

SFJ FE1- SQA Unit Code F29W 04

Maintain security whilst escorting individuals to courts and other environments



Overview

This unit is about escorting individuals to courts, other prisons and non-custodial environments, such as hospitals, and maintaining their security whilst they are there. It involves dealing with their physical, personal support and 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

Target Group

This unit applies to all operational staff who escort individuals to courts and other environments

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Performance criteria

Maintain the security of individuals during transfer

You must be able to:

- P1 make sure the vehicle and the route meet the requirements of safety, security and comfort
- P2 keep property safe and secure
- P3 use approved security and restraint procedures
- P4 make sure the individual's needs and risks are dealt with according to organisational procedures
- P5 monitor the individual's behaviour, and the route, for potential breaches of security
- P6 identify and deal with incidents and events during the journey according to organisational procedures
- P7 report incidents promptly and clearly to the responsible colleague
- P8 deal with individuals courteously and make sure their rights are upheld
- P9 communicate clearly with all those involved

Maintain the security of individuals in courts and other environments

You must be able to:

- P10 check the environment where the individual will be held to make sure it is safe and secure before and after use
- P11 identify, receive, search and escort the individual securely to the correct location, in line with organisational procedures
- P12 store and return their property in line with organisational procedures
- P13 identify and deal with individuals' needs and risks promptly and correctly
- P14 monitor the environment and the area carefully for potential breaches in security
- P15 promptly identify actual and potential breaches of security and deal with these, in line with organisational procedures
- P16 deal with individuals courteously and make sure their rights are upheld
- P17 complete all records accurately and clearly, and forward them to the responsible person

Liaise with staff in courts and other organisations

You must be able to:

- P18 provide correct, clear and complete documentation to the responsible person within required timescales
- P19 give appropriate guidance and advice to individuals on the procedures they must follow
- P20 present the correct individual at the required time
- P21 carry out your duties according to organisational procedures and maintain confidentiality as required
- P22 collate and provide relevant information as required

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P23 liaise effectively with representatives of the court and other organisations

P24 follow instructions for dealing with individuals promptly and correctly

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Knowledge and understanding

You need to know and understand:

- K1 how to make sure the vehicle, and the route, meet requirements for security, comfort and safety
- K2 your organisation's procedures to deal with individuals' property
- K3 the security and restraint procedures that should be used during transfer, taking account of different types of individuals
- K4 the needs and risks that different types of individuals will present, and how to meet these
- K5 types of behaviour and incidents on the route that may indicate there is a security risk, and how to respond to these
- K6 the importance of treating individuals courteously and upholding their rights
- K7 individuals' rights and how to make sure these are upheld
- K8 the importance of clear communication with your colleagues during the transfer
- K9 the particular needs of women and young people when being transferred, and how to meet these
- K10 the particular security issues that you need to be aware of in a new environment
- K11 your organisation's procedures for searching individuals
- K12 your organisation's procedures for escorting individuals
- K13 the types of needs and risks that individuals have in a new environment, and how to respond to these correctly
- K14 the procedures to follow when you identify actual or potential breaches of security
- K15 the particular needs of women and young people when in other environments, and how to meet these
- K16 the type of guidance and support that individuals may need in court and in other environments, and how to provide it
- K17 the importance of confidentiality – the types of information that may be confidential, who you can give it to, who you must not give it to
- K18 the type of information that you may need to collate and provide, and how to do so
- K19 the importance of effective working relationships with other organisations, and how to maintain these

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