

SFJCJEA1

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 upon 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.

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

Target Group

This standard is applicable to those with responsibility for obtaining, recording and verifying information from individuals relating to their offending behaviour. For example, the information may be needed for risk assessment (ie assessing the individuals' risk of reoffending, risk of harming others, and their risk of vulnerability), pre-sentence reports, decisions relating to bail, planning community and custodial sentences, planning other programmes, court and panel reports and progress reports.

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Performance criteria

You must be able to:

Prepare for a discussion with the individual

- 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 arrangements for meeting the individual which are consistent with the priority of the situation, and which include the appointment time and length, its location, and identifying and confirming relevant details with others who need to be present
- P6 make sure 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 clearly and accurately your role and responsibility to those from whom you wish to obtain the information
- P9 explain clearly 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, accurate and current, and that you have interpreted it correctly
- P12 agree a schedule for the provision of any further information required
- P13 verify information provided through corroboration against other available sources, identifying any conflicts or anomalies in the information provided
- P14 address correctly and promptly any conflicts or anomalies in the information provided
- P15 seek advice and support promptly, where appropriate

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Obtain information from individuals about their offending behaviour

- You must be able to:*
- P16 explain clearly and accurately your role and responsibility to the individual
 - P17 explain clearly 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, where appropriate, the individual's consent to the process
 - P20 communicate throughout the process in a manner which is appropriate to the individual, which encourages an open exchange of views and information, and which is free from discrimination and oppression
 - P21 advise individuals to explore their behaviour, its impact upon others, and any patterns associated with it, and their beliefs and attitudes about themselves and others
 - P22 identify the individual's personal circumstances, including those people and relationships significant to the individual, details of their accommodation, their educational experience and achievements, their physical and mental health, and the use of drugs and alcohol by the individual
 - P23 identify whether the individual has any experience of violence, discrimination, oppression, abuse or other traumatic events
 - P24 determine, where relevant, the relationship of the individual to their victims
 - P25 challenge attitudes and behaviour which are aggressive, abusive or discriminatory, while taking account of personal safety
 - P26 instruct the individual to take responsibility for their behaviour
 - P27 verify the information provided through corroboration against that available already, identifying and checking any conflicts or anomalies in the information provided
 - P28 identify and address promptly, where relevant, any risk factors identified which require immediate action
 - P29 seek advice and support promptly when team discussion and supervision are appropriate

Close discussions and record information regarding individuals

- You must be able to:*
- P30 explain to the individual what will happen next and, where possible, obtain their consent to the course of action
 - P31 explain what information will be recorded and with whom it will be shared
 - P32 identify what the individual hopes to achieve in order to reach the best possible and fair conclusion
 - P33 encourage questions, check and confirm understanding
 - P34 distinguish clearly between facts and opinions
 - P35 structure information in ways which will allow others to use it readily

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- P36 maintain accurate and up to date records, in line with your organisation's requirements
- P37 make information available promptly and readily to those who are entitled and need to see it
- P38 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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