If the accused is convicted or acquitted, the criminal court can make a restraining order. In addition, protection for victims and witnesses against witness intimidation extends for up to a year after the end of a trial.

Criminal charges: In some cases if someone is arrested and charged, the Crown Prosecution Service (CPS) will decide whether to prosecute or not and whether to take your case to court. To find out more about the CPS, visit: www.cps.gov.uk or call 0203 357 0000.

The joint police/CPS Witness Care Unit will provide you with a single point of contact after the point of charge about the progress of your case, including the date of hearing. They can also give information on claiming expenses for attending court, including travel, pre-trial visits, allowances for meals, loss of wages and child care. To find out more, visit: www.cps.gov.uk/victims-witnesses

Going to court as a witness: Her Majesty's Courts & Tribunals Service (HMCTS) is responsible for running all of the courts. To find out more visit: www.gov.uk/going-to-court-victim-witness/help-getting-to-the-court.

The Witness Charter sets out the standards of care you can expect if you are a witness to a crime or incident in England and Wales. The Charter is available online at:

www.gov.uk/government/publications/the-witness-charter-standards-of-care-for-witnesses-in-the-criminal-justice-system.

There is a 'Going to Court – A Step by Step Guide to Being a Witness' DVD which explains what happens at court. This can be viewed online at: www.gov.uk/going-to-court-victim-witness

In addition HMCTS has a 'You are a Prosecution Witness' leaflet on services and facilities available at individual Crown and Magistrates' Courts. This can also be viewed online at: https://courttribunalfinder.service.gov.uk/

The Witness Service, run by Citizens Advice, helps victims and witnesses attending court. They are trained staff and volunteers who you can talk to about what to expect before going to court during a pre-trial visit, and who are also present to support you at court. The Witness Service cannot discuss the case or the contents of your evidence with you. To find out more, visit: www.adviceguide.org.uk or call 0300 332 1000

Compensation: If you have been a blameless victim of a violent crime, you may be eligible for compensation from the Criminal Injuries Compensation Authority (CICA). You can apply online at www.gov.uk. If you need help to complete an application by telephone contact the CICA Customer Service Centre advisors on 0300 003 3601.

You can apply for compensation whether someone has been prosecuted for the offence or not but you must apply within two years of the date of the incident. You should not wait until the end of a civil or criminal trial before applying for criminal injuries compensation.

To find out if you are eligible for payment for having suffered immediate financial hardship contact **Victim Support** on **0845 3030 900** or visit: www.victimsupport.org.uk as soon as possible.

Translation and Interpretation: If you do not understand or speak English, you are entitled to ask for interpretation into a language you understand when reporting a crime, being interviewed by the police or giving evidence in criminal proceedings. In Wales, you have the legal right to use Welsh when giving evidence and the court will make the necessary provisions. The Victims' Code sets out your entitlement to request the translation of key documents as part of the case, including the written acknowledgement.

Restorative Justice: As a victim, you may be able to undertake Restorative Justice and have a say in the resolution of the offence against you. Restorative Justice is the process of bringing together victims with those responsible for the harm, to find a positive way forward. To find out more, visit: www.restorativejustice.org.uk.

Conviction, sentence, release and probation supervision: When someone is convicted of an offence and sent to prison, they pass into the care of the Prison Service. To find out more, visit: www.gov.uk/government/organisations/hm-prison-service.

If you would like to find out more about what you are entitled to under the Victims' Code after a sentence has been passed, such as information about the **Victim Contact Scheme** and the role of the **Parole Board**, visit:

<u>www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime</u> or

https://www.gov.uk/government/organisations/parole-board.

Further information: You can use the Victims' Information Service to find more detailed information about support and services for victims at: www.victimsinformationservice.org.uk or phone **0808 168 9293**.

Citizens Advice can help with financial problems or advice, legal issues or other practical problems. To find out more, visit: www.adviceguide.org.uk or call 03444 111 444.

Victims' Right to Review: If the officers investigating your case decide not to pursue a charge for a suspect, you may be eligible to have the decision reviewed by a senior officer under the Victims' Right to Review scheme. You can read more about this scheme on our website www.west-midlands.police.uk/victims

West Midlands Police have information about policing in the West Midlands' area. News, help and advice can be found on our website at: www.west-midlands.police.uk

To contact the force by phone: dial **101** for non-emergencies and general enquiries. For emergencies dial **999**.

How was our service? We welcome your feedback at www.rateyourlocalpolice.co.uk You do not have to give your details, we just want to know how you rated the service you received.

To find out more about **WMP Police and Crime Commissioner**Victims service strategy visit: http://www.westmidlands-pcc.gov.uk/key-issues/victims-commission

OFFICIAL (when complete)

MG11 (2016)

WITNESS STATEMENT				
	Crime Number:			
Criminal Procedure Rules, r 27.2; Criminal Justice Act	1967, s. 9; Magistrates' Courts Act 1980, s.5B			
	URN			
Statement of:				
Age if under 18: (if over 18 insert 'over 18')	Occupation:			
This statement (consisting of page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.				
Signature:	Date			
Tick if witness evidence is visually recorded (supply witn	ess details on rear)			
Signature:	Signature witnessed by:			

OFFICIAL (when complete)

MG11 (2016)

Witness contact details URN: / / /			
Name of witness: Mr/Mrs/Ms/Miss/Dr			
Former name*Email address: *Email address needed for correspondence i.e. supp			
Address	Posto	code:	
Preferred telephone number:	nber:		
Agreed means of contact and frequency :			
Gender Date and place of birth	icity Code	(16+1)	
DATES OF WITNESS NON-AVAILABILITY: (12 months)			
Witness care			
Does the witness require a Special Measures Assessment as a vulnerable or intimidation 18; witness with mental disorder, learning or physical disability; or witness in fear of gothe complainant in a sexual offence case. ALSO crimes involving gun and knife crimes Slavery Act 2015) Yes No If 'Yes', submit MG2 with file in NGAP, contested or indictable or GAP cases.	iiving evide es and vict	ence or wi	tness is dern
Witness Consent (for witness completion)			
 a) I am aware that I may have to attend court. b) I have been given the Victims' leaflet with the crime number on. c) The Victim Personal Statement scheme (victims only) has been offered to me. d) It has been explained to me what will happen next with this investigation e) I consent to police having access to my medical record(s) in relation to this matter (obtained in accordance with local practice) f) I consent to the statement being disclosed for the purposes of civil proceedings 	Yes Yes	No	N/A
if applicable, e.g. child care proceedings, CICA, CLPD. g) Child witness cases only. I have had the provision regarding reporting	Yes 🗌	No 🗌	N/A 🗌
restrictions explained to me. I would like the CPS to apply for reporting restrictions on my behalf.	Yes 🗌	No 🗌	N/A 🗌
 I understand that the information recorded above will be passed on to the Witness Service, which offers help and support to witnesses pre-trial and at court. I understand that my details may be passed to other agencies who can offer me help and support in relation to being a victim of this crime. 			
I give my informed and explicit consent for my personal details to be passed to other agencies that can support me or are involved in the criminal justice process.	Yes 🗌	No 🗌	
Signature	Date		
Parent/guardian signature			
Address			
Supporter signature			
Statement taken by (print name): Station: Station:			



OFFICIAL (when complete)



Information for Victims of Crime

This leaflet sets out what you can expect from the criminal justice system if you are a victim of crime. It contains information about organisations that you can contact for free advice, practical information and emotional support.

Thank you for reporting the incident to the police. Reporting crime is an essential first step in bringing offenders to justice. You can find below some details about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services for victims of crime.

Details of the crime you have reported

Initial contact with the police	Crime case details
Name and number of officer:	Date of incident :
Officer dealing with the case (if different from above)	Crime case reference number:
Name and number of officer:	Offence type:
Phone number:	1

Next steps

The police will give you information about what to expect from the criminal justice system, including information about the Victims' Code. The Victims' Code sets out the services you can expect from criminal justice agencies. The police will conduct a "needs assessment" and will ask you questions to establish what help and support you might need. The Victims' Code sets out your rights to make a complaint under the Victims' Code if you are unhappy with the service you receive. If you would like to read the Code in full, or to access a shorter guide to the Code, please visit: www.west-midlands.police.uk/services/code-of-practice-for-victims-of-crime

If you do not live in England and Wales, you are still entitled to the services set out in the Victims' Code if the crime took place in England and Wales, or if the services relate to criminal proceedings taking place here.

The Victim Personal Statement (VPS): The Victims' Code entitles all victims of crime to make a Victim Personal Statement (VPS). The VPS helps give victims a voice in the criminal justice process. In your VPS you can tell the court and the Parole Board, where applicable, how the offence has affected you or your family. You can choose to read your statement aloud in court or have it read out on your behalf if the defendant pleads or is found guilty. To find out more, visit:

www.gov.uk/government/publications/victim-personalstatement

If you agree, the police will pass your details on to an organisation that provides services to victims of crime. In the majority of cases, your details will be passed on to a local support service. You can also contact these services directly if you would like support following a crime. To find out more, visit: www.victimsinformationservice.org.uk or phone **0808 168 9293**.

Victim Support: The police will ask you if you would like to talk to someone from Victim Support. If you tell the police that you do not want Victim Support now but change your mind at any time you can call 0300 303 1977. Victim Support is a charity that offers free and confidential advice and support to victims of crime. To find out more visit: www.victimsupport.org.uk or call 0300 303 1977.

Working together with the police to investigate your crime: To help the police investigate your crime, you should let them know:

- If you remember something not already included in your current statement.
- If your contact details change.
- If the crime involved any type of hostility, for example if you were targeted because of your race, sexuality, religion, disability or gender identity, or perceived race, sexuality, religion, disability or gender identity.
- If you have any specific needs, for example, mobility, communication or religious requirements.

What you can expect from us:

We will:

- · treat you with fairness, dignity and respect
- give you clear and relevant information about your case
- We will keep you informed about progress on your case
- We will tell you if tell you if we are unable to take the case forward.

Protection against harassment or intimidation: If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the police immediately. If the accused is bailed, the court may impose a condition preventing the accused from making any contact with a named person or persons. You could also apply to court to get an injunction against the accused if you think it's likely that he or she will harass you.