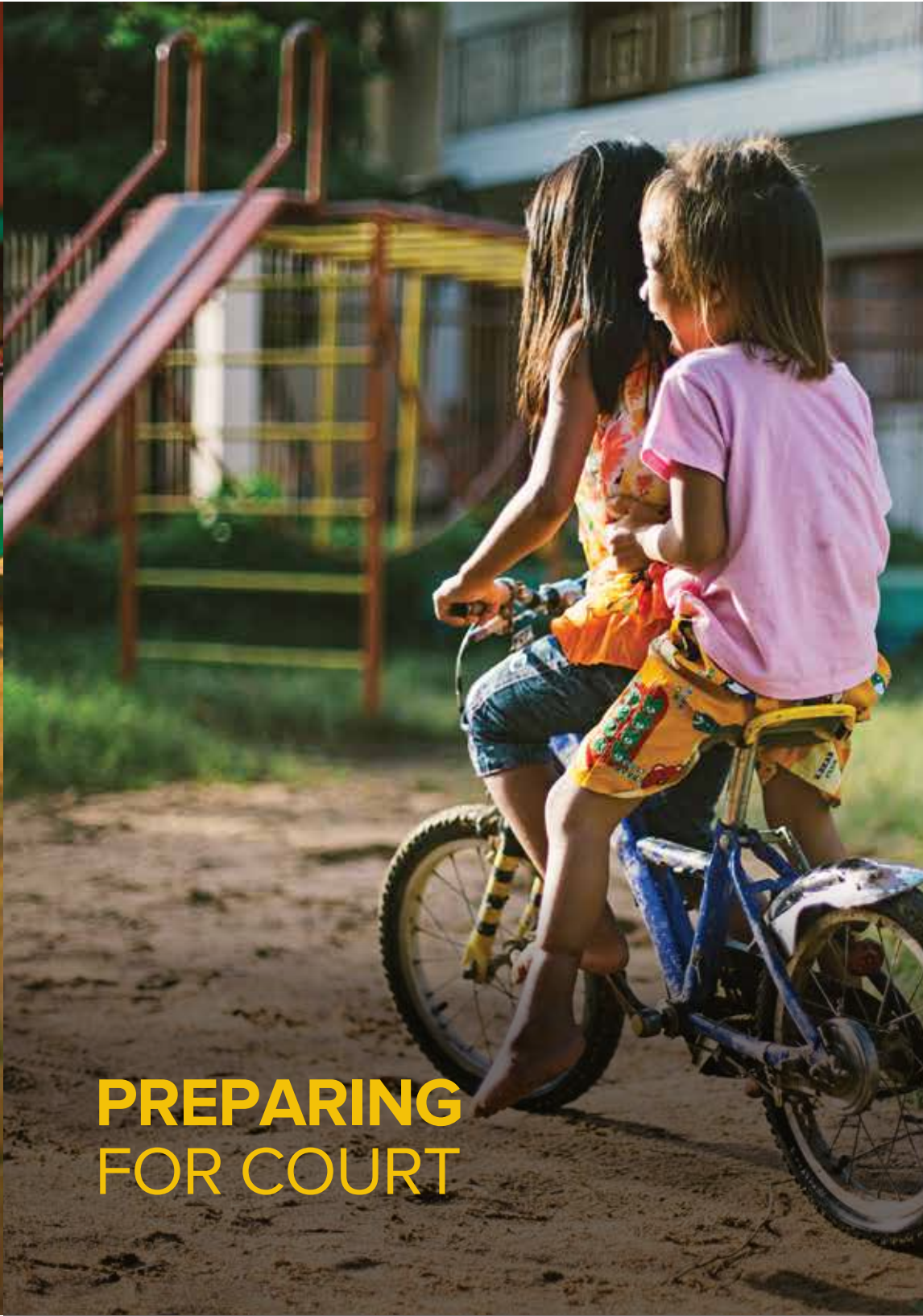


- As soon as the child has been assigned to you**
1. Assess the child’s psychological state and communicate your findings to the lawyer:
 - Are they willing and able to give evidence?
 - Are there any special accommodations that may need to be made. (eg. Does the child have any disabilities?)
 2. Ask the child what they are concerned about and discuss with the lawyer.
 3. Provide or arrange ongoing counseling and support to the child and address trauma or issues.
 4. If you are explaining the court process to the child, do the following:
 - Watch the animation “Bona Goes to Court” with the child.
 - Show the child the booklet called “Who will be in Court?”
 - Give a copy of the activity book “Bona Goes to Court” to the child, along with some colouring pencils.
 5. If you are explaining the court process to the parent, do the following:
 - Give a copy of the booklet “Helping a Child prepare for Court” and read through it with the parent.
 6. Keep the child and the child’s parent/caregiver up to date with information about the case.
 7. Ask the child what child-friendly procedures they might want in court and discuss this with the lawyer as soon as possible:
 - Ask the child if he or she wishes to give evidence behind a court screen or CCTV (where available), to avoid having to see the Accused.
 - If the child thinks he or she wishes to see the Accused, do you think the child is able to cope with this?
 - Explain to the child the possible difficulties he or she may feel when appearing in court in front of the Accused.
 - Ask the child whether he or she needs a support person sitting next to them while they give their evidence in court.
 - If so, ask the child who they want to have as a support person.
 - Ask the lawyer to make a request to the court at least one week before the hearing to allow a support person to stand by the child in court.
 8. Teach the child relaxation techniques to use if the child feels anxious or overwhelmed
- Once the hearing date has been notified to you**
1. Inform the parents and child of the hearing date.
 2. Check the arrangements for travelling with the child and the child’s parent or caregiver to attend court.
 3. Check whether the lawyer has applied to the court to:
 - Have the courtroom closed to the public.
 - Have a court screen or TV linked testimony, if appropriate.
 - Allow a support person to stand by the child while he/she answers questions, if needed.
 4. Check if there is a child-friendly waiting room in the court and telephone the court ahead of the hearing date to request that the room be reserved for the child.
 5. Discuss the logistical arrangements with the child and the parent/caregiver so that they understand what is planned for the day of the hearing.
 6. Discuss arrangements for arriving at the court with the lawyer, so you know when to meet and where.



- Before you arrive**
1. Bring snacks and a drink for the child and print out the booklet “Bona Goes to Court”
- Arriving at court and waiting**
1. Arrive with the child and parent/caregiver at the court on time.
 2. If there is a child-friendly waiting room, accompany the child into the waiting room and wait with them
 - If there is no waiting room, ensure that the child waits in an environment that is calm and safe.
 3. If the accused is close by, move away with the child, and stand between the accused and the child.
 4. Check with the child whether he or she has any physical needs: Are they hungry or thirsty? Do they need to use the bathroom?
 5. Comfort and re-assure the child during the day. If the child shows symptoms of anxiety or trauma, practice the relaxation techniques with the child.
- While the child answers questions in court**
1. Walk with the child into the courtroom.
 2. Ensure that the testimonial aids (eg. Court screen) which have been requested have been set up. If they have not, speak to the lawyer to request that it be set up, or if there is no lawyer, make a request to the judge for it to be set up immediately.
 3. Watch out for signs that the child may be distressed, overwhelmed or tired while giving evidence in court.
 - Speak to the lawyer to request that the child be allowed a break if needed.
 - If there is no lawyer, explain to the judge that the child is distressed, overwhelmed or tired and request a break.
 4. If the child needs a break, accompany the child outside of the courtroom to a safe area. The child should never be left unaccompanied.
 5. Listen and be alert to the judges or defence lawyer asking questions in a way that confuses, frightens or intimidates the child.
 - If the child has a lawyer, speak to the lawyer to request that the lawyer intervene, if needed.
 - If the child does not have a lawyer, make a request to the judge. Explain that this questioning confuses or distresses the child and request that the judge to stop the defence lawyer asking questions in this manner (or if it is the judge asking inappropriate questions, request that he adjust his questioning).

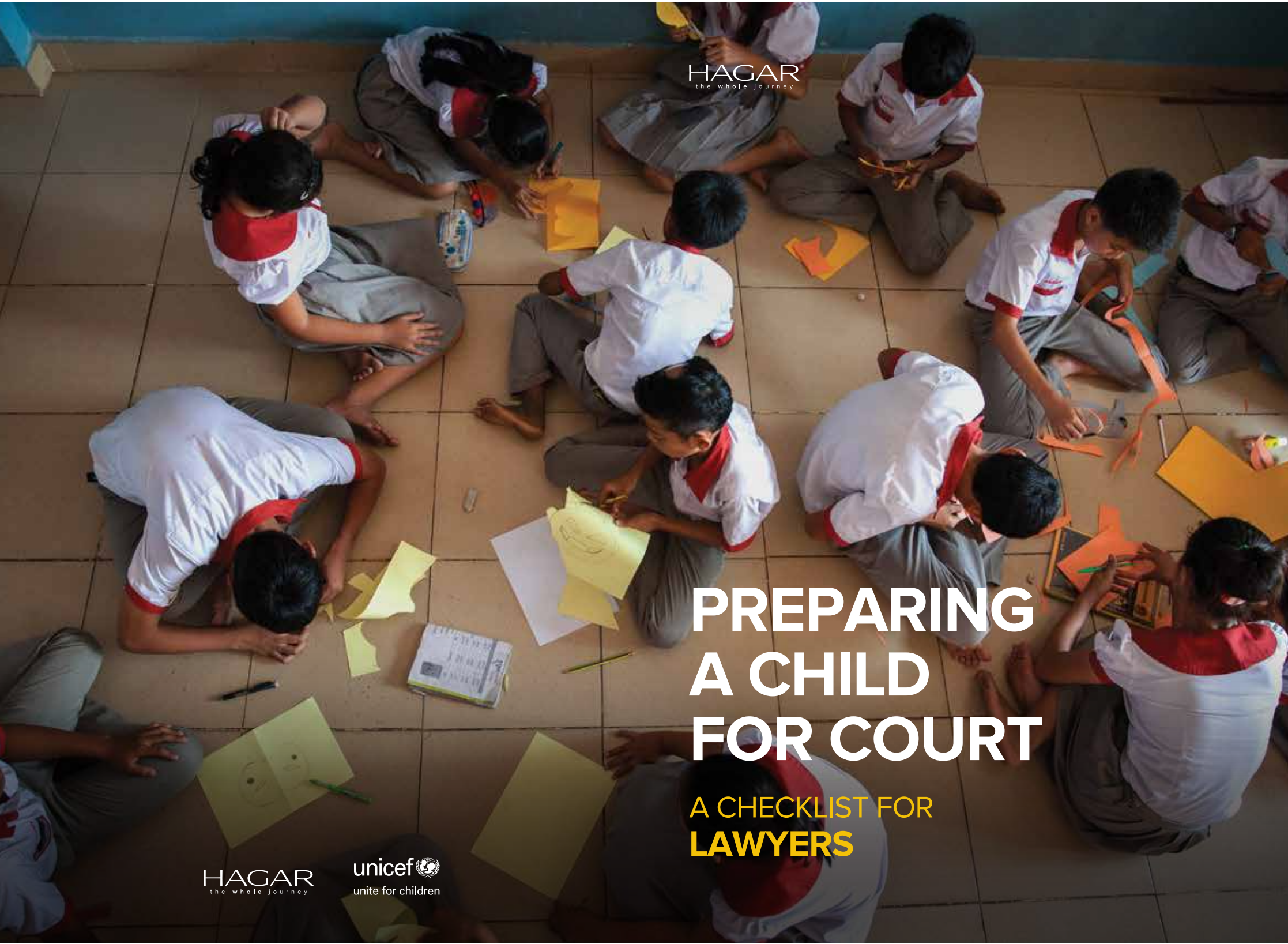


- After the hearing**
1. Immediately after the hearing, debrief with the child, along with the lawyer:
 - Thank the child for being brave enough to appear in court.
 - Reassure the child that they have done a good job.
 - Explain to the child that the judge will take some time to think about everything that has been said in court today.
 - Explain to the child that even if the verdict is “not guilty” it is important to understand that this does NOT mean that the judge did not believe the child.
 - Explain to the child what happens next – that you or the lawyer will contact the child’s parents or caregiver once a date for the verdict and sentencing has been notified.
 - Ask the child if they have any questions about what happened in court today, and address those questions.
 - Ask how the child feels after giving evidence. Address any emotional issues that arise from the child’s experience. Schedule a follow up to check that the child is feeling emotionally supported.

Notes:

- Start these steps as soon as the child has been assigned to you**
1. Introduce yourself and your role in the justice process.
 2. Explain the court process to the child. Do this with the other members of the support team. Ensure the presence of the counsellor.
 - Watch the animation “Bona Goes to Court” with the child
 - Show the child the booklet called “Who will be in Court?”
 - Give a copy of the activity book “Bona Goes to Court” to the child
 3. Explain the court process to the parent. Do this with the other members of the support team. Ensure the presence of the counsellor.
 - Give a copy of the booklet “Helping a Child prepare for Court” and read through it with the parent.
 4. Keep the child and the child’s parent/caregiver up to date with information about the case.
 5. Review the child’s earlier evidence with them and consider any areas which need to be discussed. Practice question-answering techniques.
 6. Ask the child what child-friendly procedures they might want in court:
 - Ask the child if he or she wishes to give evidence behind a court screen or CCTV (where available), to avoid having to see the Accused.
 - If the child thinks he or she wishes to see the Accused, do you think the child is able to cope with this?
 - Explain to the child the possible difficulties he or she may feel when appearing in court in front of the Accused.
 - Make a request to the court at least one week prior to the hearing.
 - Ask the child whether he or she needs a support person sitting next to them while they give their evidence in court.
 - If so, ask the child who they want to have as a support person.
 - Make a request to the court at least one week before the hearing to allow a support person to stand by the child in court.
 7. Go through with the child relaxation techniques to use if the child feels anxious or overwhelmed

- As soon as the hearing date has been notified to you**
1. Inform the counsellor, case manager (and any other NGO support persons assigned to the case), parents or caregiver and child of the hearing date.
 2. Check the arrangements for travelling with the child and the child’s parent or caregiver to attend court.
 3. Have you applied to the court to:
 - Have the courtroom closed to the public?
 - Have a court screen or TV linked testimony, if appropriate?
 - Allow a support person to stand by the child while he/she answers questions, if needed?
 4. Check if the counsellor/NGO support person has arranged with the court to use a child-friendly waiting room in the court. If not, arrange with the counsellor/NGO support person an area to meet in the courthouse that is as private as possible.
 5. Discuss the logistical arrangements with the child and the parent/caregiver so that they understand what is planned for the day of the hearing.
 6. Discuss arrangements for arriving at the court with the counsellor/NGO support person, so everyone knows when to meet and where.



- Before you arrive**
1. Bring snacks and a drink for the child and print out the booklet “Bona Goes to Court”
- Arriving at court and waiting**
1. Arrive at the court on time.
 2. If there is a child-friendly waiting room, accompany the child into the waiting room and wait with him or her.
 - If there is no waiting room, ensure that the child waits in an environment that is calm and safe, and that other factors and people do not make the child anxious.
 3. Act as physical protection for the child – If the accused is close by, move away with the child, and stand between the accused and the child.
 4. Check with the child whether he or she has any physical needs: Are they hungry or thirsty? Do they need to use the bathroom?
 5. Comfort and re-assure the child during the day. If the child shows symptoms of anxiety or trauma, practice the relaxation techniques with the child.

- While the child answers questions in court**
1. Ensure that the testimonial aids (eg. Court screen) that have been requested have been set up. If they have not, request that it be set up immediately before the child enters into the room.
 2. Communicate with the child’s support person when the child is to enter into the courtroom.
 3. Listen and be alert to the judges or defence lawyer asking questions in a way that confuses, frightens or intimidates the child.
 - If there is any inappropriate questioning, object to the judge and insist that it stop.
 - Watch out for signs that the child may be distressed, overwhelmed or tired while giving evidence in court.
 4. Explain to the judge that the child is distressed, overwhelmed or tired and request a break, and that the best interests of the child require that he/she be given a break.
 5. If the child needs a break, accompany (or ensure the non-legal support person accompany) the child outside of the courtroom to a safe area. The child should never be left unaccompanied.
 - Ensure no one speaks to the child about his/her evidence during the break.



- After the hearing**
1. Immediately after the hearing, debrief with the child, along with the counsellor or other non-legal support persons:
 - Thank the child for being brave enough to appear in court today.
 - Reassure the child that they have done a good job.
 - Explain to the child that the judge will take some time to think about everything that has been said in court today.
 - Explain to the child that even if the verdict is “not guilty” it is important to understand that this does NOT mean that the judge did not believe the child. The child’s evidence is only one part of the story, and the judge might decide that there is not enough evidence.
 - Explain to the child what happens next – that you will contact the child’s parents or caregiver once a date for the verdict and sentencing has been notified.
 - Ask the child if they have any questions about what happened in court today, and address those questions.

Notes: