

Jointly Reported Case – Initial Information Sharing Template

Section 1: Case details – to be completed by either COPFS or SCRA

Name of Child	
Age of Child at Date of Report	
Date of birth	
Charges	
Date Joint Report Received	
Agency Reference number (i.e., SPR number)	

Section 2: to be completed by COPFS

PF reference number	
COPFS Point of Contact	
Telephone	
Email mailbox address	

<p>Have the best interests of the child been considered, identified and recorded in accordance with the UNCRC?</p> <p>If not, these must be considered, identified and recorded in the case directory immediately.</p>	<p>Yes/No</p>
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Section 3: to be completed by SCRA

SCRA Point of Contact	
Telephone	
Email mailbox address	
SCRA Child ID number	

Is the child currently on a Compulsory Supervision Order? (include brief outline of measures)	
If the child has a social worker or lead professional, please provide their name, email address and phone number.	
Is the Children's Reporter aware of any view(s) expressed by the child about this joint report? If so, please outline those views. (NB: The Reporter should not seek the child's views)	
Can the needs and behaviour of the child be addressed within the Children's Hearing System more appropriately and effectively than in the Criminal Justice System? (Outline brief reasons – less justification is required if the presumption that the child is to be referred to the Reporter is followed)	
Does the reporter request a telephone discussion? Provide brief reason if answer is yes.	YES/NO

Notes:

1. This template for sharing information in a jointly reported case is designed to be used by both COPFS and SCRA, regardless of which agency completes it first.
2. Whichever agency receives the template, they should complete their own section and return it to the other within 5 working days.
3. **When COPFS decides which agency should deal with the jointly reported case, this decision must be communicated to SCRA in writing.**