P8 deal with individuals in accordance with their rights and your organisation's procedures
 - P9 communicate with relevant people in accordance with your organisation's procedures

Maintain the security of individuals in courts and other environments

- You must be able to:**
- P10 check environments where individuals will be held for security in accordance with your organisation's procedures
 - P11 verify identity of individuals in accordance with your organisation's procedures
 - P12 receive individuals into your custody in accordance with your organisation's procedures, and:
 - P12.1 search individuals
 - P12.2 escort individuals to correct location
 - P13 store and return individuals' property in accordance with your organisation's procedures

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Maintain security whilst escorting individuals to courts and other environments

- P14 deal with individuals' needs and risks within organisational timescales
- P15 monitor surrounding areas carefully for potential breaches in security in accordance with your organisation's procedures
- P16 identify breaches of security within organisational timescales, and:
 - P16.1 deal with breaches
- P17 complete required records in accordance with your organisation's procedures
- P18 share information with relevant people throughout security processes in accordance with your organisation's procedures

Liaise with staff in courts and other organisations

- You must be able to:
- P19 provide documentation to relevant people within organisational timescales
 - P20 give advice to individuals on procedures they must follow in accordance with your organisation's procedures
 - P21 present required individuals at correct time in accordance with your organisation's procedures
 - P22 maintain confidentiality throughout security processes in accordance with your organisation's procedures
 - P23 collate information in accordance with your organisation's procedures
 - P24 liaise with representatives of courts and other organisations in accordance with your organisation's procedures

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Knowledge and understanding

You need to know and understand:

- K1 how to make sure vehicles and routes meet requirements for security, safety and comfort
- K2 organisational procedures to deal with individuals' property
- K3 security and restraint procedures that should be used during transfers of individuals
- K4 potential needs and risks individuals and how to meet these
- K5 the types of behaviour and incidents en route that may indicate security risks and how to respond to these
- K6 the importance of treating individuals respectfully and upholding their rights
- K7 the importance of communicating with colleagues during transfers
- K8 security issues in new environments
- K9 organisational procedures for searching and escorting individuals
- K10 the types of needs and risks that individuals have in new environments and how to respond to these
- K11 procedures to follow when actual or potential breaches of security are identified
- K12 the types of advice that individuals may need in courts and other environments and how to provide it
- K13 the importance of confidentiality
- K14 the types of information that are confidential including who you can give this to
- K15 the types of information to collate and how to do so
- K16 the importance of effective working relationships with other organisations and how to maintain these

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Additional Information

Glossary

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

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

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