

**Witness Care Unit Young Witness Checklist**

***This checklist is not exhaustive, nor will each task be appropriate for every child witness. A tailored needs assessment must be made for each individual witness.***

<b>TASK</b>	<b>DETAIL/DATE COMPLETED</b>
<b>Case preparation</b>	
Is the case being expedited? (“... cases involving such young complainants must be fast-tracked...”, the Court of Appeal in R v Malicki)	
Have the MG2/6/11 forms been fully completed?	
How old is the young witness?	
Will they turn 17 during the course of proceedings?	
Is the consent of the parent/carer required before the WCO contacts the young witness?	
Have the wishes of the young witness, parent(s), carer(s) been taken into account, about going to court?	
Who will go through the “Young Witness” information pack with the young witness?	
Does the young witness have, want or need a supporter? NB refer to Achieving Best Evidence.	
Does the young witness’s parents/carer have any specific information about how the young witness will cope with giving evidence?	
<b>Special measures and other measures</b>	
Has an early special measures meeting with the child witness and their parent/carer been held?	
Has the young witness been asked about their requirements for special measures?	
What is the young witness’s view about using a live link?	
Are any other special measures appropriate, for example, is it necessary to clear the court to allow the young witness to give evidence in private? (Sexual offence or intimidation case).	
Are any other measures required? For example, is it necessary for the child to enter/exit the courthouse by a side door?	
Has the young witness any communication or physical difficulties? Should an intermediary or interpreter attend the trial?	
<b>Trial preparation</b>	
Does the young witness wish to meet the Judge and Counsel? (Magistrates/Advocates)	
Have arrangements been made for the young witness to refresh their memory from their video/written statement? NB This should, ideally, be the day before giving evidence.	
Have the young witness’s needs been properly considered in the scheduling and stand-by arrangements for trial?	
Does the young witness need separate waiting facilities? Will the young witness be on stand-by at home?	

## Annex 2

TASK	DETAIL/DATE COMPLETED
Does the young witness know that any video of the evidence will be seen by the defendant (where relevant)?	
Has the young witness been told that the defendant will be able to see them on live link?	
Does the young witness have any special dietary requirements?	
Does the young witness have any medical needs?	
Does the young witness have any religious or cultural requirements?	