



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Witness Interviewing: Tier 1



By the end of this lesson, you will be able to:

1. Identify a vulnerable witness
2. State special measures that can be applied to assist individuals.
3. Identify elements of a structured statement

PIP1 Witness Interviewing



Why do Interviewers need to know about Memory?

To understand memory is fragile



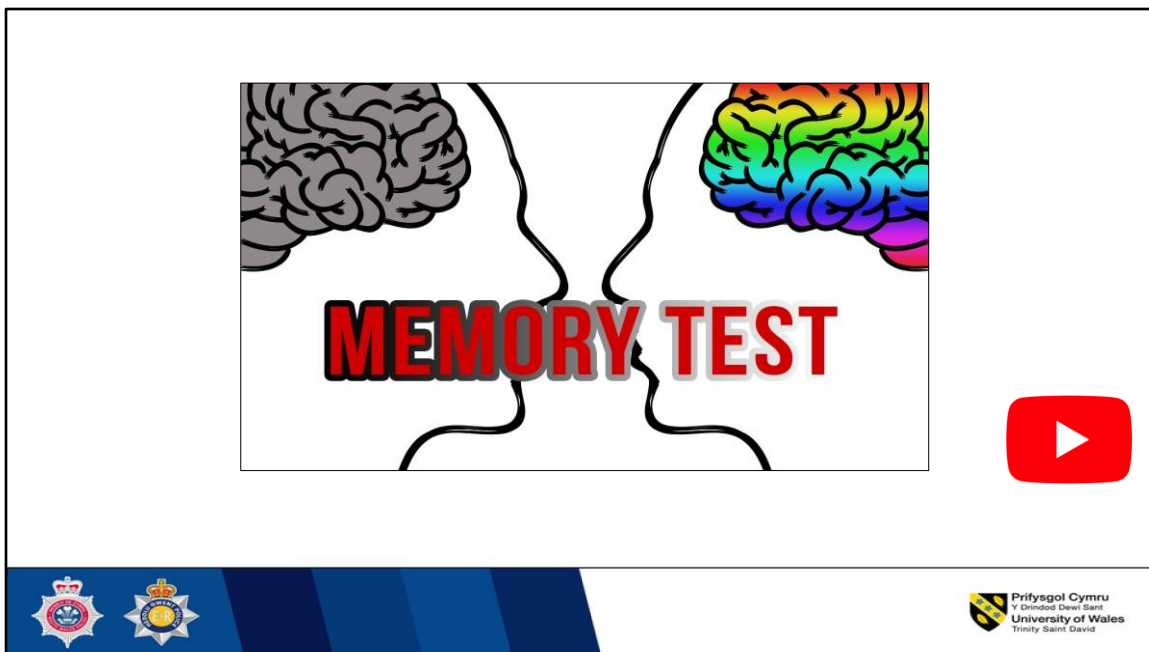
Memory can be influenced by the interviewer



Interviewee's can be assisted to remember



QTS – Why do you think interviewers need to know about memory?



<https://youtu.be/ubNF9QNEQLA>

Our Memory Is Like A Filing Cabinet...



QTS – what do you know about memory?

Memory is “ the faculty by which the mind stores and remembers information”
An accepted theory proposes that there are 3 stages to memory.

- Sensory Memory – this is where information is held momentarily
- Short Term Memory – this is the active memory and information is held here for 20/30 seconds
- Long Term Memory – this is where the information is stored.

As interviewers we are interested in the **Long Term Memory** and recall of Information by a Witness or Victim

How do we retrieve information from our long-term memory?

Recognition

This is the retrieval of information based on a cue

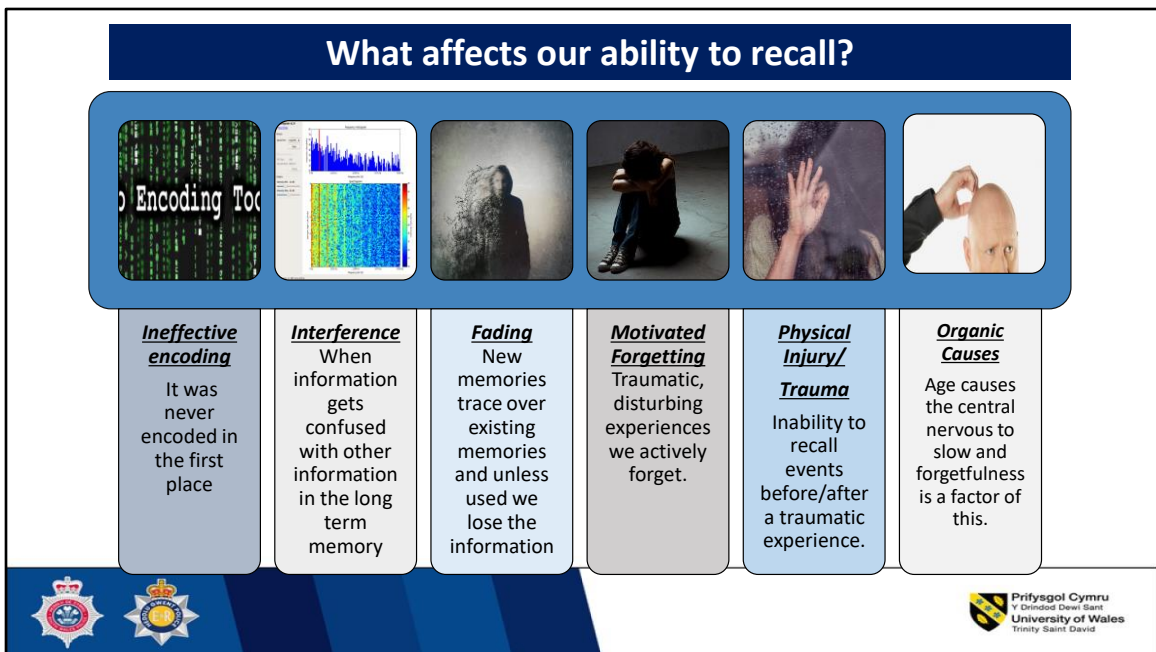
E.G We are shown a picture of a person or a place which you recognise from a prior experience

Recall

This is the retrieval of information without a cue.

E.G We may be asked a question and we have to search our memory for the answers





There are two documents which are of significance here:

1. Achieving Best Evidence (2022)
2. The Victims Code (2014) <https://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime>

Trainer to impress if interviewee is unable to remember NOT to guess or fabricate and NOT to lead witness

How can we assist our memory?

Cognitive Interviewing models are designed to help people with their recall

Mental Reinstatement.
Reinstate the victim to the scene

Get the witness to recall the events in a different narrative order. More recent events will always be recalled first.

Reassure the victim not to leave any detail out regardless of how trivial they think it may be.
Trivial details can be triggers for further recall

Be patient, use of silence is effective as the process of recall can be hindered by stress or expectation

Reassure your witness that it is alright not to know the answer & that you don't want them to guess.



Victim / Witness recall: Considerations



Post incident anxiety, stress and trauma may momentarily affect recall but long term recall of a stressful/traumatic experience will remain accurate even some months after the event.



Where weapons have been used the witness is very weapon specific and may have little recall about the person holding the weapon or environment around them.



Recall can be subject to personal interpretation based on our learnt behavioural morals and values and that's why two witnesses at the same event will have different perspective recall.



QTS – why do you think that witnesses give less information about the accused when there is a physical injury?

Post Event Inference

We need to be aware of how witness recall can be interfered with by



Media/Social
Media



Discussions with
other witnesses



Parents/Carers



Avoid the witness being prompted by a carer/ parent

Group work; Trainer to split class into 5 groups, allocate each group a topic area;

- Media
- Police
- Discussions with other witnesses
- Parents/carers
- Social media

Ask each group to discuss how this can affect each witness

Any questions so far?

Initial Contact



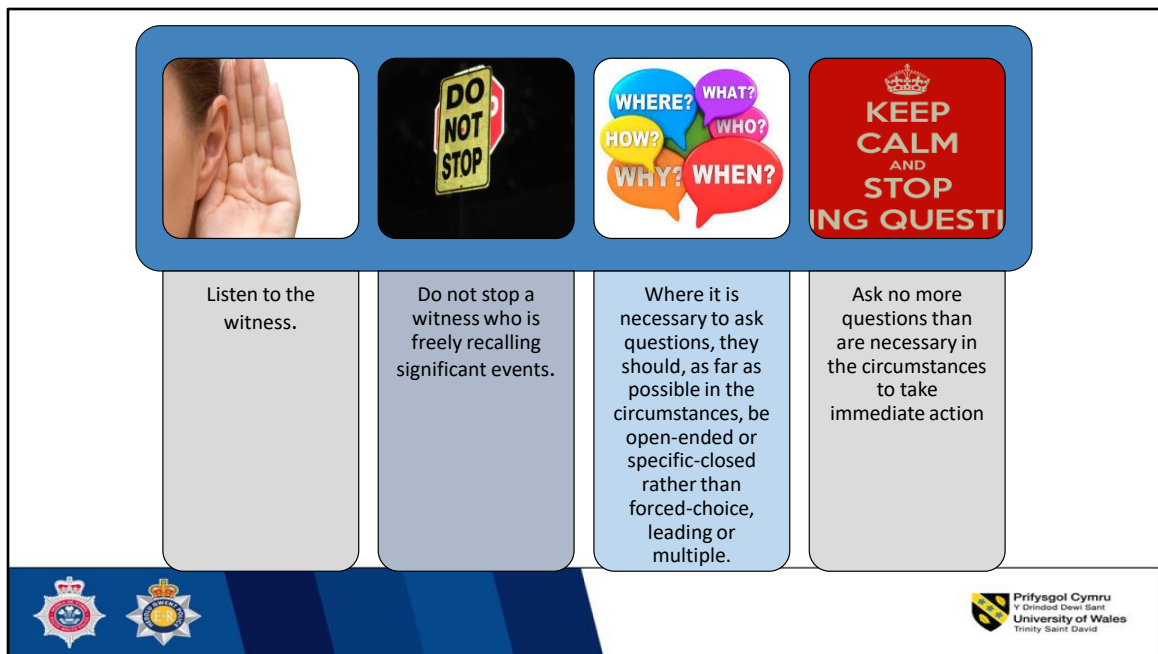
Trainer to provide ABE handout

The police will decide whether to ask you to provide a statement and become a prosecution witness. Making a statement is voluntary although you may still be asked to give evidence if you do not make one.

However, their evidence is key to our prosecution. Additionally, this may be their first contact with a Police Officer in their lifetime.

Therefore, we need to show empathy and ensure we manage the encounter as best as can be possible.

Go back to the GRRR principles.



Trainer to advise students interviewee's will deviate and to keep them 'on point' and relevant

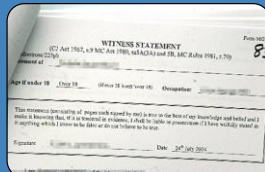
Trainer to supply 4 phases handout



Make a comprehensive note of the discussion, taking care to record the timing, setting and people present as well as what was said by the witness and anybody else present (particularly the actual questions asked of the witness).



Make a note of the demeanour of the witness and anything else that might be relevant to any subsequent formal interview or the wider investigation.



Fully record any comments made by the witness or events that might be relevant to the legal process up to the time of the interview.



Significant Omissions

This may arise, for example, where others say that the alleged offender was carrying an object or that the alleged offender's behavior was unusual or there was something particular about their description or vehicle, but this is not mentioned by the witness

Such a question should only be asked after the witness account has been fully explored at the end of the interview

There are a number of reasons why this type of information can be omitted from an account & situations may arise where it is important to seek an explanation from the witness

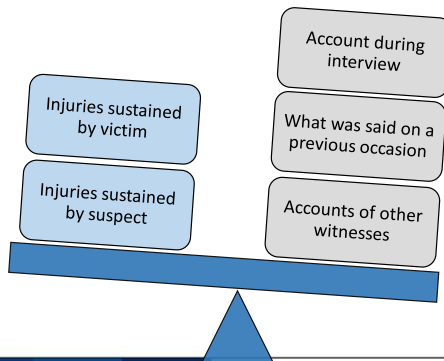
In these circumstances, it may be necessary to ask a question to establish whether the witness has knowledge of the information



QTS – what are significant omissions?

QTS – how can they affect the investigation?

Inconsistencies



Trainer to discuss the reasons for inconsistencies;

Fabrication

Genuine mistakes

Memory recall

exaggeration



QTS – What are the main considerations you need to make when interviewing a witness/victim?

Presence of Other Persons

Witnesses should always be interviewed in the language of their choice unless exceptional circumstances prevail (E.G availability of interpreters)



This will normally be the witness's 1st language, unless specific circumstances result in their 2nd language being more appropriate. Interviewers should be aware that some witnesses could be perfectly fluent in English but might use their 1st language to express intimate or more complex concepts



As a result, the possibility of using an interpreter should be considered while planning the interview even where a witness is bilingual. They should be involved in the planning process.



QTS – What other persons would you consider having present in the interview?

Taking a Witness Statement using an Interpreter

You may need assistance from an interpreter when you take a witness statement from an individual who does not speak English as their 1st language



In such cases you will need to use local procedure to contact an interpreter



When a witness statement is recorded in another language the interpreter must make a translation into the English version onto a separate witness statement form MG11 to formally produce the translation as an exhibit which can be used in court



Taking a witness statement from someone who does not speak English as their first language.

Interview Supporters

It may be helpful for a support person who is known to the witness to be present during the interview to provide emotional support (the 'interview supporter')



Where this is appropriate & practical, the views of the witness should be established prior to the interview as to whether they wish another person to be present & if so, who this should be



Other witnesses in the case
CANNOT act as supporters



Witness Supporter		
Does not have to be a relative	Cannot be associated or linked to the case. I.e. a witness	Can be social services
Will assist with communication & understanding however this needs to be monitored by the interviewer as they are not able to answer or speak for the witness		Witness supporter will counter sign the statement




Witness supporters are there for moral support, they are **NOT** to be used to aid or facilitate communication. The witness supporter's presence during the interview will be at the witness's request not the interviewer's (unless the individual is a co-witness then that would not be permitted for obvious reasons). A registered intermediary (a special measure) must be used where communication with a witness is difficult - whether that relates to a child or an adult with vulnerabilities (links to S16 YJCEA). Children or adults with vulnerabilities **do not need** a parent / carer/ or guardian with them during the interview – in fact in some circumstances its better if

they are not. The registered intermediary should be the only person who facilitates communication during a video recorded interview. The intermediary will conduct an assessment of the witness, prior to any interview taking place.

Victim's Code and Special Measures

1. To be able to understand & be understood

2. To have the details of the crime recorded without unjustified delay (including additional support when being interviewed or providing a statement)

3. To be provided with information when reporting a crime

***4. To be referred to services that support victims & have services & support tailored to your needs e.g Special Measures

5. To be provided with information about compensation

6. To be provided with information about the investigation & prosecution



There are two documents which are of significance here, Achieving Best Evidence (2022) and The Victims Code (2020) <https://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime>

The new Code of Practice for Victims of Crime came into force on 1st April 2021 and sets out the services and a minimum standard for these services that must be provided to victims of crime by the police and other organisations working within the criminal justice system.

The Victims' Code is a statutory document which sets out the services and information victims of crime are entitled to from criminal justice agencies — like the police and courts — from the moment they report a crime to the end of the trial.

The main aims are to inform & protect victims of crime & their families, to ensure they receive appropriate support, to put victims at the heart of the criminal justice system

The revised Code outlines twelve clearly defined rights for victims. –

1. To be able to understand & to be understood
2. To have the details of the crime recorded without unjustified delay

3. To be provided with information when reporting the crime
4. To be referred to services that support victims & have services & support tailored to your needs - You have the **Right** to be referred to services that support victims, which includes the **Right** to contact them directly, and to have your needs assessed so services and support can be tailored to meet your needs. If eligible, you have the **Right** to be offered a referral to specialist support services and to be told about additional support available at court, for example **special measures**.
5. To be provided with information about compensation
6. To be provided with information about the investigation & prosecution
7. To make a VPS
8. To be given information about the trial, trial process & your role as a witness
9. To be given information about the outcome of the case & any appeals
10. To be paid expenses & have property returned
11. To be given information about the offender following a conviction
12. To make a complaint about your rights not being met

The Code of Practice for Victims of Crime (November 2020) sets out the minimum level of service that victims can expect to receive from the criminal justice system. Failure to comply with it can be taken into account in civil or criminal proceedings.

Victims of crime should be treated in a respectful, sensitive and professional manner without discrimination of any kind. They should receive appropriate support to help them, as far as possible, to cope and recover and be protected from re-victimisation. It is important that victims of crime know what information and support is available to them from reporting a crime onwards and who to request help from if they are not getting it.

People entitled to services under the Victims' Code include:

- **Direct victims of crime** where an allegation has been made to the police
- **Bereaved close relatives** of a victim of crime
- The **family spokesperson** for **families bereaved** by crime
- The **family spokesperson** for victims of crime who have a **disability** or who have been so badly injured as a result of criminal conduct that they are **unable to communicate**
- The **parent or guardian** of a victim who is under 18 years of age
- **All businesses** that are victims of crime (with the exception of public sector bodies, their agencies or other subsidiary organisations).

Victims have the right to complain if they feel that their rights under the code have not been met

There is an up to date copy of the Victim's Code on Moodle under Victims and Witnesses

There is an up to date copy of ABE 2022 on Moodle

□.

Victim's Code and Special Measures

7. To make a Victim Personal Statement

8. To be given information about the trial, trial process & your role as a witness

9. To be given information about the outcome of the case & any appeals

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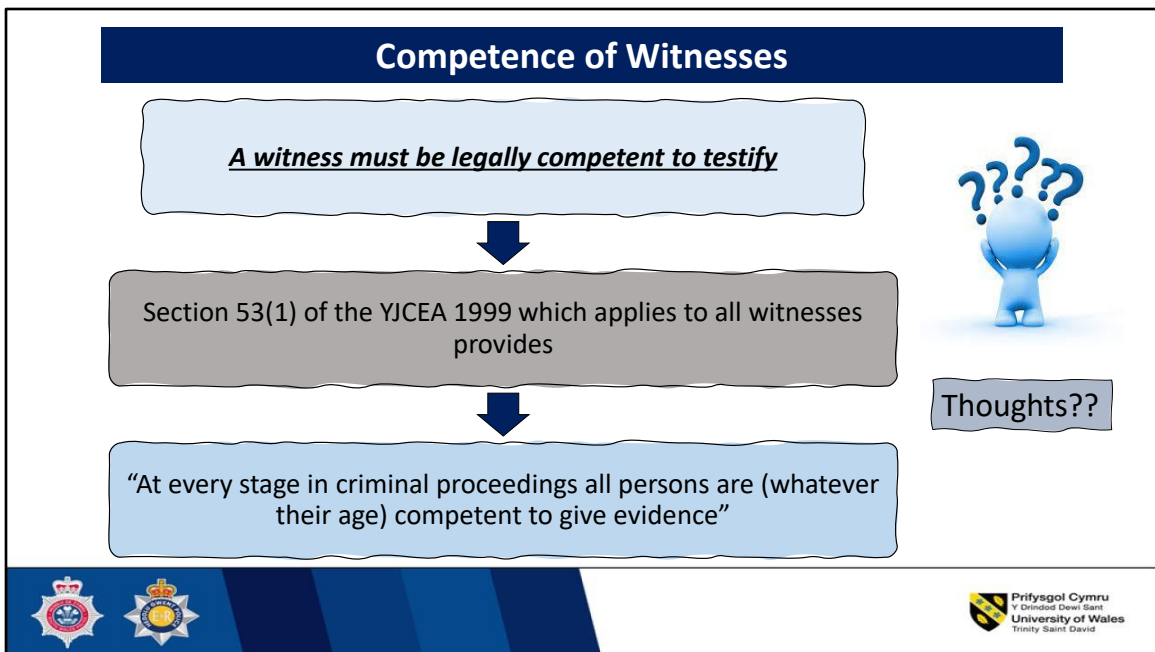
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QTS – what are your thoughts on this piece of legislation?

...unless they cannot understand questions asked of them in court, or cannot answer them in a way that can be understood , with, if necessary, the assistance of special measures.

Trainer to explain if it is not felt the witness is able to supply a SEC9 then other options for interview are available. ABE and SIGWIT

Competence of Witness – S53 of the Youth Justice & Criminal Evidence Act 1999

53(3) A person is not competent to give evidence in criminal proceedings if it appears to the court that he is not a person who is able to:-

(a) understand questions put to him as a witness; and

(b) Give answers to them which can be understood



Codes of Practice

If the police need to interview a victim, they must consider ABE & ensure that a suitable trained professional conducts the investigative interview in a way that considers the needs & views of the victim in order to minimise their stress. This should be planned in advance, taking into account factors such as:-

The need for a
Registered Intermediary
(Special Measure)

Any disabilities or special needs
the victim has (Vulnerability)

Timing & location of the
interview (Environmental)

Gender or race of the
interviewer & victim (Human)

The need for a suitable adult
to be present to provide
emotional support



For Gwent – a student officer cannot monitor an ABE interview. You have to be ABE qualified to monitor an ABE Interview.

For SWP - If a student officer is required to monitor a ABE interview, that they should ask the interviewing officer for a full briefing about what is expected of them as the monitor as that specially trained officer is the expert on this. This could include working the equipment seating arrangements, contingencies for breakdown of equipment, how to contact the interviewing officer if required during the interview etc. This will be relevant to all student officers as any could be used to monitor a video interview if circumstances required this and a DC was not available.

Vulnerable Witnesses – S16 YJCE Act 1999

Section 16 Vulnerable

Under 18

Mental Illness

Learning Disability

Physical Disability

Section 17 Intimidated

Suffering from fear or distress



QTS – what are the criteria for vulnerable witnesses?

Whether the person is a:

Vulnerable or intimidated witnesses (as defined by sections 16 & 17 YJCEA 1999)

State:

Many witnesses experience stress and fear during the investigation of a crime and when attending court and giving evidence. Stress can affect the quantity and quality of communication with, and by, witnesses of all ages. Some witnesses may have particular difficulties attending court and giving evidence due to their age, personal circumstances, fear of intimidation or because of their particular needs. In such circumstances, where witnesses are considered to be vulnerable or intimidated, "special measures" can improve the quality of their experience by helping them to give their "best evidence"

QTS: What are the criteria for a vulnerable witness?

A:

All child witnesses (under 18); and

Any witness whose quality of evidence is likely to be diminished because they: are suffering from a mental disorder (as defined by the Mental Health Act 1983);

have a significant impairment of intelligence and social functioning; or
have a physical disability or are suffering from a physical disorder.

State: Some disabilities are obvious, some are hidden. Witnesses may have a combination of disabilities. They may not wish to disclose the fact that they have a disability during initial and subsequent needs assessments. Different witnesses on the autistic spectrum may have very different needs.

QTS: What is the criteria for an intimidated witness?

A: (Basic CKP answer)

Intimidated witnesses are defined as those suffering from fear or distress in relation to testifying in the case.

State:

Complainants in sexual offences and witnesses to certain offences involving guns and knives are similarly automatically falling into this category unless they wish to opt out.

Victims of the most serious crime, as set out in the Victim's Code, might also be regarded as intimidated. This includes close relatives bereaved by criminal conduct, victims of domestic violence, hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap and false imprisonment, arson with intent to endanger life and wounding or causing gross bodily harm with intent.

Being eligible for special measures does not mean that the court will automatically grant them. The court has to satisfy itself that the special measure or combination of special measures is likely to maximise the quality of the witness's evidence before granting an application.

Special Measures: What are they?



Screens



Giving evidence via live link



The Youth Justice and Criminal Evidence Act 1999 introduced a range of Special Measures that can be used to facilitate the gathering and giving of evidence by vulnerable and intimidated witnesses. (ABE 1.14)

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Special Measures: What are they?



Giving evidence in private



Removal of gowns and wigs



The Youth Justice and Criminal Evidence Act 1999 introduced a range of Special Measures that can be used to facilitate the gathering and giving of evidence by vulnerable and intimidated witnesses. (ABE 1.14)

Evidence given in private excludes from the court of members of the public and the press (except for one named person to represent the press) in cases involving sexual offences or intimidation by someone other than the accused, (available for some vulnerable and intimidated witnesses)

Removal of wigs and gowns by judges and barristers. (Available for vulnerable and intimidated witnesses at the Crown Court)

Special Measures: What are they?



Video recorded evidence-in-chief

Pre-recorded cross examination



Section 28 of the Youth Justice and Criminal Evidence Act 1999 enables the recording of evidence and cross-examination prior to trial, subject to judicial discretion.

A video-recorded interview with a vulnerable or intimidated witness before the trial may be admitted by the court as the witness's evidence-in-chief - for adult complainants in sexual offence trials in the Crown Court.

A video recorded interview will be automatically admissible, upon application, unless this would not be in the interests of justice or would not maximise the quality of the complainant's evidence. (Available for vulnerable and intimidated witnesses):

Pre-recorded cross examination

It applies to vulnerable complainants of a crime (commonly referred to as victims) and witnesses, regardless of offence, and includes:

- all child witnesses
- any witness whose quality of evidence is likely to be diminished because they:
 - a. are suffering from a mental disorder
 - b. have a significant impairment of intelligence and social functioning
 - c. have a physical disability or are suffering from a physical disorder.

Where the judge directs, s.28 allows vulnerable victims and witnesses to have their cross-examination video-recorded before the full trial, away from the court room. This evidence is then played during the live trial, which, in most cases, means the vulnerable person does not need to attend in person.

The s.28 recording is completed close to the time of offence through an expedited timetable, aiding memory recall and to reduce the distress experienced by some witnesses when giving evidence to a full courtroom at trial.

Both the defence and prosecution lawyers are present in court during the pre-recording, as well as the judge and the defendant.

Special Measures: What are they?

Vulnerable witnesses only



Aids to communication



Giving evidence through intermediary



The Youth Justice and Criminal Evidence Act 1999 introduced a range of Special Measures that can be used to facilitate the gathering and giving of evidence by vulnerable and intimidated witnesses. (ABE 1.14)

Aids to communication may be permitted to enable a witness to give best evidence whether through a communicator or interpreter, or through a communication aid or technique, provided that the communication can be independently verified and understood by the court. (available for vulnerable witnesses)

Examination of the witness through an intermediary an intermediary may be appointed by the court to assist the witness to give their evidence at court. They can also provide communication assistance in the investigation stage - approval for admission of evidence so taken is then sought retrospectively. The intermediary is allowed to explain questions or answers so far as is necessary to enable them to be understood by the witness or the questioner but without changing the substance of the evidence. (Available for vulnerable witnesses)

In addition to special measures, the YJCEA also contains the following provisions intended to enable vulnerable or intimidated witnesses to give their best evidence:

Section 34 of the YJCEA prohibits the cross-examination in person by defendants of complainants in sexual cases.

Section 35 of the YJCEA prohibits the cross-examination in person by unrepresented defendants of certain "protected witnesses" (child complainants and other child witnesses)

Section 36 of the YJCEA permits the court to make an order prohibiting the cross-examination in person by a defendant of a witness where the prohibitions in sections 34 and 35 do not apply (such as for certain categories of intimidated witnesses)

Section 46 of the YJCEA enables courts to make a reporting direction in relation to adult witnesses which prohibits any matter relating to the witness to be included in any publication during the lifetime of the witness if it is likely to lead members of the public to identify the individual as a witness in criminal proceedings.

Who gets Special Measures?

Type of witness ?

Must be a witness
defined by S16
(Vulnerable) and
S17(intimidated)

Improve Quality ?

Will the Special
measures improve
the quality of the
witnesses evidence?

Which Measure ?

Which ones are most
likely to maximise the
quality of the
witness's evidence.



Who Decides?

**DO NOT PROMISE
SPECIAL MEASURES**



Discuss the special
measures with the
witness



Complete the MG2
outlining why the SM
would assist witness
& submit to the CPS



The Court will make
the final decision in
regards to who gets
SM and which will be
used



**THE POLICE DO NOT
MAKE THIS
DECISION**



Significant Witnesses

Significant witnesses sometimes referred to as 'key' witnesses are those who:

Have/ claim to have witnessed visually or otherwise, an indictable offence, part of such an offence or events closely connected with it (including any incriminating comments made by the suspected offender either before or after the offence)



And/ or have a particular relationship to the victim or have a central position into an investigation into an indictable offence



Usually only indictable offences but you can designate as significant in any other serious case where it might be helpful



Any questions so far?

Structure of a Statement

Definition of an 'admissible witness statement'

To be admissible in court section 9 of the Criminal Justice Act (CJA) 1967 states for a witness statement to be used as evidence in any criminal proceeding, other than committal proceedings it must:-

Be a formal written document of a person



Be a set of facts relating to a certain event, or events



Be signed by the person who makes it, to confirm that the contents of the document are true, this is known as a statement of truth



If all of the above apply, the witness does not always need to attend the trial to give oral evidence. But once they have made a written statement they may be called on to attend court and give their evidence in person. The jury do not see witness statements so the evidence contained in them will either be read out by counsel or be given orally by the person who has given the statement.

Types of Witness Statement.....3 types

Narrative Statement

Made by the people who have played a part in the event at issue

Production Statement

Made by people who are employees, who have access to computer systems or documents, but who cannot testify as to how the information was entered onto the systems, as it may have been done by other people in the organisation

Expert Witness

Includes analysis and comments and can include personal opinion within their professional remit



Witness Statement

A witness statement must only record what the witness has experienced through his/her senses



Opinion should not be recorded unless expert opinion



It is good practice for you to take a witness statement as soon as it becomes clear the witness could be useful whilst the information is fresh in their mind. You can always take further statements at a later date if more evidence comes to light.

Any written draft statement is unused material which you must give to the disclosure officer.

Witness Statement

Written by the interviewing officer after they have interviewed the witness & they have agreed the facts together that are to be recorded



Any reference to confidential information or sources in the witness statement should be avoided



Once complete, the witness must be allowed to read the statement to check that it is an accurate record, or someone else should be asked to read the completed statement back to the witness

Additionally, the witness must be allowed to change any identified inaccuracies and add any further information

Duties of the Interviewing Officer

Outline to the witness the consequences of stating anything which is false or that he/she believes not to be true



Draw the witness's attention to the need to sign a declaration to that effect at the end of the process



What you must tell the witness

Before a witness signs a witness statement you must always explain:

- ☐ the perjury clause to them before you take the statement
- ☐ a statement taken in this form meets the legal requirements, and so they may not need to attend court:

o but you must make it clear the Home Office cannot guarantee they will not have to attend the court because the court, and the defendant, have the right to call any witness to attend and give oral evidence

Trainer to supply MG11 front sheet

IN.S.I.D.E

INSIDE

Introduction or opening paragraph

Scene setting

Incident

Description of persons & vehicle

Ending



Identification Issues: A.D.V.O.K.A.T.E.

ADVOKATE

Amount of time under observation

Distance between witness & suspect

Visibility during observation

Obstructions to the observation

Known or seen before by the witness

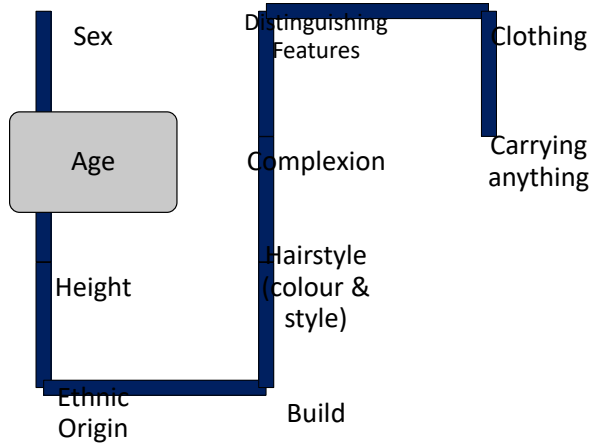
Any reason for remembering suspect

Time suspect was under observation & amount of time since event

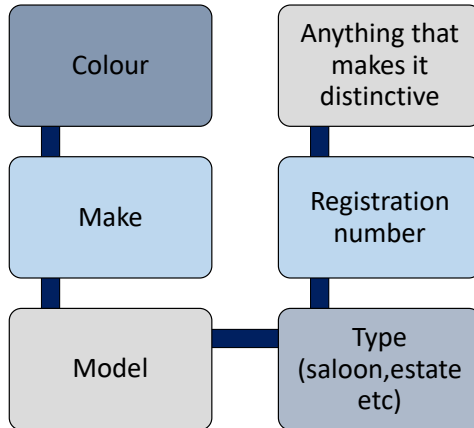
Errors in description compared with actual description



Description: 10 Point Description of a Person



Description: 6 Point Description of a Vehicle



Introducing Exhibits

If a witness is providing an item to an officer as evidence, e.g their mobile phone, weapons, photographs

Officer to seize
the item



Officer to
package &
label the item



Officer to refer
to the item in
the witness
statement



Item produced by
the witness is the
WITNESSES exhibit
& should be
specified in the
statement

EG "The mobile phone I have referred to through my statement I now produce to the court as an exhibit. I can produce this as Police Reference Number LME/01 (Exhibit No:)'



There are two documents which are of significance here, Achieving Best Evidence (2022) and The Victims Code (2014) <https://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime>

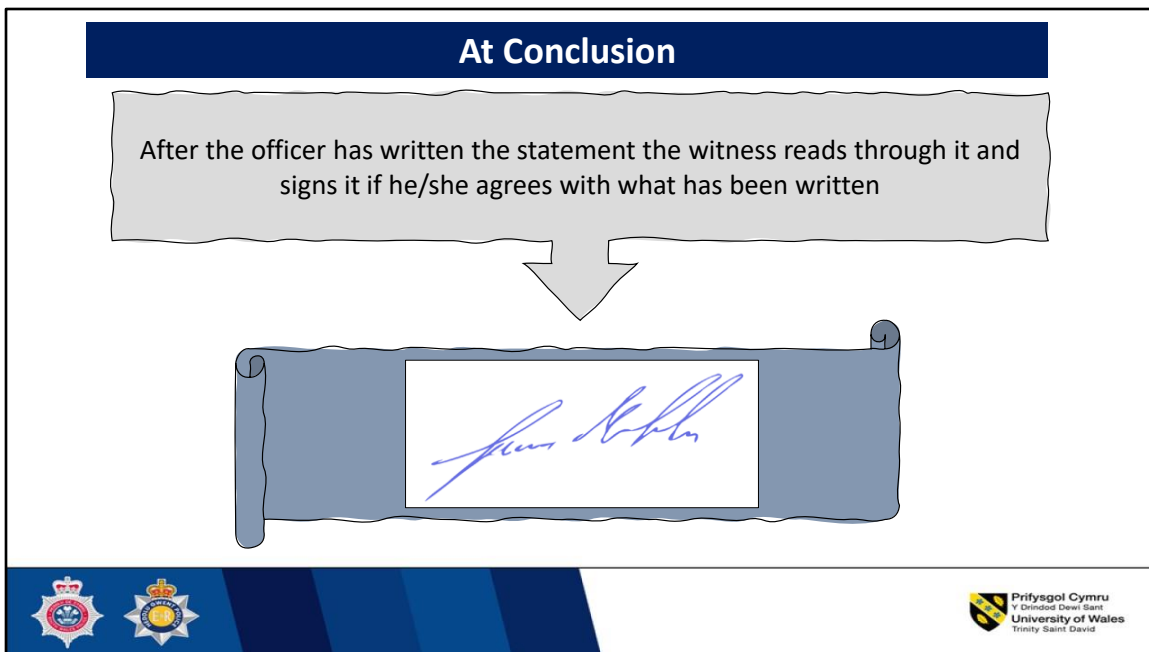
Caution

If you have reason to suspect a person may have committed the offence before you take the witness statement, you must not treat them as a witness and must interview them under caution

If a witness becomes a potential suspect in the course of you taking a witness statement, you must stop and offer to interview under caution



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Sign and check the witness statement

You must always give the witness the opportunity to check the contents of the statement and make any corrections before they sign it. The witness must sign the declaration at the top of the statement and beneath the last line of the text in the statement.

You must make sure the person making the statement:

- ☐ consecutively numbers and signs all the sheets
- ☐ initials all alterations and deletions

Don't forget

Read the statement
carefully



Victim Personal Statements & Criminal Injuries Compensation Scheme

This is the statement made by the victim of a criminal offence. It is recorded on the MG11 & the content relates to the effect the offence has on them. It provides the victim with an opportunity to state how the offence has affected them

This could be physically, emotionally, psychologically, financially or in any other way.

A victim also has the opportunity to say if they require further support or wish to claim compensation. It also provides the court with information on the consequences of the offence on the victim



QTS

What is a VPS?

This is a statement made by the victim of a criminal offence. It is recorded on form MG11 and the content relates to the effect the offence has on them.

To see a copy of this form, see: MG forms

What is the purpose of VPS? These statements provide the victim with an opportunity to state how the offence has affected them:

- o physically
- o emotionally
- o psychologically
- o financially
- o in any other way

- It gives the victim an opportunity to say if they require further support, or wish to claim compensation
- It provides the Home Office and the courts with information on these matters and allow them to take account of the consequences of the offence on the victim

These statements are voluntary and are separate to other statements. They are disclosed to the defence.

When is the VPS used in court?

The VPS is put before the court after conviction in the sentencing bundle.

QTS – does anybody know what the Criminal Injuries Compensation Scheme is?

Officer should also explain to the victim/witness the Criminal Injuries Compensation Scheme

Where a victim has suffered a serious physical or mental injury as a direct result of violent crime they may be entitled to compensation through the Criminal Injuries Compensation Scheme.

The Criminal Injuries Compensation Scheme is a government funded scheme administered by the Criminal Injuries Compensation Authority. Victims have the right, where eligible, to be provided with information about how to claim compensation for any loss, damage or injury caused as a result of crime.

Through the compensation scheme, CICA can consider claims for:

- mental or physical injury following a crime of violence (as defined by the scheme)
 - sexual or physical abuse
 - loss of earnings – where the victim has no or very limited capacity to work (for more than 28 weeks) as the direct result of a criminal injury
 - a fatality caused by a crime of violence, including bereavement payments, payments for loss of parental services and financial dependency, and funeral payments
 - special expenses payments – these cover certain costs incurred as a direct result of an incident, these are however limited to the expenses specified within the scheme. CICA will only consider special expenses if the victim has been unable to work or has been incapacitated to a similar extent for more than 28 weeks
- Not all claims for compensation will be successful. A victim must be eligible under the rules of the scheme. The scheme is intended to be a last resort. Victims are also entitled to seek compensation through the civil courts.

Where the opportunity exists for the victim to pursue compensation elsewhere they should do so.

The rules of the scheme and the value of the payments awarded are set by Parliament and are calculated by reference to a tariff of injuries. Although the size of the award varies to reflect the seriousness of the injury, it is acknowledged that this will never fully compensate a victim for what they may have suffered or lost.

It should be noted that vulnerable and intimidated victims are entitled to assistance in making their application. Such assistance should be provided by suitably qualified and trained personnel in the circumstances, such as independent sexual violence advisers, for example.

Procedure

Offer the victim a chance to provide a VPS at the time they provide their evidential statement/video interview

If it isn't appropriate to take the VPS at that time then arrangements should be made to take it prior to any court proceedings

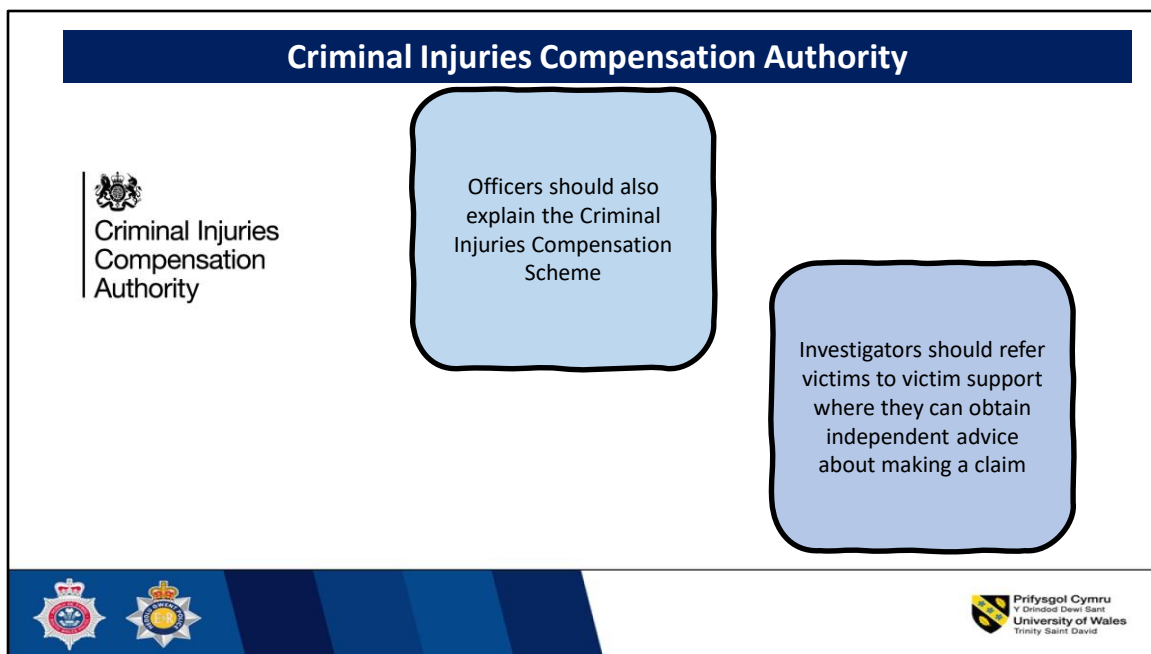
Take the VPS by ruling off at the end of their evidential statement then write.....

"The Victim Personal Statement Scheme has been explained to me & the following is what I wish to say in regards to this matter"

Alternatively the VPS can be written as a separate statement or video recorded



Gwent Trainers to distribute to their students the Gwent specific 'VPS (Good example. Using Template headings) handout



QTS –What is the Criminal Injuries Compensation Scheme is?

Trainer to note student responses and explain that officers should be explaining this if applicable.

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