

## 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 the 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 professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

### Core

KSB	Evidence reference	Evidence location
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 (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> )		
Policies and procedures relevant to the custodial environment in which you are working and how to operate these within the remit of your role (RE1, RE2)		



The key and critical aspects of security, how they contribute to the overall security of the establishment and wider service (SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> )		
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 (RC1, RC2, RC3, RC4, RC5)		
The rights and responsibilities of those in custodial care or detention (RR1, RR2)		
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 (WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> )		
The importance of caring for vulnerable people who are at risk of self-harm or violence using recognised procedures and good interpersonal skills (SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> )		
How you recognise the signs of substance misuse and its impact on individuals and be able to access support as appropriate (SM1, SM2, SM3)		
The key principles and theories of violence reduction (UPC1, UPC2, UPC3, <i>UPC4, UPC5</i> )		
Understand the behaviour patterns of an individual during conflict (MPC1, MPC2)		
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 (MR1, MR2, MR3, MR4)		
How to search individuals, vehicles and buildings in the custodial setting (SC1, SC2, SC3, SC4)		



Conduct all searching appropriately, examples being the searching of individuals, buildings, vehicles and areas for the detection of illicit or prohibited items (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , SM1, SM2, SM3, SC1, SC2, SC3, SC4)		
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 (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , MR1, MR2, MR3, MR4)		
Contribute actively to promote a rehabilitative culture (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , RC1, RC2, RC3, RC4, RC5, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3)		
Explain processes, procedures and decisions to individuals in custody and detention so that they understand what will happen to them and why (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , RC1, RC2, RC3, RC4, RC5, RR1, RR2, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , UPC1, UPC2, UPC3, <i>UPC4, UPC5</i> )		
Recognise and be able to take steps to defuse potential conflict situations (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , RC1, RC2, RC3, RC4, RC5, SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , UPC1, UPC2, UPC3, <i>UPC4, UPC5</i> , MPC1, MPC2)		



Work collaboratively with external stakeholders for example the Police, courts, National Probation Service and Community Rehabilitation Companies (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3)		
Maintain and update documentation, reports, records and supporting systems in-line with local, national and organisational requirements (RE1, RE2, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> )		
Undertake incident management and "first on scene" response appropriately (SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> )		
Work professionally within the custodial environment, including maintaining your own professional standards and development (RC1, RC2, RC3, RC4, RC5)		
Work effectively as part of a team by positively contributing to team dynamics and being a trusted team member (RC1, RC2, RC3, RC4, RC5, SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, MPC1, MPC2)		
Act with legitimate authority so that people feel safe and treated fairly (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , RC1, RC2, RC3, RC4, RC5, RR1, RR2, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , VP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , UPC1, UPC2, UPC3, <i>UPC4, UPC5</i> , MR1, MR2, MR3, MR4, SC1, SC2, SC3, SC4)		



Act as a positive role model in terms of conflict resolution, problem solving and emotional management (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , RC1, RC2, RC3, RC4, RC5, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, MPC1, MPC2)		
Challenge individuals appropriately (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, UPC1, UPC2, UPC3, <i>UPC4, UPC5</i> , MPC1, MPC2, MR1, MR2, MR3, MR4)		
Behave in a professional manner and be committed to organisational values (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , RC1, RC2, RC3, RC4, RC5, RR1, RR2, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , MR1, MR2, MR3, MR4, SC1, SC2, SC3, SC4)		
Recognise all aspects of diversity and cultural differences (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , RC1, RC2, RC3, RC4, RC5, RR1, RR2, SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, MPC1, MPC2, SC1, SC2, SC3, SC4)		
Behave openly, honestly, directly and with integrity (TR1, TR2, TR3, TR4, TR5, <i>TR6, TR7, TR8, TR9, TR10, TR11, TR12</i> , RE1, RE2, SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , RC1, RC2, RC3, RC4, RC5, RR1, RR2, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, SVP7, <i>SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, SC1, SC2, SC3, SC4)		



Be able to apply strong personal resilience and maintain personal wellbeing (SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , RC1, RC2, RC3, RC4, RC5, WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, <i>SVP7, SVP8, SVP9, SVP10, SVP11</i> )		
Adapt your personal behavioural style to suit the situation (SE1, SE2, SE3, SE4, SE5, <i>SE6, SE7, SE8, SE9, SE10, SE11</i> , WB1, WB2, WB3, WB4, <i>WB5, WB6, WB7, WB8, WB9</i> , SVP1, SVP2, SVP3, SVP4, SVP5, SVP6, <i>SVP7, SVP8, SVP9, SVP10, SVP11</i> , SM1, SM2, SM3, SC1, SC2, SC3, SC4)		

### 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