

Jointly Reported Case – Information Sharing Template Form

Once the Prosecutor Fiscal has made a final decision in relation to the case, they **MUST** inform SCRA of the final decision, **in writing**, or keep SCRA updated if there is a delay over 45 days.

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 (i.e., SPR number)	
PF Reference number	

Section 2: to be completed by COPFS

PF Reference number	
COPFS Point of Contact	
Telephone	
Email mailbox address	
Have the best interests of the child in terms of the UNCRC rights been considered, identified and recorded? Yes/No If not, these must be considered, identified and recorded in the case.	

Section 3: To be completed by the Reporter and returned within 5 working days of receipt:

SCRA Point of Contact	
Telephone	

Email mailbox address	
SCRA Child ID number	
Questions to be answered (or N/A where they do not apply)	Name and date
1. Is the child currently on a supervision order? If so, what are the terms and the current end date of the order?	
2. Is there an upcoming Children's Hearing arranged for the child? If so, what is the purpose of the hearing?	
3. Is there an open referral to the Children's Reporter where a decision has not yet been made? If so, what is the nature of that referral?	
4. If the child has a social worker or lead professional, please provide their name, email address and phone number.	
5. Are any services currently working with the child in relation to the child's offending behaviour and offending related needs? If so, advise the extent of the child's engagement with such services.	

6. Details of any additional services or programmes that may become involved with the child in relation to the alleged offending behaviour.	
7. Details of possible decisions that a Children's Hearing may make (if one is arranged): [NB this is in addition to the general decision-making powers described in section 2 of Appendix 3 of the Joint Agreement]	
8. Any other relevant information about the child (such as any context to the alleged offence and background of the child):	
9. 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? Please outline the reasons for this.	
10. 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 approach the child seeking their views)	

<p>11. If this case is referred to the Children's Reporter:</p> <ul style="list-style-type: none">• Anticipated timescale for a decision on whether to arrange a Children's Hearing;• Anticipated timescale for a Children's Hearing if one is arranged.	
<p>12. Does the Reporter request a telephone discussion with the Procurator Fiscal? Provide brief reason if the answer is yes. .</p>	