
Overview

This standard is about giving necessary advice and support to individuals who are being electronically monitored. It includes giving advice to their families.

The standard also deals with supporting those with communication and language difficulties.

There are two elements

- 1 Induct individuals into electronic monitoring
- 2 Provide ongoing support during monitoring

**Performance
criteria**
Induct individuals into electronic monitoring**You must be able to:**

- P1 confirm identity of individuals to be monitored in accordance with your organisation's procedures
- P2 provide individuals with information in formats appropriate to individuals involved in accordance with your organisation's procedures, including:
 - P2.1 hours and dates set for monitoring
 - P2.2 areas being monitored
 - P2.3 operations of monitoring equipment
 - P2.4 events that trigger reports
 - P2.5 tasks individuals must undertake when requested
- P3 provide individuals with relevant documentation in accordance with your organisation's procedures
- P4 take into account any special communication needs in providing information to individuals in accordance with your organisation's procedures
- P5 check individuals involved have understood information given in accordance with your organisation's procedures, and:
 - P5.1 obtain their written confirmation
- P6 answer questions individuals have in accordance with your organisation's procedures
- P7 maintain confidentiality throughout induction process in accordance with your organisation's procedures

Provide ongoing support during monitoring periods**You must be able to:**

- P8 record information about relevant additional needs of individuals being monitored in accordance with your organisation's procedures
- P9 explore possible methods of meeting individuals' needs in accordance with your organisation's procedures
- P10 provide individuals being monitored with advice about how their needs

SFJFG3

Help individuals to comply with electronic monitoring requirements

will be met in accordance with your organisation's procedures

P11 identify needs that require specific authorisation in accordance with your organisation's procedures, and:

P11.1 provide information on how to obtain this authorisation

P12 inform relevant people of your course of action in accordance with your organisation's procedures

P13 facilitate provision of any agreed additional support in accordance with your organisation's procedures

Knowledge and understanding

You need to know and understand:

- K1 legal responsibilities for different types of electronic monitoring carried out by your organisation
- K2 how each of your responsibilities for legal and organisational requirements must be dealt with and within what timescales
- K3 operations of electronic monitoring equipment and how individuals being monitored can live with it most effectively
- K4 documentation to be provided to individuals
- K5 how to establish and take account of individual's additional communication and language needs when providing information
- K6 the importance of checking individuals' understanding of what they have been told and how to do so
- K7 the types of questions individuals are likely to have and how to answer these
- K8 issues to be treated confidentially
- K9 what procedures to follow when individuals do not comply with monitoring requirements
- K10 the types of needs that individuals have during electronic monitoring
- K11 ways of meeting individuals' needs within the terms of their electronic monitoring requirements including:
 - K11.1 special authorisation
- K12 relevant people who should be informed of any actions taken

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.

SFJFG3

Help individuals to comply with electronic monitoring requirements

Developed by	Skills for Justice
Version number	2
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJ FG3
Relevant occupations	Prison staff; Prison manager; Governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers
Suite	Custodial Care
Key words	Tagging; curfew; range; communication; documentation; authorisation; operations