

Highfield Level 3 End-Point Assessment for ST0386 Custody and Detention Officer

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the interview. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence reference	Evidence location
K1: The tasks and responsibilities of the role such as keeping individuals secure, preparing them for release, authorised physical control and restraint. Including how that is relevant to the context in which you are working, how it fits within the organisation and how it interacts with other relevant organisations and agencies such as the NHS and Police		
K2: Policies and procedures relevant to the custodial environment in which you are working and how to operate these within the remit of your role		
K3: The key and critical aspects of security, how they contribute to the overall security of the establishment and wider service		
K5: The importance of having and demonstrating the values and behaviours that keep custodial environments safe and		

enable the people in them to concentrate on rehabilitation		
K6: Rights and responsibilities of those in custodial care or detention		
K7: Recognise and understand the impact of mental health issues on individuals and be able to access support as appropriate. An example of this would be sign posting effective support services, which may assist in the prevention of self-harm by others		
K8: The importance of caring for vulnerable people who are at risk of self-harm or violence using recognised procedures and good interpersonal skills		
K9: How you recognise the signs of substance misuse and its impact on individuals and be able to access support as appropriate		
K10: The key principles and theories of violence reduction		
K11: Understand the behaviour patterns of an individual during conflict		
K13: Understand health and safety procedures and how to reduce the risk of harm or injury to yourself, your colleagues and those in your care by using the positive risk management processes		
K14: How to search individuals, vehicles and buildings in the custodial setting		
S1: Contribute actively to promote a rehabilitative culture		
S2: Undertake incident management and "first on scene" response appropriately		
S3: Recognise and be able to take steps to defuse potential conflict situations		
S4: Conduct all searching appropriately, examples being the searching of individuals, buildings, vehicles and areas for the detection of illicit or prohibited items		
S5: Explain processes, procedures and decisions to individuals in custody and detention so that they understand what will happen to them and why		
S6: Maintain and update documentation, reports, records and supporting systems in-line with local, national and organisational requirements		

S7: Work professionally within the custodial environment, including maintaining your own professional standards and development		
S8: Work collaboratively with external stakeholders for example the Police, courts, National Probation Service and Community Rehabilitation Companies		
S9: Work effectively as part of a team by positively contributing to team dynamics and being a trusted team member		
S10: Identify risks and respond dynamically, for example carry out fire prevention protocols, or in the case of severe need, carry out a full evacuation plan in cooperation with others		
B1: Adapt your personal behavioural style to suit the situation		
B2: Act with legitimate authority so that people feel safe and treated fairly		
B3: Act as a positive role model in terms of conflict resolution, problem solving and emotional management		
B4: Recognise and respect diversity and cultural differences		
B5: Be able to apply strong personal resilience and maintain personal wellbeing		
B6: Behave openly, honestly, directly and with integrity		
B7: Behave in a professional manner and be committed to organisational values		
B8: Challenge individuals appropriately		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date