



HM Courts &
Tribunals Service

Justice matters

HMCTS PROTOCOL FOR MANAGING POTENTIALLY VIOLENT PEOPLE

Civil, Family and Tribunals.

Including notification of PVP for Bailiff Enforcement Work

V.3 9 January 24



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HMCTS Protocol for Managing Potentially Violent Persons in Civil, Family and Tribunal Jurisdictions

1. INTRODUCTION

- i. This protocol sets out the procedures for managing Potentially Violent Persons [PVPs] involved in cases across the civil, family and tribunals (CFT) jurisdictions. It specifies how PVPs should be identified, processed and risk assessed and explains how this information is communicated to, and by, the local HMCTS Security Team, that may include the on-site Operations and HMCTS's Senior Person on Site (SPoS), Bailiff Team, the Regional Safety and Security Officer [RSSO] and front of house Security Team.
- ii. There are separate protocols in place for police arrests and the production of prisoners by PECS suppliers and across Magistrates and Crown courts.
- iii. The protocol is not intended to place any additional resource requirements upon the HMCTS Operations teams, but aiming to bring together the many different protocols that are already in place, and operating on a day-to-day basis, to provide an improved level of consistency and clarification across all CFT jurisdictions.

2. DEFINITION OF A POTENTIALLY VIOLENT PERSON (PVP)

- iv. The objective of this protocol is to identify individuals who might use violence whilst within HMCTS court and tribunal buildings. There are separate risk assessment processes for delivering hearings at 'Alternative Hearing Venues' and at 'Private Residences' and for Bailiff enforcement visits. The risk could be to other individuals (or their witnesses or family), lawyers, professionals (e.g. Cafcass, Cymru), observers i.e. members of the public, HMCTS staff, HMCTS contractor staff and the judiciary.
- v. **For the purposes of this protocol, "violence" is behaviour which involves the use of physical force or power, threatened or actual, against oneself, another person, or against a group, which either results in or has a high likelihood of resulting in distress, injury, death or psychological harm.**

3. IDENTIFICATION AND RISK ASSESSMENT OF PVPs

- vi. There will be PVPs in nearly all types of case, across all civil, family and tribunal jurisdictions; the majority are likely to be of low risk and the key to their management is ensuring that a local risk assessment is accurately undertaken in good time so that any steps considered necessary to manage the risk can be taken.
- vii. The HMCTS Senior Person on Site (SPoS), who must have received SPoS training, is responsible for ensuring that PVP cases are effectively identified and a suitably sufficient PVP Risk Assessment is completed and recorded on the PVP risk assessment template at **Annex A**, with actions arising delivered to timescale.
- viii. When identifying PVPs and assessing risk, the court or tribunal generally relies upon:
 - Information provided in court/tribunal forms when proceedings are started.
 - The provision of information by the legal representatives of the individual concerned or other parties in the case.
 - Our professional partners and stakeholders across all jurisdictions (including Cafcass for family cases)
 - In the case of SSCS - DWP will place a tick in the UCB box (Unacceptable Customer Behaviour) on the AT38 Notification of Response Form
 - Provision of information by staff (particularly where litigants in person are involved)

- Any notes on the case file of a previous incident/concern which may be picked up by the Judge dealing with the case or the HMCTS staff.
- In circumstances where a case with a PVP marking is being transferred from one court/tribunal to another, the effective notification of that information from the sending to the receiving court/tribunal, which is normally done by means of case flagging as PVP.
- The fact that certain types of cases carry a heightened risk of PVP and volatile participants.
- A risk assessment received by a Bailiff. In cases that may result in a hearing such as application to suspend a warrant of possession the flow of information needs to be both to and from a Bailiff.

It is essential that information sharing relationship are fostered with justice stakeholders, through joint meetings and shared forums, so that they are aware of the requirement to effectively report PVP risk. For example, warning markers on files or other intelligence for the individual, such as police records or other potentially violent concerns.

4. PROCEDURES TO BE FOLLOWED

- i. The **SPoS** must ensure that the following actions are delivered:
 - If court/tribunal staff receive any information identifying an individual as a PVP, there must be clear local escalation procedures in place to ensure the SPoS is promptly made aware. The SPoS should review the information to consider the level of threat posed and to determine if any previous threats had been made to members of the Judiciary, staff or any other building users.
 - All persons in the building identified at risk are notified immediately.
 - If there is a live enforcement process on the case the Bailiff Team must be informed.
 - Relevant court staff/security/PECS suppliers must be made aware of who poses the threat/how they will be identified and agreed actions to manage the threat they pose.
 - An action plan is put in place detailing these safeguarding measures to be applied, including the tasks Security Officers should complete (searching, monitoring, response requirements, team preparations for dealing with a violent situation/enabling an effective response).
 - PVPs should be categorised as follows;

*	PVP level 1	(no additional security or police presence)
**	PVP level 2	(additional security)
***	PVP level 3	(additional security and a police presence)
****	PVP level 4	(party held in prison to attend by video Link)
*****	PVP level 5	(case to be listed at a venue with secure dock facilities).
- ii. The SPoS must ensure that a PVP Risk Assessment, **Annex A** has been completed and recorded, and forwarded for use to:
 - a. Facilities team at the local venue (if appropriate) to ensure security and facilities requirements are met,
 - b. Operations/Cluster Manager for line manager check/performance review.
- iii. **For cases with paper files** - the SPoS must mark a **red star** on the outside of the file cover in the top right-hand corner using a **red marker pen** (stickers must not be used as these have been known to peel off), to ensure the file is easily identifiable to all using it. As Bailiffs do not see the paper file, if there is live enforcement action the Bailiff Team must be notified of the PV Marker.
- iv. **For cases with electronic files** – there needs to be an agreed local protocol for recording information. For courts using “Case Finder” a “note to all users” should be added flagging that a party is a PVP. As Bailiffs do not see the paper file, if there is live enforcement action the Bailiff Team must be notified of the PV Marker.

- v. If PVP risk information is only received the day before the hearing, the SPoS must share the risk assessment with the local leadership judge in sufficient time before the hearing, to permit the judge to consider the issue and to allow agreed safety controls to be implemented. If the agreed safety measures cannot be put into place, the hearing must not go ahead.
- vi. If required, the SPoS should ensure that the police and other public authorities, such as Social Services, Probation Services and CAFCASS are asked to confirm if there have any warning markers or other intelligence for the individual, such as police records or other potentially violent concerns.
- vii. The SPoS will ensure that a copy of the **PVP Risk Assessment Annex A** is on the court/tribunal file and ensure the Court Usher/Tribunal Clerk Team, the judge and Security Team are aware. **The SPoS should ensure the Bailiff Team are provided with a copy if there is live enforcement work.**
- viii. In many cases, information relating to a PVP is received at the very last minute. Within the OCS Security guarding contract, we are required to give 24 hours' notice of a request for additional guards. If there are not sufficient mitigations to safely manage the risk, the case should not proceed.
- ix. If threat/risk information is received on the day, the SPoS should complete a dynamic risk assessment and liaise with the Judge and the Court/Tribunal Security team with regards to proposed suitably sufficient safety controls to manage the risk. If necessary, the SPoS should seek advice/support from their Regional Security Officer and Police.
- x. For the case, the SPoS should if possible, try to establish the likely numbers of potential individuals attending court to allow a direction to be taken from the leadership judge in terms of restricting numbers of observers, friends etc. into the court, which may help to reduce the risk of violence.
- xi. If a PVP case is to be transferred permanently, moved to another court/tribunal centre for a hearing, or is being sent to a different jurisdiction/government office, it is vitally important that the recipient court or tribunal is informed of the case in advance. This will ensure arrangements can be put in place in good time and no staff, judiciary or court/tribunal users are put at risk.
 - a. **Person drawing the court order** - It is the responsibility of the person drawing the order to inform their SPoS when a PVP case is being moved or transferred to a different venue.
 - b. It is the responsibility of the SPoS to send an email to the recipient court/tribunal informing them of the PVP case and the arrangements that need to be in place at each hearing. The email should be sent with a 'Delivery Receipt' and 'Read Receipt' to confirm the information has been received.
 - c. For SSCS tribunal cases, PVP information must be transferred to DWP contacts, recorded on the form at **Annex B**.
- xii. **Closed or transferred cases** – When a case has concluded or has been permanently transferred outside of the Cluster, the SPoS will need to note this on the relevant IT system.
- xiii. **Records** - The completed PVP risk assessment will be retained by the SPoS, Facilities Management Team and will form part of the incident report should this be required after the hearing.
 - a. The Security Team will also maintain a log of PVP incidents detailing;
 - i. Number of guards involved
 - ii. Court level

- iii. Time attended
 - iv. Time finished
- b. A record will also be kept on the electronic outlook calendar which also records prisoner productions and police arrests which security and appropriate court/tribunal staff have access to.
- xiv. **Review** - As soon as is practicable after conclusion of the hearing, the SPoS, Usher Manager, Listing Officer and Legal Adviser (where applicable) should conduct a brief review of the arrangements that were in place, and confirm date and action taken at **Annex B: Part 3**. If the case involved a very serious level of disruption or threats to the judiciary, the Judge, SPOS or Deputy SPOS must also be present at the review. Where the Judge is unable to attend, their views should be obtained and included in the review discussion.
 - If the arrangements were satisfactory then no other action is required.
 - If the arrangements were inadequate the PVP Assessment Form and local records will need to be updated with the new additional measures
- xv. The operation of this protocol will be reviewed by the SPoS in discussion with any interested parties every 12 months. If any issues or concerns arise in the meantime, they should be communicated to a member court staff and the Resident Judge for consideration
- xvi. Please refer to **Annex C** for supplementary Jurisdictional specific information, to be considered by the SPoS whilst completing the PVP Risk Assessment.

5. THE MANAGER RESPONSIBLE FOR PUTTING PVP SECURITY MEASURES IN PLACE

Manager Responsible	Action to be taken
SPoS / Senior Person on Site (SPOS)	• Ensure a PVP risk assessment is completed and share with the Judge expected to hear the case. • Chair a PVP Review Meeting held in advance of the hearing. This meeting must be attended by all staff involved in the hearing and the Security Site Lead. Agree roles and responsibilities/tasks for delivery of the safety requirements outlined in the PVP risk assessment • GeoAmey / Serco also to be informed if it is likely the person will be held in custody. • If the Judge (or DJC/LTM) indicates that Police support is required for the hearing to go ahead then contact must be made with the local Police to obtain support. • Ensure all actions/requirements outlined within the HMCTS Security and Safety Operating Procedure (SSoP) 5b 'Dealing with Confrontational situations, violence, disruption and potential self harm' are implemented. This SSoP defines workplace violence incident response requirements for the SPoS and court staff.
Local Facilities Manager/Building Champion	• Inform the CSO Supervisor / Security Site Lead of the PVP case due for hearing and book additional security guard(s), if requested on the assessment form. Any additional guard(s) should be booked to attend for a <u>full day</u>.
Usher Manager	• Raise at TIB (and diarise) to ensure the usher team is aware of the date when the PVP case is listed
Legal Team Manager	• Make a diary note for when producing the Legal Adviser's weekly rota to ensure the relevant Legal Advisers are aware of the PVP case listed. • Ensure the Legal Advisers are briefed on the PVP case and any extra measures in place inside or outside of the courtroom.

HMCTS, POTENTIALLY VIOLENT PEOPLE Risk Assessment
PART 1: INITIAL ASSESSMENT

Case Number	Date(s) and Time of Hearing	Courtroom
Judge	Name and DOB of individual	Address of individual
Type of Case & Brief description of hearing and actual risk identified:		
Information received from:		
Date information received;		
Date checklist completed;		
	Yes	No
	Details	
Has the individual made verbal or written threats either generally or specifically?		
Has the individual any history of violence towards anyone?		
Is the individual known to use/abuse drugs or alcohol in a way that may affect their behaviour?		
Is the individual known to have any mental health issues?		
Does the individual have any previous criminal convictions?		
Have there been any previous incidents at Court involving this individual?		
Assessment completed by: Assessment approved by Senior Person on Site (include name and date)		
Send to both:	Security: Operations Manager:	

PART 2: SAFETY/SECURITY CONTROL MEASURES TO BE APPLIED

Date received in:			
Are there any police warning markers: [NB. May not be available in all cases] Warning markers must be shared with Bailiff Teams if live enforcement work.	Yes	No	Details
Police notified/police presence arranged:	Yes	No	Confirm Arrangements Made:
Additional Guards Requested:	Yes	No	Confirm Arrangements Made:
Level of Risk (please delete those not applicable): [NB Could we risk score to support the assessment – likelihood: severity?]	* PVP level 1 (no additional security or police presence) ** PVP level 2 (additional security) *** PVP level 3 (additional security & a police presence) **** PVP level 4 Arrangements to be made for party to attend by Video Link ***** PVP Level 5 Arrangements to be made for the case to be dealt with at a venue with a secure dock		
If PVP information only received at short notice and if the appropriate measures are needed to safeguard Judiciary and staff cannot be put into place, the Judge should decide if the case should proceed	Yes	No	Confirm Arrangements Made:
If the hearing room does not meet the necessary security measures; consider moving the case into a formal court room or agree compensatory measures with leadership judge and judge concerned (and Ops Manager)	Yes	No	Confirm Arrangements Made:
If it is identified that any party involved in a case, especially Family cases, is to be brought to the court hearing by PECS because they are currently in Prison, has the Allocation Judge or the Judge who has conduct of the case, consider if there is any potential	Yes	No	Confirm Arrangements Made:

risk and consider if this particular party should attend by 1) video link or 2) in more serious or high profile cases if the case should be heard at a venue where there is a secure van dock, and secure dock facilities, and in the most serious of cases, this should be held in the Crown Court?			
If the venue is a hearing venue with few staff on site e.g. a satellite court; unless mitigated with action of deploying more security officers is guaranteed consideration to be given to list the case at a more appropriate venue; consulting with the listing, and the Security team and taking account of the risk assessment/directions of the Judge.	Yes	No	Confirm Arrangements Made:
If the threat is against a party to the case i.e. Social Worker have, they been consulted and briefed on control measures and escape routes?	Yes	No	Confirm Arrangements Made:
PVP Case identified with red star as per protocol?	Yes	No	Confirm case has been identified with marker
PVP Case identified on IT systems as per protocol?	Yes	No	Confirm Listings Team has updated FM/CM/PCOL & E/F-Diary (with level of PVP risk)
Testing of the Panic Alarms to be undertaken prior to the hearing to ensure fully working?	Yes	No	Confirm Arrangements Made:
Consider removing surplus furniture inside and outside of hearing room	Yes	No	Confirm Arrangements Made:
Check there are no items that could be used as a weapon in the hearing room, e.g. on ushers' desk or on judge's desk (if in chambers style room)	Yes	No	
Date assessment completed and forwarded to Judge, Court Usher Team, Security Team, Listings Team to Update FM/CM/PCOL & E/F-Diary (with level of PVP risk) and Person Who Initially Completed the Checklist;			
Details entered onto the outlook calendar to ensure court staff awareness:			
Checklist completed by: Date checklist completed:			

-PART 3: POST HEARING DE-BRIEF

Date Debrief Meeting held to ascertain if control measures were sufficient? Reassess risk assessment and consider further control measures? Remember – a fresh checklist will be required if there will be a change in Judicial Office Holder, Hearing Staff and Security Staff	Yes	No	Confirm Arrangements Made:
If case has not been finalised, confirm what arrangements are required to be put in place for next hearing? Remember – a fresh checklist will be required if there will be a change in Judicial Office Holder, Hearing Staff and Security Staff	Yes	No	Confirm Arrangements Made:
Checklist completed by: Date checklist completed:			

HMCTS Notification of PV/UCB to DWP Form (once completed email this form to the relevant DWP escalation contact (from the DWP-Office Contact Escalation List) and copy to DRT.PRODUCTSANDPERFORMANCE@DWP.GSI.GOV.UK)

Investigating Officers details	
Name & Address	
Telephone Number	
Email address	
Job Role	
Details of Incident	
Date of incident	
Location of incident	
Description of incident (attach a copy of HMCTS incident form if available)	
Name of Assailant/Aggressor	
Assailant/Aggressor's NINO (if known)	
Assailant/Aggressor's D.O.B (if known)	
Assailant/Aggressors address (if known)	
If Aggressor is not the Appellant (A), then confirm relationship to A and advise A's name and NINO	
Case/Appeal Ref.	
Benefit Type	

Supplementary jurisdictional specific information, to be considered by the SPoS whilst completing the PVP Risk Assessment (RA).

1. SSCS cases

- PVP cases will be identified on GAPs in the Session Notes with an * & a note of any security issues.
- Since Direct Lodgement came in for SSCS appeals it may often be HMCTS who pick up that there is a PVP and have to notify the First-Tier Agency [FTA]. In such circumstances, there is a process for informing the FTA, with a formal communications protocol with DWP and as part of that we have named escalation contacts so that we ensure that the notifications of PVPs get to the right people quickly, using the notification form for HMCTS staff to use at **Annex B**.
- These steps will enable everyone dealing with the case, i.e. Judiciary, Case Officers, Tribunal Clerks to be aware there is a person involved in the case who may be potentially violent. Staff and visiting judiciary will be informed of the meaning and significance of the caution markings.
- Once all steps on **Part 1** and **Part 2** of the checklist above are completed, Listing Teams can then arrange to list and inform parties of times and venue for hearing to take place. Local Listing Officers must ensure they liaise with venue SPoS to agree suitable time for the hearing. PVP cases should not be listed at small remote venues.
- Once all steps are completed, local administrative teams must update HMCTS IT systems and ensure check list is clearly marked on file.
- If notice is given for the hearing, then the SPoS must check everything is on course to be in place 48 hours prior to the hearing and if not raise concerns with the FM Manager
 - a. Prior instances of causing disruption, threatening or abusive behaviour to authority, for example in court or to a police officer
 - b. The person reviewing the case identifies any other features of concern that warrant further attention.

2. FAMILY JURISDICTION

- i. This includes cases in the Family Court, the High Court (Family Division) and the Court of Protection (COP):
 - Most COP cases at First Avenue House do not require a hearing and so will not usually require a specific review at the start of the case to identify PVPs.
 - Where cases are brought by a Local Authority or Health Trust, the applicant might flag PVP issues within the documentation, or in a covering letter. With disputes between family members, the level of acrimony may well be apparent from the documents filed.
 - First Avenue House: When a decision is taken by a Judge that a case needs a hearing, that judge and the case officer should check the court paperwork to identify PVPs.
 - Regional Hubs: most cases sent to the hubs require a hearing.
 - Staff at the hubs should flag any issues that are brought to their attention when referring the matter to gatekeeping.
 - The gatekeeper should identify any PVPs within their gatekeeping record.

- Ensure Bailiff Teams are updated on PVP issues if orders require serving.

ii. Family Law Act – Non-Molestation and Occupation Orders

- These cases will nearly always involve PVPs. As a minimum, there should be arrangements in place at all courts hearing them for separate waiting areas and screens.
- In a small number of cases, solicitors will flag issues. Where a judge decides that the first hearing should be “on notice” they will need to identify any PVPs from the papers at gatekeeping. Where the first hearing is “without notice”, the judge will need to identify any PVPs at that hearing.
- Ensure Bailiff Teams are updated on PVP issues if orders require serving

iii. Children

- The sensitive nature of family hearings, the gravity of the issues and the personal characteristics of many of the parties means that these cases tend generally to be high risk. Removal of children and access issues result in highly emotive environments. A notable proportion of children cases involve: parents with significant mental illness or psychological disturbance; parents who abuse drugs and alcohol; parents with a history of domestic violence; concurrent criminal proceedings where one or more persons are alleged to have committed violent offences, young persons or families who are involved in organised gang or other crime activity; and individuals who are victims of organised crime such as “trafficking” and “sexual exploitation”.
- The process of identification of PVPs is inconsistent at best and notification is often late. As a result, all staff and judiciary should be particularly vigilant throughout the lifetime of the case and flag up any concerns promptly.
- Ensure Bailiff Teams are updated on PVP issues if orders require serving.

iv. Children (Public Law)/FGM/Forced Marriage Protection Orders

- These cases will very often involve PVPs. LAs should flag security issues as soon as they are aware. Risks might also be notified by Cafcass or a legal representative in court. Otherwise, issues will need to be identified by the Legal Adviser and District Judge on gatekeeping.
- Ensure Bailiff Teams are updated on PVP issues if orders require serving.

v. Children (Private Law)

- Some of these cases will involve PVPs. Risks might be identified in the C100 or C1A. These will need to be identified by the Legal Adviser and District Judge on gatekeeping.
- It is as likely, however, for the risks to become apparent on the day of the FHDRA when the judge should see the safeguarding report and hears from the parties. The judge should consider the relevance of the risk information before the hearing, the If

Potentially Violent risk information arises during the hearing, the judge should ensure a PVP is recorded afterwards.

- Occasionally, Cafcass will write to the court during the safeguarding process to flag urgent concerns. Arrangements must be agreed locally between the court and Cafcass to ensure that these urgent safeguarding matters are considered promptly and not overlooked within general case correspondence.
- Ensure Bailiff Teams are updated on PVP issues if orders require serving

vi. Financial Remedies

- It is unlikely that PVPs will be identified within these proceedings before the first hearing, unless there are concurrent children or Family Law Act proceedings. The judge should, however, identify any issues from the papers when gatekeeping (or when listing the FDA, in courts that do not yet have gatekeeping for these cases). .

3. CIVIL JURISDICTION

i. The County Court

a. Housing

- Housing cases can involve very vulnerable people and heightened emotions given the consequences of decisions that can be made. The types of case where PVPs will be relatively common, or where there are other safety issues include:
 - Possession cases brought by local authorities and social housing providers (particularly if a possession order is likely or is made).
 - Possession cases brought by private landlords (often featuring higher levels of animosity between the parties).
 - Possession cases against squatters and trespassers (inc Persons Unknown)
 - Warrant suspension applications
 -
- Where there is an institutional claimant (LA, social housing provider) they might inform the court in advance of any known security risks. Otherwise, they are unlikely to become apparent until the day of the hearing, either when the judge reads the papers or during the hearing.
- Liaise with Bailiff Teams to share any information around risk.

b. Injunctions (in particular anti-social behaviour, harassment and gangs)

- Gangs: With the exception of “without notice” hearings (which can be heard anywhere), gang injunctions can only be heard at specified venues which have been assessed as having sufficient security facilities. All gang cases will involve PVPs and should be classed as particularly high risk. Gang cases are always risk assessed by the police (a copy of the risk assessment is passed to the staff at Court). In addition, staff must also carry out a HMCTS risk assessment.
- Other: Virtually all anti-social behaviour and harassment cases will include PVPs. Where the risks are potentially very significant, the case should be heard in a Crown Court or Magistrates Court building.
- Ensure Bailiff Teams are informed of the risk if orders require serving.

ii. Other County Court cases (e.g. Fast Tracks, small claims)

- It is unlikely that security risks will be identified prior to a hearing unless pertinent to the facts of a case. The judge might identify issues when considering the papers before listing a hearing.
- Cases where there are more likely to be PVPs include:
 - Money claims where parties are unrepresented with proceedings involving friends or family on opposing sides
 - Hearings to consider civil restraint applications

iii. The High Court (Queen's Bench Division) (includes judicial review (Administrative Court), mercantile, personal injury, other negligence, media & communications and contractual disputes)

- High Court trial work is usually heard at the RCJ and eight hubs across England and Wales. Case management can be undertaken at the RCJ and any District Registry.
- Most cases will not involve PVPs, with the exception of cases in the administrative court where there can often be litigants who are vocal and might be PVPs.

iv. The Business & Property Court (including insolvency, chancery, commercial court, TCC)

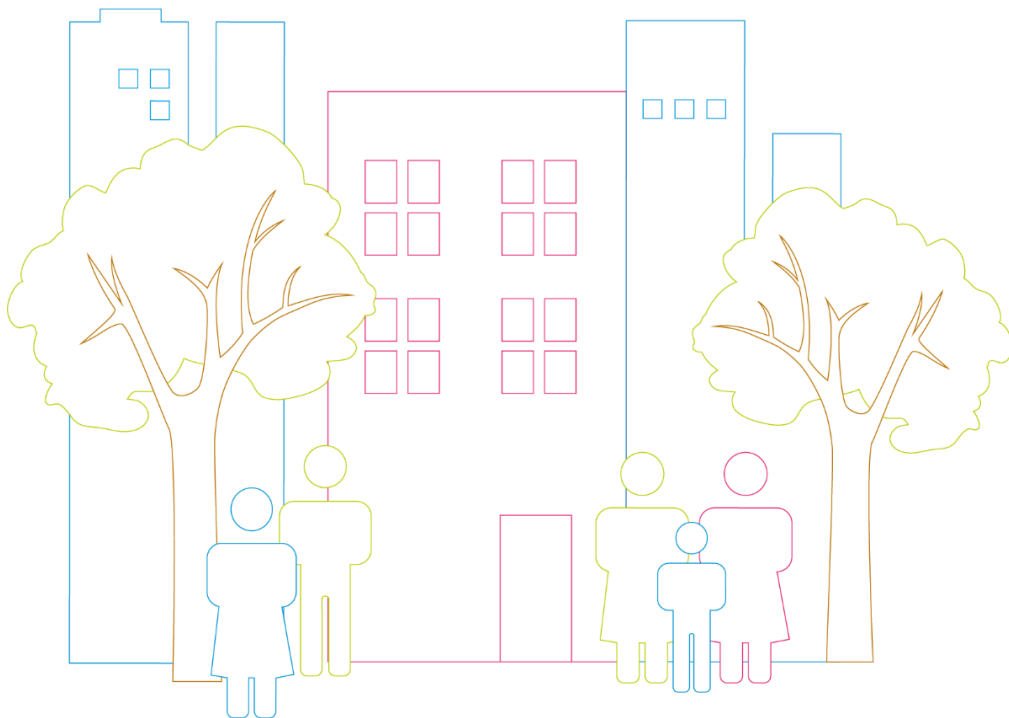
- Most cases will not involve PVPs. Insolvency cases and trespassers claims (particularly against large groups of organised trespassers) can pose risks, in some cases a serious risk.

4. TRIBUNALS

- Many of the Tribunals will often rely on the First-Tier Agency to notify staff of any issues/concerns including whether an individual has been identified as potentially violent but not all Tribunals have such an Agency (for example, Employment Tribunals do not). When the case is listed for Hearing, the Clerk will complete Part 1 of the pro-forma on the front of the file outlining any additional security arrangements needed, such as an extra guard or for the Decision Notice/Judgment to be posted rather than given on the day, which will then be either agreed or refused and signed off by a SPoS. The Listing Manager would then notify the appropriate Venue Manager of the hearing details and forward all information held, regarding the Potentially Violent Persons status/issues. The case would be listed as first on the session, usually the morning session, but to be agreed in liaison with DM at local hearing venue. The Listing Manager would also advise the Venue Manager as to whether additional security presence is to be requested.
- Social Entitlement Chamber (of the First Tier Tribunal (FTT)):** Deals with appeals about decisions made by other Govt Departments about the grant or removal of welfare benefits and allowances. These cases may be high risk, especially when appellants may be waiting for significant lengths of time for the resolution of their appeal, but incidents are not common occurrences. The Maximum Rent Social Sector (Bedroom Tax) appeals often provoke the greatest response from appellants. This Chamber also deals with appeals in connection with criminal injuries compensation.
- Employment Tribunal:** Hears claims from people who think someone such as an employer or potential employer has treated them unlawfully. Such hearings may relate to; unfair dismissal, discrimination or unfair deductions from pay. They may be emotive, but generally it is not common for there to be PVPs in this jurisdiction.
- Immigration and Asylum Chamber of the FTT:** Hears appeals against some decisions made by the Home Office relating to a person's permission to enter or stay in the UK. IAC is

heavily reliant upon input from the Home Office to identify PVP cases, and staff involved in case progression in this jurisdiction can ensure close engagement on case files is undertaken to identify any such cases. PVP case linked to current criminal cases are already routinely heard in the local Crown Courts where custodial facilities exist. Separate arrangements exist in Scotland.

- v. **Other Tribunals:** there are a variety of other FTT Chambers (such as General Regulatory, Tax, Housing and Property, War Pensions, Health Education and Social Care) which hear a variety of different types of cases, including Special Education Needs, War Pensions, Tax: all of which may require an assessment on a case by case basis.
- vi. **The Mental Health jurisdiction makes up part of the Health, Education and Social Care Chamber of the FTT.** Hearings in this jurisdiction can often present a particular risk, and although the hearings are not necessarily heard on HMCTS premises, it is important that the Operations Teams maintain a close liaison with relevant individuals involved in the case to ensure any risk is flagged up for an attending Tribunal Panel. There is a current specific Risk Assessment Protocol in place for the mental health jurisdiction which must be referenced and adhered to alongside this wider PVP Protocol.



Version Control

Version	Policy Detail	Author/ Updated
V.1 March 21	New Policy	Matthew Braham
V.2 3 March 23	To include ensuring PVP markings shared with Bailiff Team if live enforcement work.	Gail Petit DeMange
V.3 9 January 24	To disapply page 14 section vii exemption to complete a written risk assessment for family cases which met a set criteria.	Nina Shearon