

Young Witness Support

It's in **your** hands

Guidance on setting up
local services to support
young witnesses



Contents

	■ Foreword	3
	■ Introduction	5
Part 1	■ Reviewing local support services for young witnesses	9
Part 2	■ Setting up a local scheme	13
Part 3	■ Models of service	39
Part 4	■ Case studies	43
Appendices		
	1 ■ Examples of protocols	49
	2 ■ Resources available nationally	50
	3 ■ Roles of LCJBs, LSCBs, CDRPs and Children's Trusts	52
	■ References	55

Foreword

The Government has produced this guidance to assist Local Criminal Justice Boards (LCJBs), in consultation with Local Safeguarding Children Boards (LSCBs), in reviewing the support services that are available locally for young witnesses who are called to give evidence in court and in developing a specialist Young Witness Support Scheme in their area, where appropriate. It is based on effective practice identified by independent research¹ and within the National Standards² for the preparation of young witnesses. However, it does allow for features to be adapted to fit a local area's partnership arrangements.

The research evaluation of existing young witness support services has shown that children and young people need and appreciate more specialist support tailored to their particular needs; this allows them to give their best evidence and reduces the stress of giving evidence. A significant number of parents or carers of young witnesses told the researchers that having a supporter help prepare their child made it possible for them to go to court. In addition, the majority of criminal justice personnel interviewed believed that preparation for court, provided as part of the support scheme, improved the ability of young witnesses to give evidence.

Those working within the Criminal Justice System (CJS) need to do all they can to improve the experience of young victims and witnesses, thereby ensuring that they have proper access to justice. Helping them to give their best evidence will improve the quality of justice and their own confidence in the CJS.

Being a witness is stressful for adults, but for children and young people it can be even more so. Young witnesses – prosecution or defence – need appropriate support and information to enable them to attend court and give their best evidence. A great deal has been done to improve the support and information available to witnesses throughout the CJS, including the following.

- A Witness Service is available in every criminal court to support all witnesses, before and during the trial.
- All prosecution witnesses whose case reaches charge stage should receive support and information from their local Witness Care Unit or a specialist police officer.
- All witnesses expected to give evidence should receive an offer of a pre-trial visit and support on the day of the trial from the Witness Service.
- Young witnesses should also receive a copy of the Young Witness Pack from the Witness Care Unit, Witness Service or defence solicitor explaining the court process and their role.
- Special Measures have been introduced under the Youth Justice and Criminal Evidence Act 1999³ to enable young witnesses to give their best evidence. These include screens in the courtroom, evidence by live-link, evidence given in private, removal of wigs and gowns by lawyers, video-recorded evidence-in-chief, intermediaries and aids to communication.

The Government has transformed the provision of children's services generally. In 2004, the then Department for Education and Skills published *Every Child Matters: Change for Children*,⁴ which outlines the Government's overall objectives for children and young people's services. The provision of services to young witnesses is relevant to at least three of the five Every Child Matters outcomes for children: stay safe; be healthy; make a positive contribution. In particular, we should remember that when children give evidence they are providing an important positive contribution to society. Their evidence can contribute significantly to the justice process, as can be seen by some of the case studies given in this guidance.

The views of young people will soon be included in the British Crime Survey. This will enable their views to be monitored on a local basis.

This guidance has been developed by the Office for Criminal Justice Reform (OCJR) in consultation with Kathy Rowe OBE from Hull Safeguarding Children Board, the judiciary, the Department for Children, Schools and Families (DCSF), Her Majesty's Courts Service (HMCS), the Crown Prosecution Service (CPS), the Home Office, the Association of Chief Police Officers (ACPO), Victim Support and the NSPCC.



Introduction

This guidance is aimed primarily at Local Criminal Justice Boards (LCJBs) and Local Safeguarding Children Boards (LSCBs), but it will also be useful for Crime and Disorder Reduction Partnerships (CDRPs) and Local Children's Trusts. All these local partnerships have an interest in the provision of services for young witnesses. LCJBs have a strategic role in promoting the needs of victims and witnesses in the Criminal Justice System (CJS), whereas LSCBs have a strategic role in monitoring what agencies are doing locally to safeguard children. CDRPs coordinate a local approach to tackling crime and disorder and commission local crime reduction services. Children's Trusts are the key commissioning vehicle for children's services.

The purpose of this guidance

The purpose of this guidance is to help local areas to review available support services for young witnesses and, where gaps are identified, to develop collaborative cross-agency schemes to support young witnesses. This guidance is based on independent research (*Evaluation of young witness support: Examining the impact on witnesses and the*

criminal justice system by Joyce Plotnikoff and Richard Woolfson)¹, the National Standards contained in *Achieving Best Evidence in Criminal Proceedings (ABE)*⁵ and good practice identified from a number of existing schemes that provide support for young witnesses. Practical examples from existing schemes are included in the accompanying CD (indexed in Appendix 1), which can be modified so that services suit the local area. Resources available nationally are given in Appendix 2. Please read this guidance in conjunction with *ABE*, the full research report and the Young Witness Pack materials, including the booklet *Preparing Young Witnesses for Court* (see Appendix 2).

Support currently available for young witnesses

Support for young witnesses available nationally should include:

- support and information from the local Witness Care Unit;
- the offer of a pre-trial visit and support on the day of the trial from the Witness Service;

- the Young Witness Pack, from the Witness Care Unit, Witness Service or defence solicitor; explaining the court process and their role; and
- an application to the court for the appropriate Special Measures, which might include screens in the courtroom, evidence by live-link, evidence given in private, removal of wigs and gowns by lawyers, video-recorded evidence-in-chief, intermediaries and aids to communication.

Some local areas also have specialist young witness support schemes that provide support to the young witness before, during and after the trial. There are currently five NSPCC-run schemes in England and Wales: in Cheshire, Devon and Cornwall, Essex, Surrey, and South Wales. There is a scheme in Humberside run by the LSCB and various schemes run by Victim Support, including the Nottinghamshire scheme mentioned later.

The support provided by specialist schemes varies but generally supporters will:

- meet with the young witness and their parent/carer face-to-face either at home or in an appropriate place;
- explain the CJS process and the role of the young witness with reference to the Young Witness Pack material, including the age-appropriate booklet and the 'pop up court' and DVD;
- explain Special Measures and help the young witness to liaise with the Crown Prosecution Service (CPS) and the court to obtain the most appropriate Special Measure;
- help the young witness practise answering questions;
- attend the pre-trial visit with the young witness;
- provide support for the young witness throughout the trial; and
- provide support after the trial.

Why specialist young witness support schemes are necessary

Specialist young witness support schemes are not available nationally and the schemes that do exist locally vary greatly. Therefore most young witnesses receive only the core support available from the Witness Care Unit and the Witness Service. *Evaluation of young witness support*¹ showed that young witnesses and their parents/carers need more specialist support than is currently provided by the Witness Care Unit and the Witness Service, so that they can give their best evidence and the stress of going to court to give evidence can be reduced. Specialist police officers will sometimes provide support for the victim and possibly for the witness in particularly serious and sensitive cases.

The Office for Criminal Justice Reform (OCJR) commissioned an evaluation of six specialist young witness support schemes to identify whether such schemes added value for young witnesses, their parents/carers and the CJS and to identify which model of scheme represented good practice. The research concluded that the schemes added value for young witnesses, their parents/carers and the CJS and identified a good practice model for such schemes, closely matching the Humberside LSCB-run model referred to in this guidance. OCJR agreed to develop guidance for LCJBs and LSCBs to help them review the support available for young witnesses and set up specialist schemes.

The research showed that specialist support schemes for young witnesses added value for young witnesses by helping to make them more confident when giving evidence: 96% of young witnesses receiving specialist support said the support made

them feel more confident about going to court. The schemes added value for their parents or carers by making them more likely to allow their child to give evidence: 90% of parents or carers of young witnesses receiving specialist support said that the supporter made a lot of difference and 44% said the supporter made it possible for their child to go to court. The schemes added value for the CJS by making prosecutors and other CJS personnel feel more confident that the young witness could give their best evidence. The majority of criminal justice personnel included in the research believed that preparation for court, provided as part of the support scheme, improved children's ability to give their best evidence.

The benefits of providing specialist young witness support schemes

There are significant benefits for CJS agencies in the provision of specialist support to young witnesses:

- Police officers in areas where there is a specialist young witness support scheme have reported a reduction in the time they spent supporting young witnesses prior to trial.
- The CPS is given accurate and updated information on young witnesses' needs, which helps ensure that the most appropriate Special Measures are applied for; and CPS personnel report more confidence in young witnesses' ability to give their best evidence.
- HM Courts Service (HMCS) is likely to see improved attendance at court by young witnesses with fewer ineffective trials and more effective use of court time.

Terms used in this guidance

Throughout this guidance, "children" means children and young people as defined in the Children Act 1989.⁶

"Young witnesses" currently means witnesses under the age of 17 years, at the time of a hearing, who are called to give evidence in court, as defined under the Youth Justice and Criminal Evidence Act 1999.³ Section 16 of this Act includes all young witnesses under the age of 17 in its definition of "vulnerable witnesses" who are eligible to apply for Special Measures to assist them to give their best evidence. Local areas may want to provide services to all young witnesses under 18, but they need to be aware that eligibility for Special Measures will not automatically apply to witnesses aged 17 and above. Those who make a video/DVD interview and have passed their 17th birthday by the time of trial are still eligible to apply for Special Measures.

The "Witness Service" means the Witness Service at court run by Victim Support.

"Specialist young witness support schemes" means any scheme providing specialist support to young witnesses, for example schemes led by the NSPCC or LSCB or Victim Support.

QUOTES FROM THE RESEARCH¹

Some young witnesses and their carers said they would have had second thoughts about attending court to give evidence had they not had the specialist support.

“It was part of the experience we had of this country that people care about us. [The witness and family were in England temporarily.] If I had not had the supporter, I would have had second thoughts about going to court.” (Boy, 14)

“I wouldn’t have gone to court if it hadn’t been for her [the supporter] – I said no at first to the police.” (Girl, 11)

“My children greatly benefited from all the service’s input. They [the supporter] answered all questions honestly but were reassuring to the children both verbally and in person prior to, following and at the time of the trial. Invaluable.” (Parent of girl, 14, and boy, 15)

“They were fantastic. They helped get the TV link, came to the house and explained everything and said the kids were not on trial. It was far and away more than what I expected. I would go to 10 Downing Street to say how wonderful this service is. It made all the difference to me and the kids.” (Parent of girl, 14, and boy, 16)

QUOTES FROM THE RESEARCH

The police and CPS prosecutors interviewed also valued the specialist support provided by the young witness support schemes.

“The service is a good negotiating tool for officers when they are talking to families who are very nervous about giving an evidential statement. It helps to be able to tell them about the available support when talking to them about going ahead.” (Police)

“I would be wary of charging if there was no support for the young witness who is expected to turn up for court anything up to a year ahead. They need the support to do this.” (Police)

“The young witness scheme makes a difference to successful outcomes to prosecution because it has an impact on encouraging young witnesses to attend to give evidence.” (CPS)

“The scheme makes a difference, because if you have a vulnerable witness wondering if they can give evidence, the availability of the scheme could influence the decision. The support package gives you greater confidence in relying on young witnesses to be able to give their evidence. The video of the evidence-in-chief gives the prosecutor an impression of the witness and this can then be further informed by other information gained about the witness by the supporter.” (CPS)



Reviewing local support services for young witnesses

The Witness Service operates in every criminal court. It offers pre-trial visits, court familiarisation on the trial day, support during the trial and referral for support after the trial. However, each local area varies in relation to the process for the identification of, and provision of specialist services to, young witnesses.

Local areas will need to carry out a mapping exercise of existing provision to determine:

- how young witnesses are identified;
- how many young witnesses there are;
- what services currently exist to support them; and
- the governance arrangements in respect of how existing schemes are monitored in order to ensure they comply with National Standards² and how supporters' work is supervised.

The grid that follows ('Assessing existing services') will help areas to do this. Local areas may find it helpful to form a working group to do the mapping exercise and a gap analysis. This group could then develop its remit and expand its membership to include all local parties interested in deciding how to further develop services to support young witnesses to fill the gaps identified in the gap analysis.

- Red: Needs addressing urgently
- Amber: Needs improving
- Green: Good Practice

Assessing existing services

IDENTIFICATION	CATEGORY OF YOUNG WITNESS	BY WHOM	RATING
Young witnesses are not identified or not identified until they arrive at court			0
Certain groups of young witnesses are identified	Example: Young victims of abuse	Example: Police Child Protection Team	1
All young witnesses in all categories are identified	All children and young people 17 years and under who are victims of/witnesses to all types of crime	Example: Witness Care Unit, Police Child Protection Team	2
All young witnesses are identified at an early stage in order to ensure early referral for pre-trial support	As above but identified at an early stage with a view to referring on for pre-trial support	Witness Care Units, Police Child Protection Team, Police File Team	3

SUPPORT SERVICES	CATEGORY OF YOUNG WITNESS	BY WHOM	RATING
Young witnesses do not receive pre-trial support			0
Some young witnesses have a pre-trial visit to court and receive pre-trial support, including the Young Witness pack/DVD <i>Giving Evidence: what's it really like?</i>			1
All young witnesses receive as a minimum the Young Witness Pack/DVD and a pre-trial court visit			2
Specialist young witness support services exist which meet the standards set out in the Supporters Handbook and which provide pre-trial support including:			3
<ul style="list-style-type: none"> • a named supporter • face-to-face or home visits • Young Witness Pack/DVD 			4

SUPPORT SERVICES	CATEGORY OF YOUNG WITNESS	BY WHOM	RATING
<ul style="list-style-type: none"> • pre-trial court visit • support throughout the trial by the same supporter • post-trial support 			5

MONITORING AND GOVERNANCE	CATEGORY OF YOUNG WITNESS	BY WHOM	RATING
Young witnesses are not specifically considered by the Local Criminal Justice Board (LCJB) or any other group			0
The needs of young witnesses are considered and their views/needs are advocated for			1
Their needs are considered by the LCJB but there is limited information available as to who they are or what their experience is locally			2
Information is available locally about some groups of young witnesses whose needs are identified and considered in LCJB arrangements			3
There is a sub-group that specifically considers the needs of all young witnesses and they are specifically represented in LCJB arrangements			4
Partners in the Criminal Justice System: <ul style="list-style-type: none"> • work with other agencies to ensure National Standards and good practice are met • are part of an inter-agency protocol that outlines each agency's responsibilities for young witnesses 			5



Setting up a local scheme

Guiding principles

The *Evaluation of young witness support*¹ identified six components for a model young witness support scheme. These are outlined below and discussed in more detail later in this section.

1. Terms of reference, which should include a commitment to the provision of services to all young witnesses, both prosecution and defence, within the Local Criminal Justice Board (LCJB) area.

2. A service that is based on the National Standards² for young witness preparation and good practice and which provides a comprehensive framework for support services, taking account of new criminal justice policies and covering:

- referral;
- consent;
- provision of information;
- assessment;
- support and preparation;
- recruitment of supporters;
- training (including the potential to accredit the training);

- administration and governance; and
- ongoing support and supervision.

3. Inter-agency protocols between specialist schemes and criminal justice partners and the Witness Service.

4. Measures to increase judicial confidence, such as clear terms of reference, outlining the scope of the scheme's advocacy role and a complaints procedure.

5. Strengthened LCJB involvement in improving services for young witnesses by distinguishing young witnesses in their targets and priorities and representation of young witness support schemes at LCJB level.

6. Links between LCJBs and Local Safeguarding Children Boards (LSCBs).

Setting up a scheme

Getting started p.29

- Establish a steering group
- Establish terms of reference



Developing a service pp.30–31

- Outline remit of service
- Develop the service based on Guidance
- Develop agency assessment documents and procedures



Delivering support pp.32–33

- Provide support and pre-trial preparation
- Provide post-trial support



Recruitment and training pp.34–35

- Ensure standards for recruitment of supporters
- Ensure adequate training for supporters



Administration and governance pp.36–37

- Establish new role of steering group
- Put inter-agency protocols in place
- Ensure secure data systems
- Set up systems for feedback and complaints
- Identify suitable premises
- Secure finances
- Set up co-ordination arrangements

Please refer to detailed checklists on pages 29–37.

Who should be involved?

The following agencies and services need to be involved in considering the best means of establishing a support scheme within a specific area.

Criminal justice agencies:

- Police Service;
- Crown Prosecution Service (CPS);
- HM Courts Service (HMCS);
- Witness Care Units;
- National Offender Management Service (NOMS); and
- defence solicitors.

Children's services

- local authority children and young people's services; and
- health services involved in therapeutic support.

Third sector organisations:

- Victim Support Witness Service; and
- third sector services such as the NSPCC, Barnardo's, Action for Children, Children's Society.

These agencies come together in a range of partnerships locally, including LCJBs, LSCBs, Children's Trusts and Crime and Disorder Reduction Partnerships (CDRPs). All have an interest in ensuring that support services for young witnesses are developed at a local level. (See Appendix 3 for further explanation.) The Witness Service should also be consulted and involved as it provides support for witnesses in every criminal court.

Also, in some areas Victim Support provides enhanced support to vulnerable and intimidated witnesses, including young witnesses. Children's charities, including the NSPCC and Barnardo's, provide specialist support to child victims and witnesses in some areas. Where these schemes exist, they should be included in any partnership arrangement to establish support services for young witnesses.

The research revealed that good inter-agency relationships are crucial to the successful operation of specialist schemes. It is therefore important to consider how to deliver effective inter-agency working. Careful thought needs to be given to the nature of the involvement of existing inter-agency partnerships with membership from the agencies identified above. Where possible, the scheme should cover the same geographical area as that covered by the LCJB. This may require cross-boundary partnership arrangements to be agreed. An example is included in the CD accompanying this guidance.

Getting started

Establish a steering/coordination group

The LCJB will need to establish a steering/coordination group for the scheme which can initially set up the scheme and then continue to coordinate inter-agency activity.

The 'Best practice' box shows an example from one of the specialist support schemes considered during the evaluation, which the evaluators thought "closely matches" the "preferred model of good practice for a young witness service" with specific arrangements for inter-agency coordination and governance.

Best practice

Humberside Young Witness Service, Coordination Group

Membership from:

- the police
- the CPS
- HMCS
- the Witness Care Unit
- local authority children's services
- the NHS
- the NSPCC
- the Witness Service (run by Victim Support)
- LSCB managers.

With arrangements to consult with defence solicitors.

Chaired by a principal manager from Hull Safeguarding Children Board.

Reporting to:

- the LCJB sub-group dealing with criminal case management and victim and witness issues; and
- four LSCBs.

There are other examples of specialist young witness schemes that operate a slightly different set of arrangements; these are given in Part 4.

Schemes that already exist in local areas **must** be included in early discussions to establish their remit and what contribution they can make to the overall approach.

Once a steering group has been established, it will need to consider the following six components for a service which have been identified in the model of good practice in the research.¹

COMPONENT I:

Terms of reference

Terms of reference for the scheme need to be agreed and need to include who the service is for. Good practice suggests that this should include:

- all young witnesses in a local area, regardless of offence;
- defence as well as prosecution witnesses; and
- witnesses appearing in all criminal courts at all levels.

They should be clear about:

- What the service will do (based on National Standards and good practice):
 - assess the individual needs of young witnesses referred
 - provide information and support to the young witnesses to enable them to give their best evidence.
- What the service won't do:
 - discuss the young witnesses' evidence with them
 - coach them in their evidence.

An example of a Terms of Reference is given in the 'Inter-agency Protocol' on the accompanying CD.

COMPONENT 2:

National Standards and good practice

The service needs to be established and delivered in accordance with the National Standards for Young Witness Preparation and should also be based on the good practice contained in the full research report and this guidance.

The following standards of service should be included.

Standards for referral

The referral mechanism may vary according to practice in local areas. A key principle should be that early contact with young witnesses allows for them and their carers to have information about what they can expect to happen. It also allows for an early initial assessment of any particular needs. Good practice indicates that a referral should be made as soon after a defendant has been charged as possible. The referral can be made from either:

- the police
- the Witness Care Unit
- children's services
- self-referral

or, in the case of a defence witness:

- a local solicitor
- self-referral.

Best practice

Some of the existing young witness schemes have found it difficult to engage local solicitors in private practice but it is important to do so as young defence witnesses have the same need of support as young prosecution witnesses. Therefore it is worth spending time in formulating a strategy to encourage local solicitors to identify and refer young witnesses for the defence, perhaps by making contact with the local Law Society to see how best to approach local solicitors and/or inviting a representative on to the management/coordination group.

Standards for consent

Agree how consent may be obtained for making a referral to a specialist young witness support scheme, bearing in mind the importance of agencies sharing information in respect of children in need under section 17 of the Children Act 1989.⁶

- Use secure email for referrals and other communications with partners.
- Ensure that all witness information is stored securely in accordance with government guidance.
- Establish a range of safety-net procedures with Witness Care Units, the Crown Prosecution Service (CPS) and HMCS to ensure that no young witness is missed.
- Inform relevant agencies of involvement at an early stage.
- Arrange to follow up young witnesses who refuse support but who may wish to take up the offer at a later stage.

Best practice

In Humberside, the Young Witness Service has designed a court monitoring form (see Example 3.4) which is sent to the courts in the area on a fortnightly basis and identifies the young witnesses known to the service. This is a two-way process as the courts are then able to identify young witnesses who have slipped through the net to the Young Witness Service.

TOP TIP

Existing schemes report that it is not unusual for young witnesses initially to refuse support and then decide as the trial draws closer that they would like support after all. Contact should be maintained as delays are not uncommon and young witnesses' circumstances change over time.

Standard for provision of information following a referral

New support schemes must have the agreement of the LCJB and work in close cooperation with the Witness Care Unit and the Witness Service to determine the information and support that will be provided by each agency.

Witness Care Units have statutory responsibilities to provide information and assess the needs of witnesses.

The Witness Service provides information to witnesses about the court process, pre-trial familiarisation visits and emotional

support during the trial; in some areas it also provides an enhanced service to vulnerable and intimidated witnesses.

Defence solicitors should provide information about the court process to defence witnesses.

Localised leaflets and the *Going to Court* DVD should be provided by the courts and are also available on the HMCS website (see Appendix 2).

However, young witness support schemes should provide the following.

- Written information within 48 hours to young witnesses and their parents/carers informing them of the service on offer – to include any leaflets about the scheme and a copy of the national Young Witness Pack booklet *Your child is a witness* (see Appendix 2).
- A follow-up telephone call to establish whether there are any immediate support needs prior to the decision as to whether or not the case will go for trial.
- Any information the young witness and their parent/carer might need in order to allay any initial anxieties including early information about the Special Measures⁷ and additional support arrangements that are available to assist them in giving their best evidence.
- More details of the support service available once a not guilty plea has been entered.
- Identification of any particular needs that the young witness has which may be relevant to the Special Measures available. For example, any communication difficulties that might need an intermediary or the need for pre-trial therapy which has not been previously identified and needs to be drawn to the attention of the police or CPS.

Statutory requirement

Paragraph 6.6 of the *Code of Practice for Victims of Crime*⁸ states: “Where victims under the age of seventeen are to be called as witnesses in criminal proceedings in respect of relevant criminal conduct which involves sex, violence or cruelty, the joint police/CPS Witness Care Unit must ensure that the victims and their parents or guardians are provided with the relevant ‘Young Witness’ information pack (or equivalent).”

Best practice

The needs of each young witness will be different and it is important that assumptions about need, linked to the perceived seriousness of a case, are not made. Therefore, the importance of an early initial assessment cannot be overstated. The timing of the pre-trial support and preparation, however, will very much depend on the individual needs of the witness and should not be undertaken so far in advance of the court date as to raise unnecessary anxieties before it is known that the case will proceed. However, the young witness’s possible need for pre-trial therapy should not be delayed and an early assessment will identify where this need exists and enable the necessary liaison to take place in accordance with the *ABE guidance on pre-trial therapy*.⁹

Standards for assessment

A range of agencies will be involved in assessing the needs of young witnesses including the following.

- The police officer in the case – who will conduct an initial needs assessment as part of the statement-taking process in order to assess:
 - how best to take the young witness’s evidential statement, for example a DVD, via video-recorded evidence and/or a written statement

Best practice

Best practice indicates that a DVD/ video-recorded statement is the most appropriate method except in cases where children/young people may have been abused through this medium. It is important that young witnesses are aware that the DVD/ video is their statement and will be used as their evidence-in-chief, and that the defendant will see their video/DVD.

- what Special Measures best meet the young witness’s needs and will enable them to give their best evidence. Special Measures that can be applied for include screens in the courtroom, evidence by live-link, evidence given in private, removal of wigs and gowns by lawyers, video-recorded evidence-in-chief, intermediaries and aids to communication.
- The Witness Care Unit has a responsibility to manage victim and prosecution witness issues from the point of charge. There are requirements both under the *Victims’ Code* and under ‘No Witness, No Justice’ minimum requirements¹⁰ to conduct a full needs

assessment. However, in some local areas where specialist young witness support schemes exist, this responsibility, by local agreement, is undertaken by the scheme. Even where the Witness Care Unit has undertaken a needs assessment, the specialist young witness scheme should still undertake its own supplementary assessment of the needs of the young witness.

- The CPS should respond to information they receive in respect of any young witness needs and should also:
 - ensure that the individual needs of young witnesses and their differing backgrounds and culture are respected
 - prosecutors should consider victim and witness needs at an early stage. This should include Special Measures applications
 - ensure that any questions put to the young witness in court are framed in a way that the young witness can properly understand and respond to and who will also challenge any inappropriate cross-examination by the defence.
- In areas where there is a specialist young witness support scheme, the specialist young witness supporter provides a crucial role by:
 - providing an ongoing assessment of the young witness's needs during the period before trial as these may change
 - pro-actively seeking information, subject to consent, from the police, parents/carers and any other organisation, for example children's social care, which may have ongoing involvement with the young witness

- ensuring that any child protection concerns that may arise are properly dealt with in accordance with their LSCB's child protection procedures and guidance
- ensuring that the police, CPS, Witness Care Unit or defence solicitor and HMCS staff are made aware of any concerns the young witness may have about attending court and giving evidence
- informing the police (prosecution witness) or defence solicitor (defence witness) if the young witness wishes to discuss their evidence, as supporters cannot discuss the evidence with the young witness
- ensuring supporter's notes are concise and not opinionated
- notifying the police and CPS, or defence solicitor, if the supporter's assessment indicates a need for additional/different Special Measures
- establishing mechanisms for ensuring that the police officer in the case and the CPS or the defence solicitor is made aware of any particular needs of the witness and the name of the supporter.

TOP TIP

Schemes could develop and use a system of individual witness profiles records and a standard format for supporters to identify work undertaken with the young witness. (See Appendix 1.) This should help schemes liaise in a professional manner with the police, CPS, HMCS or defence solicitor concerning the needs of young witnesses.

QUOTE FROM THE RESEARCH

“The supporter helped a lot. It helped me knowing what to expect and the supporter put me at ease ... I asked them to say a question in a different way but I felt awkward about this. It helped that the supporter had warned me about this. She told me about the routine and what to expect.” (Boy, aged 16)

Standards for support and pre-trial preparation

Schemes should clearly set out the standards that are expected for the support and pre-trial preparation of the young witness including the following.

- An individual programme to suit the young witness, based on an assessment of their:
 - age and development
 - concentration span
 - communication skills.
- The scheme will also need to identify:
 - any anxiety young witnesses might have about going to court, including any stress management techniques that might be appropriate
 - any need for pre-trial therapy, and liaise appropriately with the police, the CPS and relevant service to ensure that pre-trial therapy takes place.
 - any need for Special Measures and pass this information onto the relevant agency.

TOP TIP

It will be helpful for schemes to establish a witness profile record for this purpose, as well as a standard format for supporters to identify work undertaken with the young witness – see Appendix 1.

QUOTE FROM THE RESEARCH

A witness who used relaxation techniques taught by her supporter said:

“[Cross examination] got me wound up because I thought I'd get muddled but I was prepared for it. I took deep breaths. I asked him in the beginning if I could have a gap between questions so I could answer properly.” (Girl, 16)

- Non-evidential based question and answer practice sessions. These **must** have the approval of the CPS, as under no circumstances can this be a “rehearsal” of the young witness’s evidence. The purpose is to help the young witness understand the rules about questioning at court. See *Preparing Young Witnesses for Court* in the Young Witness Pack for techniques to practise answering questions (see Appendix 2).

TOP TIP

For many children/young people, the experience of being asked questions has been in an educational setting. In the school setting, responding to a question by giving the answer “I don't know” or “I can't remember” is not considered acceptable. It is important that the young witness understands that, in the court setting, the most important issue is to tell the truth and therefore it is quite acceptable and indeed important to say that they “don't know” or they “can't remember” if this is the truth.

It is also important to explain to a young witness that they do not have to agree when an adult is forcibly putting a scenario before them. If it is not the truth, they need to be able to say “No, that did not happen” or “No, that isn't true”. For younger children, this may be difficult as they will not be used to challenging what an adult says.

- Face-to-face meetings with young witnesses to undertake pre-trial preparation work and also to address the support needs of parents/carers. These meetings may take place in the home or in a place that suits the young person, (for example when the home is not appropriate). The Young Witness Pack should be used for this purpose (see Appendix 2).

QUOTE FROM THE RESEARCH

“She [the supporter] was really good and always had time for me. She always explained everything to me so I understood. I felt I could contact her at any time.” (Girl, 15)

- A pre-trial visit to the court so that the young witness can become familiar with the court setting – where everybody sits, as well as the TV link room – and to show the young witness whatever Special Measures have been ordered by the court (this includes practising on the TV link).

TOP TIP

It is important that the young witness understands that the defendant will be able to see them on the TV monitor in court, unless additional Special Measures have been applied for. This should be explained at the earliest opportunity. Supporters should pass on requests made by young witnesses for additional Special Measures to the CPS, defence lawyer or relevant agency.

- Liaison with the police and Witness Care Unit to ensure that the young witness has had the opportunity to view their video/DVD evidence or written statement prior to the day of the trial.

Best practice

Research shows that many young witnesses are not given the opportunity to view their DVD/video evidence or written statement before the day of the trial.

If the young witness does not see their evidence until the day of the trial, this can reduce their ability to give their best evidence. They will have to see the DVD/video twice in one day, before they give evidence and when they give evidence. It is also likely that the trial will need to be delayed to allow time for them to see their evidence.

Research has shown that young witnesses who don't see their DVD/video evidence before the day of the trial can be distracted from the content of it because they are coming to terms with how much they have changed since they gave it. They may also be concerned and confused if their evidence has been edited and this is the first time that they have been made aware of this.

To ensure that the young witness views their DVD/video evidence before the trial date all agencies will need to work together and be clear who is going to show the evidence to the young witness and when.

- Attendance at court with the young witness on the day of the trial, or arrangements for another trained supporter who has previously met the young witness to attend. This should be coordinated with the Witness Service in the court.

Best practice

Good practice suggests that the supporter who has undertaken the pre-trial support should attend court with the young witness during the trial to decrease the witness's stress and increase accuracy. If this is not possible, it should be someone who the young witness has been introduced to before the day of the trial.

- Discussions with the young witness about **who they would like to accompany them while giving evidence** to give them emotional support, and liaison with the CPS concerning any application for a named supporter to accompany the young witness. This should also be discussed with the Witness Service in the court.

QUOTE FROM THE RESEARCH

"I wanted my supporter to be with me because she knew me. I had told her that I wanted her there, I didn't like the thought of some random stranger, who didn't know me, being there. I definitely feel that I would have been able to give my evidence better with someone there who I knew and trusted." (Girl, 16)

TOP TIP

Some magistrates and judges prefer a court usher to be the only person in the TV link room with the young witnesses for reasons of accountability. However, the research indicates that young witnesses are likely to show less stress and greater accuracy in the presence of a supporter who they know and trust and who is able to provide emotional support. The *National Standards for the Court Witness Supporter in the Live Link Room*¹¹ suggest that ideally this should be the person preparing them for court.

Best practice

*Safeguarding Children: The Third Joint Chief Inspectors' Report on Arrangements to Safeguard Children 2008*¹², on page 43, gives best practice in alerting the judge or court staff to a young witness needing a break from giving evidence.

“In Humber court service area the Young Witness Service developed a simple system to allow a child giving evidence by video link to indicate a need for a break. The volunteer raised a yellow card if the child needed to use the toilet or a red card if the child was becoming distressed. The cards were visible to the judge who could take appropriate action.”

Standards for recruitment of supporters

The recruitment of young witness supporters will vary from one scheme to another but all supporters, whether an employee or volunteer, should:

- have experience of working with children and young people and be child/young person-centred;
- have knowledge of the CJS, although training can be provided;
- have an up-to-date Criminal Records Bureau (CRB) enhanced disclosure;
- be willing to undertake training including training in assessment and child protection and ongoing refresher training;
- be accountable for the work undertaken; and
- be willing to participate in regular support and supervision sessions.

The group of supporters available should:

- include a broad age range;
- include both male and female supporters; and
- reflect the diversity and cultural background of the community they serve.

Standards for training

Training for young witness supporters should be based on the key characteristics of the supporter set out in the National Standards for Young Witness Preparation and the *Common Core of Skills and Knowledge for the Children's Workforce*¹³ and the One Children's Workforce Framework.¹⁴

Training for young witness supporters should include the following core competencies:

- the stages of child development;
- communication skills with children and young people;
- child protection training using the LSCB's training programme and including the LSCB's guidelines and procedures;
- the needs of children with disabilities;
- the needs of children from ethnically diverse backgrounds;
- an understanding of the criminal justice process;
- an understanding of common victim and witness concerns;
- the roles and responsibilities of criminal justice organisations, including Victim Support and the Witness Service;
- knowledge of the Youth Justice and Criminal Evidence Act 1999 with specific reference to the eligibility criteria for Special Measures;
- assessment of the needs of young witnesses;
- recording and report writing; and
- supervision procedures.

Supporters who work with young victims of abuse will also need specific training to work with these young people and to understand the trauma and emotional impact of this work.

TOP TIP

Local areas will need to consider how best to deliver the training in their area. It will be important to include as part of the training; input from the police, the CPS, defence solicitors and children's services.

Standards for administration and governance

It is important that young witness support schemes do not operate in isolation. They are uniquely placed to deliver on a range of government objectives for:

- children's services outcomes;
- crime reduction objectives; and
- criminal justice priorities.

The research concluded that good administration and governance arrangements are critical both to "the effectiveness of service delivery and the status of the scheme as a partner in the Criminal Justice network".¹

Evaluation of young witness support identified the following characteristics for the governance of a model scheme.

- Objectives that are child-focused, acknowledge the advocacy role of supporters and address working in partnership with others in the CJS.
- A scheme coordinator with knowledge of child protection and familiarity with the CJS.
- A management or steering group that includes inter-agency representation from criminal justice and children's organisations.
- Back-up arrangements to ensure coverage in the absence of the scheme coordinator.
- A secure database to provide active case management of referrals and to serve the management information needs of funders, management groups, the LCJB, Children's Trusts and the LSCB.

- Where scheme premises are unsuitable for children, facilities are identified (for example family support centres) where a supporter can work with a young witness if necessary.
- The supervision of supporters and monitoring of their work against standards.
- A requirement that supporters record all contacts with young witnesses and that reports on work undertaken be submitted to the scheme coordinator within set time limits.
- Ensuring that the judiciary and criminal justice personnel receive information about the scheme and that they are invited (for example, by periodic survey) to give feedback about young witness issues and concerns.
- Periodically providing to the judiciary and criminal justice personnel a summary of what is working well and what has proved problematic.

In addition to these standards of administration and governance, schemes will also need to look at how they provide information to:

- young witnesses, their parents and carers;
- local solicitors, in order to encourage them to refer young defence witnesses; and
- the general public in order to increase confidence in the CJS.

They will also need to look at how they receive and act on feedback on their services from:

- young witnesses and their parents/carers; and
- criminal justice agencies.

Standards for ongoing support and supervision

The support and ongoing supervision of young witness supporters will vary according to how a scheme is set up and managed. However, robust systems for support and supervision are crucial components in any work with vulnerable children and young people, particularly where there are ongoing child protection concerns.

COMPONENT 3:

Inter-agency protocols between specialist schemes and criminal justice partners

The Government's increased focus on the needs of victims and witnesses has led to the development of a range of initiatives, including:

- the extension of the Victim Support Witness Service to include every Crown Court and Magistrates' Court;
- the development of Victim Support's enhanced services for vulnerable and intimidated witnesses;
- the roll-out of Witness Care Units;
- witness liaison officers available in every criminal court;
- the appointment of a witness champion from a member of court staff in each LCJB area;
- Sexual Assault Referral Centres;
- roll-out of the intermediary scheme;
- Independent Domestic Violence Advocates;
- Independent Sexual Violence Advisors;

- Victims' Advocates in murder and manslaughter cases; and
- national roll-out of enhanced services for victims by Victim Support.

However, research showed that there are gaps in the provision of services for witnesses, especially young witnesses who are not always being offered support through the initiatives above. Many initiatives are designed for adults and some only offer services for adults. There is also a potential for overlap of services, leading to confusion for young witnesses, particularly as there is a Witness Service in every criminal court. Specialist young witness support schemes must work with the Witness Service when planning pre-trial preparation, pre-trial visits and support during the trial.

As there are already a number of agencies which have contact with witnesses, they are also potential providers for specialist young witness support services. It is therefore important for local areas to develop their own protocol for new schemes, identifying the roles and responsibilities of each agency, including the defence, and how they will:

- work together to provide an effective service to all young witnesses in their area;
- define the relationship between the service and the LCJB; and
- ensure that they work within their LSCB's guidelines and procedures.

The Office for Criminal Justice Reform (OCJR) provided a *Model memorandum of understanding for LCJBs and Victim Support*¹⁵ for them to agree locally in October 2005. However, this only covers Victim Support as a provider of services. In addition to this, each area will need to develop a protocol on the provision of pre-trial therapy in accordance with the guidance in *Achieving Best Evidence in Criminal Proceedings*.⁵

Appendix 2 includes an example that forms part of the Hull Safeguarding Children Board's guidelines and procedures.

COMPONENT 4:

Measures to increase judicial confidence

It is important that magistrates and judges have confidence in the service that is offered to young witnesses and that they understand the nature of the pre-trial preparation.

The research found that, while “None of the Judges had concerns about pre-trial preparation activities ... a few were uneasy about a scheme's advocacy role”.

It is therefore important that schemes liaise effectively with the local magistracy and judiciary to make them aware that the pre-trial support complies with National Standards² and good practice. The National Standards were developed to help allay the concerns of magistrates and the judiciary that schemes may be coaching the witness. It is also important to develop a process by which feedback from the judiciary and magistracy can be received, for example by representation of the courts on the inter-agency steering/management group of the specialist young witness support scheme.

In addition to this, schemes should develop a process by which representations and complaints by young witnesses, their carers and partners in CJS and the judiciary can be formally addressed through a complaints procedure.

COMPONENT 5:

Strengthened LCJB involvement in improving services for young witnesses

LCJBs could consider strengthening the focus of CJS agencies on meeting the needs of young witnesses by:

- distinguishing young witnesses in LCJB targets and priorities;
- relevant board sub-committees obtaining input from young witness support schemes, including feedback from young witnesses;
- collecting statistics about the number of witnesses in their area who:
 - make witness statements
 - are called to give evidence
 - attend court
 - testify;
- mapping existing services and assessing the effectiveness of referrals to young witness support schemes;
- reviewing case management and court listing practice; and
- using board sponsored training and other events to raise the profile of young witness support schemes.

COMPONENT 6:

Links between LCJBs and LSCBs

There is a range of local partnerships that have an interest in the provision of support services to young witnesses, including:

- LCJBs
- LSCBs
- CDRPs
- Children's Trust arrangements.

Working Together to Safeguard Children (para. 3.6.3)¹⁶ points to the need for LSCBs to forge links with the CPS, LCJBs and witness schemes.

Both LSCBs and LCJBs are inter-agency partnerships that bring together agencies to coordinate and provide governance arrangements in the local areas, while CDRPs and Children's Trusts have a role in commissioning services.

Setting up a local young witness support scheme – Checklist

Getting started			
Establish a steering group of all interested parties with links to the Criminal Justice Board and with membership from:	Yes	No	Person dealing
Police	<input type="checkbox"/>	<input type="checkbox"/>	
Crown Prosecution Service	<input type="checkbox"/>	<input type="checkbox"/>	
Her Majesty's Courts Service	<input type="checkbox"/>	<input type="checkbox"/>	
Witness Care Unit	<input type="checkbox"/>	<input type="checkbox"/>	
Local authority children's services	<input type="checkbox"/>	<input type="checkbox"/>	
Health Services	<input type="checkbox"/>	<input type="checkbox"/>	
Third sector providers:			
Victim Support	<input type="checkbox"/>	<input type="checkbox"/>	
NSPCC	<input type="checkbox"/>	<input type="checkbox"/>	
Barnardo's	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	
Establish terms of reference to cover all young witnesses in the area as victims/witnesses in all types of cases:	Yes	No	Person dealing
All young witnesses under 17	<input type="checkbox"/>	<input type="checkbox"/>	
All young witnesses under 18	<input type="checkbox"/>	<input type="checkbox"/>	
Prosecution	<input type="checkbox"/>	<input type="checkbox"/>	
Defence	<input type="checkbox"/>	<input type="checkbox"/>	
All criminal courts	<input type="checkbox"/>	<input type="checkbox"/>	

Developing a service

	Yes	No	Person dealing
Outline what the service will do based on National Standards and good practice:			
Assess individual needs	<input type="checkbox"/>	<input type="checkbox"/>	
Provide information and support	<input type="checkbox"/>	<input type="checkbox"/>	
What the service won't do:			
Discuss the evidence	<input type="checkbox"/>	<input type="checkbox"/>	
Coach young witnesses in their evidence	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a service based on National Standards² and good practice to include:			
Referral mechanism:			
Consent issues	<input type="checkbox"/>	<input type="checkbox"/>	
Secure information sharing	<input type="checkbox"/>	<input type="checkbox"/>	
Safety-net mechanism to ensure young witnesses are not 'missed'	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of information and who provides what:			
Young Witness Pack/DVDs	<input type="checkbox"/>	<input type="checkbox"/>	
Special Measures	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-trial court visit	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-trial therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment processes in relevant agencies to ensure young witnesses are enabled to give their best evidence.			
Police – to assess with the young witness:			
How best to take their evidential statement i.e. DVD, written	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure young witness has the opportunity to see their DVD/written statement prior to the day of the trial	<input type="checkbox"/>	<input type="checkbox"/>	

Developing a service continued

	Yes	No	Person dealing
Police/CPS Witness Care Unit/Specialist Young Witness Scheme – in assessing the young witness's:			
Concerns about going to court	<input type="checkbox"/>	<input type="checkbox"/>	
General needs in respect of:			
Age and development	<input type="checkbox"/>	<input type="checkbox"/>	
Concentration span	<input type="checkbox"/>	<input type="checkbox"/>	
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	
Need for additional Special Measures	<input type="checkbox"/>	<input type="checkbox"/>	
Specific needs in respect of:			
Disability and need for intermediary	<input type="checkbox"/>	<input type="checkbox"/>	
Race/language and need for interpreter	<input type="checkbox"/>	<input type="checkbox"/>	
Religious/cultural issues	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding issues	<input type="checkbox"/>	<input type="checkbox"/>	
Crown Prosecution Service			
Act on information received about young witness needs before the date of trial	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure age-appropriate questioning	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure needs and differing backgrounds and culture are respected	<input type="checkbox"/>	<input type="checkbox"/>	

Delivering support

	Yes	No	Person dealing
Support and pre-trial preparation:			
Develop a programme based on the assessed needs of the individual young witness	<input type="checkbox"/>	<input type="checkbox"/>	
Identify any anxieties and therapeutic needs the witness might have and provide additional support in respect of:			
Stress management techniques	<input type="checkbox"/>	<input type="checkbox"/>	
Need for pre-trial therapy in conjunction with the police, CPS and health providers	<input type="checkbox"/>	<input type="checkbox"/>	
Use of non-evidential-based questions and answers approved by CPS	<input type="checkbox"/>	<input type="checkbox"/>	
Questions being practised must not refer to the evidence.			
Provide pre-trial support in respect of:			
Face-to-face or home visits to:			
Go through the Young Witness Pack booklet/DVD and 'pop-up court'	<input type="checkbox"/>	<input type="checkbox"/>	
Explain Special Measures	<input type="checkbox"/>	<input type="checkbox"/>	
Address any parental concerns	<input type="checkbox"/>	<input type="checkbox"/>	

Delivering support continued

	Yes	No	Person dealing
Pre-trial court visit to familiarise the young witness with:			
The court setting	<input type="checkbox"/>	<input type="checkbox"/>	
The Special Measures ordered by the court including practising in the TV link room	<input type="checkbox"/>	<input type="checkbox"/>	
Liaison with the police and Witness Care Unit to ensure the young witness has viewed their DVD or written statement prior to the court date	<input type="checkbox"/>	<input type="checkbox"/>	
Liaison with the CPS in respect of whom the young witness wishes to accompany them in the TV link room	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance at court on the days the young witness is required in court	<input type="checkbox"/>	<input type="checkbox"/>	
Post-trial support			
Contact with the young witness and their family to:	<input type="checkbox"/>	<input type="checkbox"/>	
Give them the verdict	<input type="checkbox"/>	<input type="checkbox"/>	
Address any post-trial concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Refer them on to another agency where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Deal with any criminal compensation issues	<input type="checkbox"/>	<input type="checkbox"/>	

Recruitment and training			
	Yes	No	Person dealing
Recruitment – ensure minimum standards for the recruitment of young witness supporters as follows:			
Experience of working with children and young people	<input type="checkbox"/>	<input type="checkbox"/>	
A child-centred approach including knowledge of safeguarding issues and LSCB procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of CJS	<input type="checkbox"/>	<input type="checkbox"/>	
An up-to-date enhanced CRB disclosure	<input type="checkbox"/>	<input type="checkbox"/>	
In addition to this, schemes should recruit a range of supporters to reflect:			
A broad age range	<input type="checkbox"/>	<input type="checkbox"/>	
A choice of male or female supporter	<input type="checkbox"/>	<input type="checkbox"/>	
The diversity and cultural background of the community they serve	<input type="checkbox"/>	<input type="checkbox"/>	
A willingness to undertake training	<input type="checkbox"/>	<input type="checkbox"/>	
A clear line of accountability for the work undertaken including supervision	<input type="checkbox"/>	<input type="checkbox"/>	

Recruitment and training continued

	Yes	No	Person dealing
Training for young witness supporters to include the following core competencies:			
Stages of child development	<input type="checkbox"/>	<input type="checkbox"/>	
Communication skills with children and young people	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding children training using the LSCB training and including child protection procedures and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
The needs of children with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
The needs of children from black and minority ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	
An understanding of the criminal justice process	<input type="checkbox"/>	<input type="checkbox"/>	
An understanding of victim and witness concerns	<input type="checkbox"/>	<input type="checkbox"/>	
The roles and responsibilities of criminal justice organisations	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of the Youth Justice and Criminal Evidence Act with specific reference to Special Measures	<input type="checkbox"/>	<input type="checkbox"/>	

Administration and governance

	Yes	No	Person dealing
Steering group has moved from a service development role to a management/governance role and includes:			
Relevant membership (as original steering group)	<input type="checkbox"/>	<input type="checkbox"/>	
Is linked to LCJB	<input type="checkbox"/>	<input type="checkbox"/>	
Is linked to Children's Trust arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Is linked to LSCB arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Is linked to CDRP arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Allows for problem solving and feedback	<input type="checkbox"/>	<input type="checkbox"/>	
An inter-agency protocol is in place outlining:			
Responsibilities of all agencies	<input type="checkbox"/>	<input type="checkbox"/>	
Agreed by all parties	<input type="checkbox"/>	<input type="checkbox"/>	
Approved by the local judiciary	<input type="checkbox"/>	<input type="checkbox"/>	
Data systems are in place which:			
Are secure	<input type="checkbox"/>	<input type="checkbox"/>	
Allow for tracking of cases	<input type="checkbox"/>	<input type="checkbox"/>	
Provide information to relevant partners	<input type="checkbox"/>	<input type="checkbox"/>	
Identify young witnesses' experience of the whole process	<input type="checkbox"/>	<input type="checkbox"/>	

Administration and governance continued

	Yes	No	Person dealing
Systems are in place to allow for:			
Supervision of supporters and monitoring against National Standard	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback from young witnesses and their parents/carers	<input type="checkbox"/>	<input type="checkbox"/>	
Complaints/concerns which might arise from:			
young witnesses	<input type="checkbox"/>	<input type="checkbox"/>	
their parents/carers	<input type="checkbox"/>	<input type="checkbox"/>	
partners in the CJS	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable premises have been identified	<input type="checkbox"/>	<input type="checkbox"/>	
Finances have been secured	<input type="checkbox"/>	<input type="checkbox"/>	
Arrangements have been made for the coordination of the service	<input type="checkbox"/>	<input type="checkbox"/>	





Models of service

The model service

The *Evaluation of young witness support*¹ identified a preferred model of good practice for a young witness service. Its features include:

- support to all young witnesses in a criminal justice area;
- a single scheme or consortium working to an integrated plan;
- a full-time manager/coordinator;
- a core panel of supporters with relevant work experience, for example those employed by:
 - children's social care
 - education
 - health
 - the police
 - youth services and Connexions (N.B. In the case of these professionals, their employers agree to give them the time to undertake the support role);
- suitably trained lay volunteer supporters.

Advantages of a panel of supporters from a related professional background are:

- you can recruit a range of skills to meet the varied and diverse needs of children and young people;

- the supporters remain accountable to their own agencies for the quality of their work;
- there is 'buy in' by the relevant partners;
- it is cost efficient and represents best value; and
- you can match the individual needs of young witnesses to the skills of specific supporters.

Disadvantages of this approach are:

- you need to maintain a large pool of support workers to cope with a fluctuating workload;
- the availability of supporters who already work full time can be problematic;
- the coordinating task is more challenging; and
- if a trial is delayed and the young witness has to attend court for more than one day, the same supporter may not be available for the duration of the trial.

However, the Humberside Young Witness Service, which most closely matched the model service in the evaluators' view, has run successfully for 14 years. This service and two other model young witness services are outlined on the following pages.

Model I

Humberside Young Witness Service

This scheme is run by Hull Safeguarding Children Board on behalf of a total of four Local Safeguarding Children Boards (LSCBs), four local authorities, one Police Authority, the Crown Prosecution Service (CPS) and the Local Criminal Justice Board (LCJB) and has operated for 14 years. There are two Crown Courts, four Magistrates' Courts and four Magistrates' Youth Courts.

The scheme employs two coordinators.

The scheme is managed by Hull Safeguarding Children Board's principal manager. It reports to:

- the LCJB sub-group on Criminal Case Management; and
- the LSCB.

Inter-agency coordination and governance is coordinated by two inter-agency young witness groups with membership from:

- the police;
- the CPS;
- Her Majesty's Courts Services (HMCS);
- the Witness Care Unit;
- local authority children's service;
- the NHS;
- NSPCC;
- the Witness Service; and
- LSCB managers.

Supporters are recruited from:

- member agencies of the LSCB, including
 - social workers
 - teachers
 - youth workers
 - health visitors
 - police officers
 - other local authority staff; and

- voluntary/independent sector agencies, such as:

- NSPCC
- Barnardo's
- Victim Support.

A pool of 120 volunteers is maintained who are required to go through a recruitment and selection process before undertaking training. Training is provided by:

- the LSCB; and
- the CPS.

Protocols are in place that define:

- the responsibilities of each organisation;
- pre-trial therapy;
- supporting young witnesses at court; and
- support in the TV link room.

Information and governance is provided by:

- a database which records both:
 - experience of young witnesses
 - performance information;
- an annual statistical report;
- feedback from young witnesses and their parents/carers; and
- an evaluation by young witnesses and their parents/carers.

Examples of the protocols are listed and given in Appendix I.

Services provided by the scheme in 2007/08:

- 965 referrals – **all** young witnesses in **every** type of offence – defence and prosecution witnesses at the point at which a defendant is charged; and
- 453 young witnesses who were told they are likely to be required to give evidence in court and who received the full range of services, including an allocated support worker.

Funding is provided by the member agencies of the four LSCBs who also give their staff time to act as supporters, free of charge.

Contact:

Humberside Young Witness Service

Telephone: 01482 846082

Email:

Kathy.Rowe@hullcc.gov.uk

Anna.Cruttenden@hullcc.gov.uk

Claire.Lawson@hullcc.gov.uk

Model 2

Victim Support's Young Witness Service in Nottinghamshire

This scheme is run by Victim Support in Nottinghamshire and covers two local authorities: Nottingham City Council and Nottinghamshire County Council. There is one Crown Court, five Magistrates' Courts and five Magistrates' Youth Courts.

The service employs:

- a manager; and
- a deputy manager.

Inter-agency coordination is provided by a multi-agency Consultancy Group with membership from:

- the police;
- the CPS;
- the local authorities;
- the Crime and Disorder Reduction Partnership (CDRP) – Nottinghamshire County Council;
- the LSCB – Nottingham City;
- HMCS;
- health services; and
- NCH.

It is chaired by the manager of the Young Witness Service and reports to the LCJB via the Victim Support area manager.

Supporters are lay volunteers and reflect the diversity of the community in Nottinghamshire in terms of age, diversity, ethnicity and gender. A pool of around 30 volunteers is maintained.

Training is provided by Victim Support in Nottinghamshire's Training Service and the Young Witness Service manager in accordance with Victim Support National Standards.

Five-day basic witness service training includes:

- an understanding of the criminal justice process;
- an understanding of victim and witness concerns;
- the roles and responsibilities of criminal justice organisations; and
- knowledge of the Youth Justice and Criminal Evidence Act 1999 with specific reference to Special Measures.

Three-day specialised young witness supporter training includes:

- stages of child development;
- communication skills with children and young people;
- safeguarding children training using the LSCB training and including child protection procedures and guidelines;
- the needs of children with disabilities; and
- the needs of children from black and minority ethnic groups.

Protocols used include:

- Victim Support national protocols for multi-agency working and information sharing;
- local referral priority; and
- local service protocol.

Information and governance is provided by:

- keeping of database records;
- an annual report; and
- an evaluation questionnaire issued to young witnesses and their parents/carers.

Service provision: 2007/08:

- 373 referrals were accepted as meeting the service criteria of sexual or violent offences – the majority were referred at the point at which a trial date was set;
- 343 received an enhanced service from the Young Witness Service; 30 were referred to the Witness Service for pre-trial visits and support on the day of the trial.

Funding of the service is provided by:

- Nottinghamshire County Council – CDRP funding;
- Nottingham City Council – One Nottingham funding;
- Comic Relief;
- Boots; and
- Victim Support central government Vulnerable and Intimidated Witnesses funding.

Contact:

Nottinghamshire Young Witness Service

Telephone: 01 15 993 4247

Email:

ywsnotts@victimsupport.org.uk

Model 3

NSPCC Devon and Cornwall Young Witness Project

This scheme has been run by the NSPCC for 15 years and covers the four local authorities of Devon, Cornwall, Plymouth and Torbay, one Police Authority, the CPS and the LCJB area. There are three Crown Courts, 15 Magistrates' Courts and six Magistrates' Youth Courts.

The service employs:

- one NSPCC Children's Services manager;
- five practitioners – social work qualified; and
- three administrative staff.

The scheme is managed by the NSPCC Children's Services manager.

A pool of at least 30 supporters is maintained.

Supporters are recruited from volunteers who have to undertake a rigorous interview and training programme.

Recruits tend to be:

- people who have worked with children – teachers, police officers;
- people who want a career/change of career working with children; and
- people who have themselves experienced a traumatic childhood.

Inter-agency coordination and governance are facilitated by partnership agreements with and reporting arrangements to the four LSCBs. The scheme was developed through a steering group comprising the

four LSCB managers and the police with advice from the CPS. The scheme also reports to:

- LCJB Victims and Witnesses and Domestic Violence sub-group; and
- Criminal Court User Group meetings.

In addition to this, there are meetings with court staff and the judiciary to address specific issues in respect of young witnesses.

Training is provided by:

- the NSPCC;
- the Police;
- the CPS; and
- the Witness Care Unit.

The scheme has developed a comprehensive recruitment, selection and training package for volunteer young witness supporters and has in place the following protocols:

- referral process;
- recruitment and training;
- use of remote video links;
- assessment and case planning; and
- case recording.

Information and governance are provided by:

- quarterly and annual reviews to:
 - four LSCBs
 - LCJB;
- database records;
- performance management system;
- service user feedback; and
- supervision and record monitoring.

Service provision 2006/07 – sexual/violent offences/serious crimes:

- 190 young witnesses – required to give evidence, full preparation and trial-day support; and
- remote TV link facilities are provided at three NSPCC offices.

Funding of the service is by:

- the NSPCC – 90%; and
- four LSCBs – 10%.

Contact:

Devon and Cornwall Young Witness Project

Telephone: 01752 235126

Email: sallum@nspcc.org.uk



Case studies

The case studies in this section show that providing specialist support to young witnesses can lead to improved Criminal Justice System (CJS) outcomes. These include:

- reduction in the number of ineffective trials due to witness non-attendance at court;
- increased satisfaction with the CJS; and
- witness satisfaction.

Humberside Young Witness Service

The case studies below were provided by the Humberside Young Witness Service.

CASE STUDY Humberside Young Witness Service

Grievous bodily harm, racially motivated crime and witness intimidation

Background

Five defendants appeared in the Crown Court charged with a range of offences, including:

- grievous bodily harm with intent;
- racially aggravated common assault;
- violent disorder;
- arson and making a petrol bomb;
- witness intimidation; and
- attempting to pervert the course of justice.

The five defendants had been conducting a campaign of violence against asylum seekers in the area, which had culminated in them deliberately running an asylum seeker over with a car.

There was a witness to this offence who the defendants then attempted to intimidate into not giving evidence by setting fire to a car belonging to a member of the witness's family while it was parked on the drive of his family's home. This was witnessed by two young witnesses aged 15 and 17 who, despite the fear of intimidation and with the support of the Young Witness Service, gave evidence in court. Special Measures, including a TV link and screens in court, were granted and the police (including witness protection), Crown Prosecution Service, courts and the Victim Support Witness Service worked closely with the Young Witness Service to ensure the safety and protection of the witnesses.

Outcome

The five defendants received a total of 44 years in prison for their offences.

Media coverage of this case included the following editorial comment: "the case has been a difficult one, but has been conducted with determination and professionalism... Dangerous men have been removed from the streets and the cause of racial tolerance and harmony has been advanced."

Rape, sexual assault and witness intimidation

Background

A 44-year-old male appeared in the Crown Court charged with serious sexual offences against a number of young girls who were aged between 4 years and 9 years old when the offences occurred, although they were not reported to the police at the time.

The defendant, a security guard, had targeted specific children and families and then proceeded to abuse them. He then intimidated the witnesses while he was on bail awaiting trial.

Specialist support, including Special Measures, were granted to eight young witnesses who were aged between 7 years and 16 years old by the time they gave evidence. The victims were aged 7 years, 9 years, 14 years, 15 years and 16 years; the three other witnesses were aged 7 years, 10 years and 14 years.

Outcome

The defendant was found guilty on two counts of raping two children aged 4 years and 6 years old, and indecently assaulting another girl aged 9. He was sentenced to 20 years in prison and his name was placed on the Sex Offenders Register.

Following the verdict, the father of one of the victims made the following statement which was reported in the media: "We put our faith in the justice system and it has done us proud."

Victim Support specialist young witness support schemes

The following case studies were provided by Victim Support specialist young witness support schemes.

CASE STUDY Victim Support

Sexual offences

Background

A 69-year-old grandfather appeared in the Crown Court charged with 12 serious sexual assault/indecency offences against his two granddaughters aged 10 and 17 years. The two young victims, along with their three friends (one aged 16 and two aged 11), gave evidence in this case. The young victims' parents and their grandmother (the defendant's estranged wife) were all very supportive of the victims and also gave evidence. The whole family was very concerned about the court process initially.

The young victims and witnesses all had extensive support from the Young Witness Service in preparation for the trial. Each witness was supported by a different volunteer. Following a visit by one of the volunteers, the victims' mother requested and received support from a Victim Support volunteer. All young witnesses used the Special Measure of the TV link and all had the opportunity to refresh their memories by viewing their video statements a week before trial.

Everyone gave their evidence, but the case had to go to a re-trial after the initial hearing, as the jury were unable to reach a majority verdict.

Understandably, the family was worried about a further hearing and the impact on the victims. However, with the support of the Young Witness Service, and a dedicated Child Abuse Investigation Police Officer, they persevered.

Outcome

After the re-trial the defendant was found guilty on all counts and sentenced to seven years' imprisonment. He was disqualified from working with children and placed on the Sex Offenders Register.

Following the verdict, the two victims thanked the Young Witness Service volunteers for all their support by saying: "Thank you so much for helping us through this difficult time. We don't know how we could have done it without your help."

Robbery case

Background

Two male defendants appeared in the Crown Court on two counts of robbery involving two young female victims aged 13 and 14.

The defendants approached the young people close to a busy shopping area, asking if they were lost. They then offered them cheap goods for sale. The young people were lured to an alleyway where they were robbed of their mobile phones and some cash, at knife point.

Specialist support by the Young Witness Service took place and the young victims were both granted the Special Measure of the TV link to give their evidence. However, on a familiarisation visit to court, both expressed their wish to face the defendants in court. After further discussions, and a look at the actual courtroom, one victim decided to opt for screens but the other still wanted to face the defendants. The Young Witness Service liaised with the Crown Prosecution Service and court to arrange this.

Outcome

Both defendants pleaded guilty to these and other incidents. One defendant pleaded guilty to three additional counts of theft and the second defendant pleaded guilty to five robberies and eight thefts. Both defendants received a total of seven years' imprisonment each.

The officer in the case provided this quote to local media regarding the sentencing: "It reflects what has happened... They are young, vulnerable people and these are adult men. They knew exactly what they were doing to fund drug habits."



Examples of protocols

The CD attached to this guidance includes examples of protocols used by existing young witness support schemes which may be adapted to local area needs and benchmarked against the existing National Standards.² They can also be accessed on the CJS Online website.

1. Inter-agency protocols

- 1.1 Multi-agency Protocol – Humberside Young Witness Service
- 1.2 Pre-trial therapy Summary of Allegations – Humberside Young Witness Service
 - Form 1 – Summary of Allegations
 - Form 2 – Notification of Pre-trial Therapy
- 1.3 Notification of Pre-trial therapy – Humberside Young Witness Service
- 1.4 Pre-trial therapy protocol – Humberside Young Witness Service
- 1.5 Supporting Vulnerable and Intimidated Witnesses at Court – HMCS Humber area
- 1.6 Model memorandum of Understanding between LCJB and Victim Support – OCJR

2. Job description for support worker

- 2.1 NSPCC
- 2.2 Humberside Young Witness Service

3. Examples from Humberside Young Witness Service

- 3.1 Referral form
- 3.2 Information to support Special Measures applications
- 3.3 Young witness profile report
- 3.4 Court monitoring form – to track the progress of cases
- 3.5 Data collection form

Resources available nationally

There are a number of free resources available nationally to help in the support and preparation of young witnesses.

A. Young Witness Pack

YWP5-9CC	Going to Crown Court aged 5–9
YWP5-9MC	Going to Magistrates' Court aged 5–9
YWPI0-13	Going to Court aged 10–13
YWPI4-17	Being a witness aged 14–17
YWPPYCW	<i>Your child is a witness</i>
YWPPUC	Pop-up Court
YWPPDVD	<i>Giving Evidence: what's it really like?</i> , DVD
YWPPYW	<i>Preparing Young Witnesses for Court</i>
ABE	Achieving Best Evidence
HWC	Helping Witnesses Communicate

The Young Witness Pack material can be ordered from Prolog:

Telephone: 0870 241 4680

Email: homeoffice@prolog.uk.com

B. Her Majesty's Court Service

HMCS has produced localised leaflets for prosecution and defence witnesses, and parents or carers of young witnesses, on the process of going to court for each:

- Crown Court
- Magistrates' Court
- Youth Court.

These leaflets are available from Witness Care Units, the Witness Service and defence solicitors and also from the HMCS website www.hmcourts-service.gov.uk (visit "Being a witness"). They are available in large print and the following languages:

- English
- Hindi
- Welsh
- Urdu
- Cantonese
- Punjabi
- Bengali
- Polish
- Gujarati
- Arabic.

A DVD on *Going to Court* to help defence and prosecution witnesses, and parents or carers of young witnesses, through the whole court experience. The DVD aims to:

- encourage victims and witnesses to attend their court cases;
- increase the viewers' confidence and allay fears; and
- raise awareness and understanding among victims and witnesses of the court process and support available.

The DVD has been specially designed to appeal to teenagers and adults, including those with learning difficulties or for whom English is a second language. It is also useful for the parents or carers of younger children. The storyline is provided in English and Welsh.

Voiceovers are available in:

- Welsh
- Bengali
- Gujarati
- Hindi/Urdu/Punjabi
- Arabic
- Cantonese.

British Sign Language is also available.

The DVD is available from Witness Care Units, the Witness Service and defence solicitors and is also available online for viewing and downloading from:
<http://video.direct.gov.uk/goingtocourtvideo>

For further information contact victim.witnessbranch@hmcourts-service.gsi.gov.uk or telephone 020 7210 0423.

C. The Crown Prosecution Service

The CPS has produced leaflets specifically for children and young people of different ages and abilities using simple language and illustrations:

- Millie the witness
- Jerome: a witness in court.

These are available at: www.cps.gov.uk/victims_witnesses/further_info.html

There is further help and information available on the CJS website:
www.cjsonline.gov.uk

Roles of LCJBs, LSCBs, CDRPs and Children's Trusts

LCJBs manage the Criminal Justice System at a local level and are responsible for the local delivery of *Working Together to Cut Crime and Deliver Justice: A Strategic Plan for 2008–2011*.¹⁷

LSCBs were established by the Children Act 2004 and bring together the local authority, the police, health and probation services, the Youth Offending Team, Connexions, CAFCASS and prisons in the local authority area which ordinarily detain children. These are the statutory partners, charged with safeguarding and promoting the welfare of children and young people in the local area. In many areas the NSPCC is a member due to its specific statutory child protection function. LSCBs work collaboratively, with other partners, in the public, community and independent sectors, in order to ensure that their statutory responsibilities are met. It will be important, when developing a service to support young witnesses, to ensure that their safeguarding needs are met.

Working Together to Safeguard Children 2006,¹⁶ which is the Government's guidance for LSCBs, includes in the range of children for whom it has responsibility:

- children abused and neglected within families;
- children abused outside families by adults known to them;
- children abused by professional carers;
- children abused by strangers; and
- children abused by other young people.

These encompass some of the most serious offences against children and a number of these cases will result in criminal proceedings, involving vulnerable child victim/witnesses having to give evidence in court. It is for this reason that *Working Together to Safeguard Children* states that:

“3.63...there may be some organisations or individuals that are, in theory, represented by the statutory Board partners, but that need to be engaged because of their particular role in service provision to children and families, or their role in public protection. The LSCB needs to link to other organisations, either through inviting them to join the LSCB or through some other mechanism.

These include:

- *local Criminal Justice Board*
- *the Crown Prosecution Service*
- *witness support services.*”

Local Children's Trusts

arrangements are part of the Government's *Every Child Matters: Change for Children*⁴ programme, and each local area was charged with setting up Children's Trusts arrangements by April 2008, with local partners, in order to deliver services to children, young people and their families in a more effective and integrated way. Further guidance for Children's Trusts was published by the Government in November 2008.

Children's Trusts bring together all services for children and young people in an area, underpinned by the Children Act 2004¹⁸ 'duty to cooperate', to focus on improving outcomes for all children and young people. Children's Trusts arrangements are underpinned by effective integrated strategies including:

- joint needs assessment;
- shared decisions on priorities;
- identification of all resources; and
- joint plans to deploy them.

Children's Trusts are the key mechanism for commissioning children's services in any local area.



References

1. *Evaluation of young witness support: Examining the impact on witnesses and the criminal justice system*, Plotnikoff, J. and Woolfson, R. (Lexicon Limited), 2007. A copy of the full report can be obtained from Lexicon's website:
<http://lexiconlimited.co.uk/news.htm>
2. The National Standards for Young Witness Preparation (ABE Appendix F)
3. Youth Justice and Criminal Evidence Act 1999
www.hmso.gov.uk/acts/acts1999/19990023.htm
4. *Every Child Matters: Change for Children* (Department for Education and Skills (DfES), 2004)
www.everychildmatters.gov.uk/_files/F9E3F941DC8D4580539EE4C743E9371D.pdf
5. *Achieving Best Evidence in Criminal Proceedings: Guidance on Interviewing Victims and Witnesses, and using Special Measures (ABE)* (Home Office, Crown Prosecution Service, Ministry of Justice, Department of Health and Welsh Assembly, Department for Children, Schools and Families, 2007). *This document is available on the CPS website:*
www.cps.gov.uk/publications/docs/Achieving_Best_Evidence_FINAL.pdf
6. Children Act 1989
www.opsi.gov.uk/acts/acts1989/ukpga_19890041_en_1.htm
7. Special Measures in Achieving Best Evidence
8. Code of Practice for Victims of Crime
www.homeoffice.gov.uk/documents/victims-code-of-practice
9. Guidance on Pre-Trial therapy – Achieving Best Evidence (part of ABE)
10. No Witness, No Justice project
www.cps.gov.uk/news/factsheets/fs_nwnj.html
11. National Standards for the Court Witness Supporter in the Live Link Room (ABE Appendix G)
12. *Safeguarding Children: The Third Joint Chief Inspectors' Report on Arrangements to Safeguard Children 2008*
www.ofsted.gov.uk or www.safeguardingchildren.org.uk
13. *Common Core of Skills and Knowledge for the Children's Workforce* (Department for Children, Schools and Families, London, 2005)
www.everychildmatters.gov.uk/deliveringservices/commoncore
14. One Children's Workforce Framework
<http://onechildrensworkforce.cwdcouncil.org.uk>
15. Model memorandum of understanding between LCJBs and Victim Support
16. *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children* (The Stationery Office, London, 2006)
www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf

- 17.** *Working Together to Cut Crime and Deliver Justice: A Strategic Plan for 2008–2011* (CJS, The Stationery Office, London)
www.cjsonline.gov.uk/downloads/application/pdf/I_Strategic_Plan_ALL.pdf
- 18.** Children Act 2004 (HMSO, London)
www.dfes.gov.uk/publications/childrenactreport

USEFUL MATERIAL

Preparing Young Witnesses for Court available from Prolog – see reference in Appendix 2.

In their own words: The experiences of 50 young witnesses in criminal proceedings, Plotnikoff, J. and Woolfson, R. (NSPCC and Victim Support, 2004) ISBN: 1842280473

www.nspcc.org.uk/inform/publications/downloads/intheirownwords_wdf48193.pdf

or

www.victimsupport.org.uk/vs_england_wales/coping_with_crime/children/in_their_own_words.pdf

Evaluation of young witness support: examining the impact on witnesses and the criminal justice system, Plotnikoff, J. and Woolfson, R. (2007) – Research Summary

www.justice.gov.uk/publications/research120607b.htm

Provision of Therapy for Child Witnesses Prior to a Criminal Trial: Practice Guidance

www.cps.gov.uk/publications/prosecution/therapychild.html

The Witness Charter

The Code of Practice for Victims of Crime: A guide for victims

www.cjsonline.gov.uk/downloads/application/pdf/VCOP_GUIDE.pdf

Early Special Measures Meetings between the Police and the Crown Prosecution Service and meetings between the Crown Prosecution Service and Vulnerable and Intimidated Witnesses: Practice Guidance. (CPS, 2009)

Young People and Crime: Findings from the 2004 Offending, Crime and Justice Survey, Budd, T., Sharp, C., Weir, G., Wilson, D. and Owen, N. (Home Office, London, 2005)

www.homeoffice.gov.uk/rds/pdfs05/hosb2005.pdf

National Community Safety Plan 2006–09

www.crimereduction.gov.uk/communitysafety01.htm

National Community Safety Plan 2008–11: Cutting Crime – a new partnership

www.crimereduction.homeoffice.gov.uk/activecommunities/activecommunities088.htm

The Adult Criminal Case Management Framework

www.cjsonline.gov.uk/framework/

Children and Young People: CPS policy on prosecuting criminal cases involving children and young people as victims and witnesses (CPS, 2006)

www.cps.gov.uk/victims_witnesses/children_policy.pdf

Safeguarding Children: Guidance on Children as Victims and Witnesses

www.cps.gov.uk/legal/v_to_z/safeguarding_children_as_victims_and_witnesses



Criminal Justice System: working together for the public

Published by the Office for Criminal Justice Reform in March 2009.

Product code: YWSG/09 Reference: 291143

www.cjsonline.gov.uk

