

## **Court Project Volunteer** (Greater London)

**Named contact:** Court Project Coordinator

### **Role purpose:**

Volunteers in this role will attend Court on an agreed day once a week. The purpose of this role is to promote the organisation and our services to Court staff and legal professionals as well as provide vital information and support to families and friends when someone close to them is sentenced or remanded to custody.

Volunteers will receive training over three days (for Magistrates Court volunteers) or four days (for Crown Court volunteers) to help prepare them for this role.

### **Main tasks and responsibilities:**

- ❑ Identify from the Court lists and liaising with court staff, such as; list callers, ushers and probation, the Court cases where custody is anticipated
- ❑ Quietly observe Court cases where custody is possible or anticipated and where families are present
- ❑ Tactfully approach families where custody has occurred with the offer of information, such as; PFFS leaflet, information on which prison the defendant has been taken to, how to arrange a visit and information about services they can access from PFFS throughout the prison sentence and after release
- ❑ Where families are not present and imprisonment occurs, approach defence council with the offer of information about the organisation for families and their office
- ❑ Develop good relations with Court staff, such as; ushers, list callers, probation, Witness Service, security, Court clerks, reception and cells staff – promote the organisation and service to them
- ❑ Be available to families if they need assistance or information
- ❑ Ensure Court leaflet racks are stocked up with PFFS leaflets
- ❑ To provide regular updates and to raise issues regarding volunteer role via individual and group support sessions
- ❑ Record details of all information given out to families / defence council / other agencies at court on PFFS monitoring forms and send back to office regularly

### **Time expectation:**

One day a week for a minimum period of six months. Volunteers need to be available throughout the day during Court hours, which are usually 9 am – 4pm.

### **Prisoners Families and Friends Service role:**

- ❑ To provide initial training, guidance and induction to the role
- ❑ To provide ongoing learning, development and support
- ❑ To provide regular information regarding the activities of PFFS
- ❑ To reimburse agreed expenses in accordance with PFFS policy