
Overview

This standard is about addressing cases where special arrangements are required in courts and tribunals and making these available.

This standard is for individuals, whose responsibilities include arranging for special measures to be provided within courts and tribunals, including the provision of screens for witnesses, communications and access equipment.

Cases can be either criminal or civil in courts, or tribunals.

Performance criteria

- You must be able to:*
1. verify when special arrangements are required in line with organisational and legislative requirements
 2. confirm with appropriate people the special arrangements required in line with organisational and legislative requirements
 3. organise special arrangements ahead of hearings in line with organisational requirements
 4. address problems with availability or use of equipment in line with organisational requirements
 5. prepare hearing rooms in line with organisational and legislative requirements
 6. confirm room layouts are suitable for special arrangements in line with organisational requirements
 7. set up equipment in line with manufacturer's instructions and organisational requirements
 8. test equipment is operating correctly in line with manufacturer's and organisational requirements
 9. leave clear instructions for others to follow when operating equipment
 10. remove equipment from court and tribunal rooms following use in line with organisational requirements
 11. store equipment in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. types of special arrangements available
2. advantages and disadvantages of special arrangements for users and the associated court and tribunal process
3. current organisational requirements and procedures for identifying special arrangements used in courts and tribunals
4. the location of special arrangements equipment
5. reporting procedures including who to notify when special arrangements equipment is faulty
6. procedures for organising special arrangements on the day of hearings
7. how to prepare hearing rooms with special equipment
8. how to set up, test and operate equipment used for special arrangements
9. the importance of leaving clear instructions regarding the use of equipment for those who operate it whilst in courts and tribunals
10. organisational requirements for storing equipment

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Relevant Occupations	Court Officer; Prosecution Officer; Tribunal Officer
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Suite	Courts, Tribunals and Prosecution
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Keywords	Court; tribunal; case; special arrangements; requirements; resources
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