

Single Equality Scheme 2010 to 2011



Easy-Read Summary

Crown Prosecution Service
Rose Court
2 Southwark Bridge
London
SE1 9HS

Email: enquiries@cps.gsi.gov.uk
Internet: www.cps.gov.uk
Telephone: 020 335 70899



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HOW TO USE THIS DOCUMENT

What is this document about?

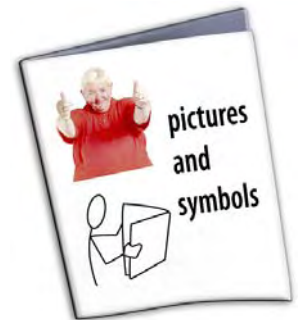
This document is the Easy-Read summary of the Single Equality Scheme for 2010 to 2011 written by the Crown Prosecution Service (CPS).



The Single Equality Scheme is a plan saying how the Crown Prosecution Service will tackle things that are unfair or unequal in its work.

Difficult Words

The Single Equality Scheme has lots of difficult words in it. This Easy-Read version has a section at the end telling you what these words mean.



As you go through the document you will find some difficult words written in blue. A **word in blue** tells you that you can look up what it means in the 'Difficult Words' section at the end of the document.



MESSAGE FROM THE LEADERS OF THE CPS

Keir Starmer is the Director of Public Prosecutions and **Peter Lewis** is the Chief Executive at the CPS. Keir and Peter are the leaders of the CPS.

These are the important things that they say in their message:

- We are delighted to introduce our **Single Equality Scheme** for 2010/11.
- This scheme is a plan for action up to April 2011. After this a new law called the Equality Act starts and there will be a new plan.
- We think it is very important that people are confident about the CPS. We think **equality** is very important.
- We have worked with lots of communities and staff to make a list of action.
- We know people don't belong to just one community and this affects how people experience crime.
- We have made progress about equality and **diversity**. This plan will help us listen to people and work with them to make real change happen.



INTRODUCTION

This document tells you about the CPS Single Equality Scheme for April 2010 to March 2011.



A lot of people, organisations and communities have helped to write this plan. We have tried to include all the issues people want action about. Some things will be done in the next scheme because there isn't time this year.



Things have got better since our first plan in 2006:

- There are more successful prosecutions for **domestic violence**, and **racist and religious violence**.
- The CPS is doing well in employing women, people from black and ethnic minority communities, and disabled people in senior jobs.
- There is progress on monitoring staff around religion or belief and **sexual orientation**.
- Guidelines about **prosecuting** crimes against older people were written.
- Guidelines about prosecutions involving children and young people as victims or witnesses were written.



But there are still lots more things to do. We will try to make progress using this plan. We will work with lots of people, organisations, communities and staff to make change happen.



ABOUT THE CPS

The **Crown Prosecution Service (CPS)** is an independent organisation. On behalf of the public, it takes people to court who have been charged with doing crime.



It does these jobs:

- Gives advice to the police
- Works out what to charge people
- Decides which cases to send to court
- Prepares cases for court
- Prosecutes cases in court or tells others to do so
- Helps witnesses and victims
- Talks with people about this work
- Uses a range of ways to deal with criminals.



The head of the CPS is called the Director of Public Prosecutions.

The CPS has a Chief Executive (boss) who leads the administration of the CPS work.



The CPS covers 42 Areas across England and Wales. These Areas are joined into 13 Regions.



There is an out-of-hours service that runs when offices are usually shut. This means the CPS can give advice to the police at any time.



The CPS has nearly 9000 staff.



In the year 2008 to 2009 the CPS took over 1 million cases to court.



In 86% of these cases someone was found guilty of doing the crime.

There is more information about the CPS at www.cps.gov.uk. Other contact details can be found at the end of this report.



ABOUT EQUALITY AND DIVERSITY

The CPS is getting better at understanding the **diversity** of the communities it serves.



The CPS thinks diversity is important.

The CPS knows that things are more unfair for some people than for others. It knows that different people have different experiences, such as:



- Asylum seekers and refugees
- Black and minority ethnic people
- Carers/Dependants
- Gypsies and Travellers
- Lesbian, gay, and bisexual people
- New migrants
- Older people
- People on low income
- Disabled people
- People with non-religious beliefs
- Prisoners and ex-offenders
- Religious or faith groups
- Trans people
- Women
- Young people

The CPS knows that people do not belong to just one group. Some people find things are unfair and unequal for more than one reason. People can experience crime in different ways.



The CPS wants to encourage people to report crime. It wants to help people give the best **evidence** they can and get support to keep going while a **case** goes to court.



The CPS wants to make sure that all **victims and witnesses** have equal access to justice. This means everyone has an equal chance of their case being dealt with well, whether they are a victim, witness or someone who has done a crime.



It wants to take away the barriers that stop people getting equal access to justice.

Barriers can be physical things, how people think, how people act or not understanding other people. They can also be about how organisations run.

The CPS tries to follow the **social model of disability**. This says that society and organisations make things unfair and unequal either directly or without thinking. This affects disabled people's lives more than having an impairment.



ABOUT THE SINGLE EQUALITY SCHEME

The Single Equality Scheme is a plan for action.

It includes things that the CPS must do to make sure it is equal and fair in its work. These things are called 'duties'.



There are 3 types of duties in law. They are about race, disability and **gender**. All 3 duties say the CPS must make things equal and fair for everyone.



- The **Race Equality Duty** also says the CPS should try to make different groups get on better.



- The **Disability Equality Duty** also says the CPS should stop people being picked on. It should be positive about giving disabled people an equal chance and helping people generally to be positive about disabled people. And it should encourage disabled people to get involved.



- The **Gender Equality Duty** also says the CPS should stop things being unfair in the CPS because of someone's gender or **gender identity**. This includes unfair things for people who have gone through gender reassignment. It should stop people being picked on because of their gender or gender identity, and make things more equal between men and women.



The CPS Single Equality Scheme also includes people not covered in law by special duties. But there are laws that say the CPS must not treat anyone unfairly.

This includes not being unfair because of someone's age, **sexual orientation**, or their religion or belief.



The CPS follows guidelines about gender identity from the Equality and Human Rights Commission. The CPS will make sure the Gender Equality Duty includes all **Trans people**.



More information about these guidelines can be found at: www.equalityhumanrights.com

HOW WE INVOLVED AND CONSULTED PEOPLE

Involving people means including them in the work from the beginning to the end.



Consulting people means asking for their views.

The CPS consulted the public in these ways:

- A Joint Project Board that included community organisations covering all groups.
- A Disability Involvement Group that included disabled people from community organisations.
- A workshop about the draft document.
- A 12 week public consultation when anyone could send in their comments by email or post.
- An invitation to every organisation on the CPS Equality and Diversity Unit data base to give their comments.
- [Talking to the CPS Community Accountability Forum.](#)
- Talking to members of the regional and area engagement forums.



The CPS consulted staff in these ways:

- Staff joined the Joint Project Board.

This included staff from the Disability Staff Network; the Lesbian, Gay, Bisexual and Transgender Staff Network; and the National Black Crown Prosecution Association.



The Disability staff Network also attended the Disability Involvement Group.

- The Equality and Diversity Unit talked to people from staff networks to make sure staff were consulted.
- Staff could give comments online using the public consultation document and emailing their views.
- Talking to staff trade unions.
- Managers discussed the draft document at team meetings.
- Views from 5 regional staff focus groups in 2008 were included.

The CPS consulted with other Criminal Justice organisations and relevant agencies, including:

- Association of Chief Police Officers
- Attorney General's Office
- Equality and Human Rights Commission
- Government Equalities Office
- Home Office
- Ministry of Justice
- National Police Improvement Agency
- Office for Criminal Justice Reform.



OUR SINGLE EQUALITY SCHEME: ACTION FOR EVERYONE

This section covers things we will do for everyone.



Equality Impact Assessments

- The CPS has new rules for the way it does **equality impact assessments**. CPS staff are being trained about this.
- Age equality will be included in equality impact assessments.



Monitoring

The CPS will monitor how it runs in line with the equality public duty. The new parts of this duty will be looked at this year. The CPS will try its best to collect good information for monitoring.



We will monitor:

- Cases of **hate crime** about race or religion, **homophobic and transphobic hate crime**, and disability hate crime.
- Cases of violence against women.
- **If and when we use special measures** to support victims and witnesses.
- **Direct Communication with Victims.**

- The ethnicity of people **charged** with terrorist crimes.
- Cases when people die in a police station or prison.
- How happy people are with the CPS.

Publication and Accessibility



- We will publish information on the website and on paper.
- We will publish monitoring data about the CPS as an employer through the Annual Equalities in Employment Report.
- We will publish information about cases of hate crime, equality impact assessments and our business plans.
- We will continue to make services accessible and monitor this.
- We know that members of the public can find it difficult to get our information and services. We will find out what people think and then we will take action if there are barriers.

Access to Justice



- We will keep working so there are more successful prosecutions about hate crime and **Violence Against Women**.
- We will work to make sure **hate crimes** are flagged using **Section 146 (Criminal Justice Act)**. We will work with CPS staff in the Areas about this.

- We will continue to work with all communities so there is more reporting of crime and more successful **prosecutions**.
- We will start the hate crime e-learning training for prosecutors.

Community Engagement

- We will keep talking with communities using lots of different ways so people feel confident in the CPS.
- We will look at how we can get better about talking with people about hate crime.
- We will look at staff guidelines about working with the media, especially about hate crime.



Employment and Staff

- We will do **equality impact assessments** on our employment policies.
- We will monitor staff feedback about managers.
- We will monitor staff issues through the Annual Equalities in Employment report.
- We will think about setting up a way that staff can complain to someone who is independent.
- We will think about having senior 'equality champions' for staff to speak to if they are worried about equality or diversity issues.
- We will take positive action so that everyone has an equal chance to apply for jobs.



- We will start a leadership and learning programmes for staff so there is good practice in inclusion and **diversity**.
- Make sure all new staff do the equality and diversity e-learning programme and we will run face-to-face training.

Buying Services

- The CPS sometimes pays other people to do work on its behalf.
- People and organisations who work for us have to follow our positive action and rules about equality and diversity.
- This includes people who do work for us in Court.



CPS Single Equality Schemes

- We will write a report about the Single Equality Scheme for 2010 to 2011.
- We will write a new three-year Single Equality Scheme for 2011 to 2014.
- The Community Accountability Forum will look at the Single Equality Scheme and how well it has worked.



DISABILITY EQUALITY ACTION PLAN

We have worked on these issues:

- Better monitoring of disability hate crimes.
- Better monitoring of defendants, victims or witnesses who are disabled.
- Big differences in what staff think about disability.
- Not enough disabled people employed by the CPS.



We will make progress in these things:

- More people found guilty in court of doing hate crime.
- Disabled people feel more confident about the CPS.
- More disabled staff.
- Disabled staff feel happier in their jobs and have the same experience at work as other staff.
- Better involvement of disabled staff and disability community organisations in making what we do better.



We still need to work on these things:

- Get better at supporting disabled staff to do their jobs (called 'reasonable adjustments').



- Take action so CPS staff are positive about disability.
- Tell people that people with learning disabilities and people with mental health issues can give good **evidence** in court.
- Produce guidelines about **special measures**.
- Tell staff how to deal with disability **hate crime**.
- Help victims and witnesses with learning disabilities or mental health issues.
- Make our services better for Deaf victims and witnesses.
- Take action so disabled people have an equal chance to get CPS jobs.
- Use local disabled people to run training where possible.
- Make sure managers know what to do if disabled staff are bullied at work.
- Make sure managers think about disabled staff when they plan changes to how staff work.
- Review the guidelines about conditional cautions for disabled people or mental health problems who do crimes.



A 'conditional caution' is when the person who did the crime is told that they must not do it again. Their case will not go to court as long as they do certain things. They might have to pay money to the victim or repair any damage that they have caused.

GENDER EQUALITY ACTION PLAN

We have worked on these issues:

- Taking action on the [Violence Against Women](#) action plan.
- Big differences in what staff think about gender inequality
- How well we do on the Violence against Women action plan.
- How numbers are collected about gender and Violence against Women across the country.
- Monitor the staff rules about domestic violence.



We have made progress in these things:

- More action on the Violence Against Women plan.
- People feel more confident about CPS work about gender.
- Starting groups (scrutiny panels) to look at Violence Against Women cases.
- Getting feedback to see if organisations and victims are happy with what the CPS is doing about Violence Against Women.
- Getting more women into senior CPS jobs.
- Making sure there are no big differences in how men and women find work at the CPS and how happy they are at work.



We still need to work on these things:

- Train all CPS prosecutors and staff who work with people who have experienced sexual violence or [Violence Against Women](#). Use independent organisations to run the training where possible.
- Use examples of Violence Against Women cases in CPS training.
- Look at setting up more Violence Against Women scrutiny panels.
- Think about using the experience of [Domestic Violence Courts](#) for other sorts of Violence Against Women.
- Find out if organisations outside the CPS are happy with CPS work on Violence Against Women.
- Find ways to [monitor](#) victim support, safety and satisfaction.
- Monitor how many men and women get jobs with the CPS.



RACE EQUALITY ACTION PLAN

We have worked on these issues:

- Getting better at dealing with racist crimes.
- Big differences in staff ideas about equality.
- Big differences in how staff from Black and Minority Ethnic Communities feel about their jobs compared to other staff.
- Not enough people from Black and Minority Ethnic Communities in CPS jobs.
- Better **monitoring** of what happens when cases go to court.



We have made progress in these things:

- **More hate crimes** successful in court.
- Talking with Black and Minority Ethnic communities and staff about making the service better.
- Staff from all communities have more similar ideas about equality.
- Staff from all communities have more equal experiences at work.
- More staff from Black and Minority Ethnic communities.
- People from Black and Minority Ethnic communities feel more confident about CPS work on race issues.



We still need to work on these things:

- Work out why more staff from Black and Minority Ethnic Communities staff fail as advocates in court. Do an equality impact assessment about this.
- Do something about the differences in how staff from Black and Minority Ethnic Communities experience work in big cities compared to rural or small town areas.
- Make sure information collected about staff can compare staff from different Black and Minority Ethnic Communities.
- If needed, give information to Regions and Areas that shows the views of different Black and Minority Ethnic Communities.



SEXUAL ORIENTATION EQUALITY ACTION PLAN

We have worked on these issues:

- Varied response between CPS Areas in dealing with **homophobic and transphobic crime**. (See also Gender Identity Equality Action Plan).
- Big differences in staff views about sexual orientation and gender identity.
- Better **monitoring** of staff about **sexual orientation and gender identity**.



We have made progress in these things:

- More successful homophobic and transphobic hate crime cases in court.
- People feel more confident about CPS work on sexual orientation.
- Getting better at Involving staff and community organisations on sexual orientation and Trans issues.
- More Lesbian, Gay and Bisexual staff feeling happy about their jobs.



We still need to work on these things:

- Improve the CPS position on the Stonewall Equality Index.
- Include **sexual orientation** in equality impact assessments.
- Get better at gathering information from staff about sexual orientation.
- Get better about talking with Bisexual staff and include issues in the next Single Equality Scheme.



GENDER IDENTITY EQUALITY ACTION PLAN

We have worked on these issues:

- Not having good information about **Trans** staff.
- Big differences in views between Trans staff and others in how the CPS acts on equality issues.
- Better monitoring of staff about Trans issues.



We have made progress in these things:

- More successful **transphobic hate crime** cases in court.
- People feel more confident about CPS work on Trans issues.
- Getting better at Involving staff and community organisations on Trans issues.
- More Trans staff feeling happy about their jobs.



We still need to work on these things:

- Continue to work on the **a:gender Trans Equality Index** and work with the Lesbian, Gay, Bisexual and Trans Staff Network and Trans communities to take action.
- Get better at monitoring **Transgender** staff issues but make sure the monitoring is confidential.



- Look again at CPS Trans guidance so it can be used with all staff.
- Where possible, use third sector Trans organisations for any training.
- Get better at monitoring **gender identity** in employment and prosecutions.
- Think about doing research into transphobic hate crimes and how they are dealt with by the CPS.



RELIGION or BELIEF ACTION PLAN

We have worked on these issues:

- Better **monitoring** of religious crimes.
- Better monitoring of staff and differences in staff views about religion and belief.
- Better monitoring about the religion and belief of victims and witnesses.
- Better monitoring of staff religion and belief.



We have made progress in these things:

- **More successful court cases for religious hate crime.**
- People feel more confident about CPS work on religion and belief.
- More staff satisfaction based on religion and belief.



We still need to work on these things:

- More monitoring of staff about religion or belief.
- Start a religion and belief staff forum for communication and discussion.



AGE EQUALITY ACTION PLAN

We have worked on these issues:

- **Monitoring** of the age of defendants, victims and witnesses, and staff.
- Differences in staff views on age issues.
- Differences in staff experience at work depending on age.



We have made progress in these things:

- More successful **prosecution** of crimes against Older People.
- People feel more confident about CPS work on age issues.
- Better involvement of communities and staff relating to age issues.
- Staff of all ages feel happier in their jobs.
- Fewer differences in how staff of different ages experience work.



We still need to work on these things:

- Produce training and guidelines to challenge the idea that older people can't give good **evidence** in court.
- Look at how cases of crimes against older people are prosecuted, thinking about 'risk' rather than 'vulnerability'.



- Support the CPS policy on taking cases to court involving children and young people as [victims and witnesses](#).
- Look at the [National Schools Project](#) for ideas about more work on hate crime.
- Work better with youth advocacy groups.
- Taking action on employment policies about age.
- Encourage older people to apply for CPS jobs.
- Start recording the age of staff and taking action where there are big differences in experience between ages.



KEEPING TRACK OF PROGRESS

All CPS staff can help by making equality and diversity part of their jobs.



It is the job of CPS Directors, prosecutors and business managers to make this plan happen.



The Equality and Diversity Unit will monitor how the action plans go.

A final report will be produced in June 2011. It will be discussed with the CPS Community Accountability Forum.



MEMBERS OF THE CONSULTATION PANELS



Joint Project Board

- Beverley Akinbile
National Black Crown Prosecution Association
- Brian Pearce
The Interfaith Network for the UK
- Chris Hartley
CPS Lesbian, Gay, Bisexual and Transgender Network
- Davina James-Hanman & Karen Bailey
Greater London Domestic Violence Project
- Deborah Gold
Galop
- Derek Munn
Stonewall
- Emma Scott,
Rights of Women
- Hal Barraclough
A:Gender
- Kate Scott-Hughes
CPS Lesbian, Gay, Bisexual and Transgender Staff Network
- Mark Brookes
Values into Action
- Mervyn Kohler
Help the Aged

- Mrs Doreen Lawrence
Stephen Lawrence Charitable Trust
- Norbert Marjolin
NSPCC
- Pepper Harow
British Humanist Association
- Pragna Patel
Southall Black Sisters
- Stephen Brookes
Disability Consultant
- Suresh Grover and Yasmin Jarswal
Monitoring Group
- Suzanne Humphreys
CPS Disability Staff Network

Disability Involvement Group

- Amy Whitelock
MIND
- Anne Novis
Co-Chair Metropolitan Police Service
Disability Independent Advisory Group
- Caroline Ellis
RADAR
- Catherine Bewley
Values into Action
- Jon Wyllie
RNIB
- Louise Wallis
RESPOND
- Marije Davidson
RNID
- Michelle Valentine
Disability Forward Limited
- Stephen Brookes
Disability Consultant
- Suzanne Humphreys
CPS Disability Staff Network



DIFFICULT WORDS

a:Gender Trans Equality Index

a:Gender is the support network for staff in government departments and government agencies who have changed their gender identity. The Trans Equality Index lists departments that are being fair to **Trans** staff. You can find out more at www.agender.org.uk.



Criminal Cases

This is when someone has been charged with doing a crime and the criminal justice system deals with them.



Charge/ Charging

The charge is the name of the crime that someone does and the law that makes it wrong. The CPS decides what to charge someone after the police have arrested the person.



Community Accountability Forum

The Community Accountability Forum started in 2007. It is a national group involving different sorts of people. It meets 3 or 4 times a year to talk about equality issues.



Community Involvement Panels

These are groups of people from community groups and the CPS that meet in local areas. The panels look at how the CPS can talk with local communities to find out people's views about the CPS and make things better in local areas.



Crown Prosecution Service

The Crown Prosecution Service is the organisation that deals with criminal cases after the police have arrested someone and before the trial starts.



Direct Communications with Victims

Sometimes the CPS decides not to take a case to court or to change the **charge**. If this happens, it must tell the victim of the crime about it within 5 days. For some crimes, victims have to be told within 1 day.



Disability Equality Duty

These are things written in law that the CPS has to do to make things fair and equal for disabled people who work for the CPS or who use its services.



Diversity

This means valuing that people are different in lots of different ways.



Diversity Delivery Plan

A new government plan about equality and diversity was started in 2008. The plan is about action to make things more fair and equal for all communities. In the CPS this plan is called the Diversity Delivery Plan.



Domestic Violence/ Domestic Violence Policy

This is an action plan about how the CPS will work on cases of domestic violence. Domestic violence is when people experience crimes done by people from their family, often in their own homes.



Equality

This means things that give people equal rights and opportunities.



Equality Impact Assessments

Whenever the CPS decides to change something about how it works it has to think how the changes will affect different people. This is called an 'equality impact assessment'. If the changes will make things more difficult or unfair for some people then the CPS has to do something about this.



Evidence

The evidence is the information that proves someone did a crime.



Gender/ Gender Identity

Gender means whether you think of yourself as a man, a woman, both or neither. It is also about how other people see you and how society expects 'men' and 'women' to behave. Also see [Trans](#) below.



Gender Equality Duty

These are things written in law that the CPS has to do to make things fair and equal for women and men who work for the CPS or who use its services, including [Trans](#) people.



Hate Crime

A hate crime is any crime which the victim (or someone else) thinks happened because of who they are. The person who did the crime was aggressive, unfriendly and unfair to the victim because of the victim's:

- ethnic or national origin
- gender
- disability
- age
- religion or belief
- sexual orientation (called [homophobia](#))
- gender identity (called [transphobia](#)).

You can find out more at:
www.cps.gov.uk/publications



Hate Crime Scrutiny Panels

These are groups of people from different communities and from the CPS who meet locally to look at hate crime cases. Hate Crime Scrutiny Panels check if the CPS has done the right things in hate crime cases.



Monitoring

This is a way of getting information about how the CPS works and what it is like to work for the CPS. Action is taken if things are not good enough.



National Schools Project

The CPS National Schools Project is a lesson for pupils to learn about the CPS and other agencies, like the police and the courts. The project started in Derbyshire and is now happening across the country.



Prosecutor

The prosecutor is a professional person with legal training. Their job is to **charge** people suspected of doing crimes and show how this is true in court. Some prosecutors work for the Crown Prosecution Service.



Prosecuting a crime/Taking a case to court

This means **charging** someone who has committed a crime and taking him or her to court.



Race Equality Duty

These are things written in law that the CPS has to do to make things fair and equal for people from Black and Minority Ethnic Communities who work for the CPS or who use its services.



Section 146

Section 146 is part of a law called the Criminal Justice Act 2003. Section 146 says that a judge can give a criminal a longer sentence if they did a **hate crime**.



Sexual Orientation

Being lesbian, gay, bisexual or heterosexual is called your 'sexual orientation'. Lesbian, gay and bisexual people might be treated unfairly or bullied or experience violence because of their sexual orientation.



Lesbian means a woman who is attracted to other women. *Gay* means a man who is attracted to other men. *Bisexual* means a man or a woman who is attracted to both men and women.

Single Equality Scheme

The Single Equality Scheme is a plan saying how the CPS will tackle things that are unfair or unequal in its work.



Special Measures

Special measures means a list of things that can help people to tell their story in court. It includes giving evidence by video or in private, using screens, and giving evidence through another person called an intermediary.



Stonewall Champion Index

This lists the organisations that are the best at being fair to the people who work for them who are Lesbian, Gay, Bisexual or Transgender.



Trans/Transgender

'Trans' or 'transgender' are words that mean anyone who feels that the body they were born with or the gender they were given at birth do not match how they feel about themselves (their [gender identity](#)).



Some people choose to take action to change their body and/or how they express their gender identity.

Gender identity is different to [sexual orientation](#). Trans people can be lesbian, gay, bisexual or heterosexual.

Victims and Witnesses

A victim is someone who has had a crime done to them. A witness is someone who saw what happened when a crime took place. The witness tells the police.



Violence Against Women

This means physical, emotional or sexual violence that happens to women. The Violence Against Women strategy is an action plan to challenge violence against women. The CPS knows that men can also be victims of domestic and sexual violence. Men will have the same access to protection and action under the law as women.



Witness Care Units

Witness Care Units are run by the police and the CPS. They support people as the case goes to court and help people give the best evidence they can.



MORE INFORMATION

There is a lot of information about the CPS on its website:
www.cps.gov.uk

You can write to:

Crown Prosecution Service
Rose Court
2 Southwark Bridge
London
SE1 9HS



Or telephone:

The Public Enquiry Point on 020 335 70899



Or email:

enquiries@cps.gsi.gov.uk



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