

RMA

ACCREDITATION OF RISK ASSESSORS INFORMATION FOR APPLICANTS



**REDUCING
SERIOUS HARM**

Thank you for your interest in becoming an accredited risk assessor with the RMA.

This document will provide applicants with an overview of this interesting and challenging role to support you in making an informed decision over whether it's the right time for you to apply.

Please read the information carefully and [get in touch](#) if you have any questions which are not covered here.

There are also additional resources, including assessor testimonies and further information on the OLR on the [RMA website](#) which provide a valuable insight into the role.

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INTRODUCTION

Thank you for your interest in becoming an accredited risk assessor with the RMA.

The RMA are seeking experienced, confident risk assessors from psychology and psychiatry disciplines to complete complex risk assessments for the High Court. A specialism and extensive experience in forensic services is essential to the role. These risk assessments are used to inform the sentencing judge about the risk an individual presents, and support an informed decision over whether an individual should be sentenced to an Order for Lifelong Restriction. The accredited assessor therefore plays a vital role in contributing to robust and defensible decision making in Scotland's criminal justice system, and public safety.

It is recommended that applicants review this document in conjunction with the [Standards and Guidelines for Risk Assessment](#) to which an assessor must have regard when conducting these assessments. Additionally, the accreditation process is designed in line with the [The Risk Assessment and Minimisation \(Accreditation Scheme\) \(Scotland\) Order 2006](#) which candidates are encouraged to be familiar with. For successful candidates, accreditation will be granted under either Section 210B or Sections 210 B and 210D of the [Criminal Procedure \(Scotland\) Act 1995¹](#) ("the Act"). The function of these documents is explained in more depth in the body of this document.

If you're interested in the role of RMA Accredited Risk Assessors in Scotland and have any questions about the accreditation application process, we're here to help.

You can [email us](#) with any questions about the accreditation application process, the benefits of being accredited, or the work of the RMA.

We can also arrange to have a member of the team call you for an informal chat.

ORDER FOR LIFELONG RESTRICTION

The Order for Lifelong Restriction (OLR) is a sentencing option unique to Scotland.

It was developed following recommendations from the [MacLean committee](#) consultation on the management of serious violent and sexual offenders in Scotland.

It can be considered by the sentencing judge for individuals appearing on indictment for a violent and/or sexual offence, or for an offence which indicates the potential for the individual to cause such harm in future. On that basis, the OLR can be considered for a wide range of offences, with the exception of murder which carries a mandatory life sentence of imprisonment.

An OLR provides for the lifelong management of the individual. This management commences in custody through the development and implementation of an individualised risk management plan, and continues for the rest of their life in the community. Management is multi-disciplinary, with the level of intensity matched to the level of risk presented by the individual at any given time.

Given the lifelong nature of the sentence, it is imperative that decisions around sentencing are well informed, this is achieved through the completion of a risk assessment.

¹ As amended by the Criminal Justice (Scotland) Act 2003

ORDER FOR LIFELONG RESTRICTION

Before imposing an OLR, the Court will formally request a **Risk Assessment Report (RAR)** by making a **Risk Assessment Order (RAO)**². An RMA-accredited risk assessor will be selected to complete the assessment. Only individuals accredited by the RMA can complete this assessment.



Once the RAR has been requested, the Court will adjourn for up to 90 days, during which time the RMA-accredited risk assessor will prepare their report, submitting it no less than 14 days before the end of the adjournal period. Assessors may apply to the Court to extend the period available for the assessment in advance of the Court date. The legislation does not allow for the offender to object to the making of a RAO, but the offender may challenge the resultant RAR and commission a separate risk assessment report.



Alternatively, if the offender is liable to detention in a hospital setting due to major mental illness and the Judge considers that the risk criteria³ may be met, the judge will make an **Interim Compulsion Order (ICO)**⁴ and order an assessment of risk and mental state. In this circumstance, an assessor accredited under sections 210B and 210D (indicating that they have evidenced skills and experience in forensic mental health) will produce a report with regard to risk to coincide with the production of the medical report. The ICO has different time scales from the RAO (twelve weeks in the first instance, with 28-day extensions available up to one year).

The sentencing judge will make the final decision, based on all available evidence, on whether the individual should be subject to an OLR. If the sentence is passed, the RAR is used by the lead authority (generally the Scottish Prison Service) as the basis to develop an initial **Risk Management Plan (RMP)** for the individual.



² or an Interim Compulsion Order (ICO) instructed under Section 210D (2) of the Act

³ ibid

⁴ Mental Health (Care and Treatment) (Scotland) Act 2003

ROLES AND RESPONSIBILITIES

Accredited assessors are not employed by the RMA, rather they are accredited by the RMA, and engaged and remunerated by the court.

Assessors are independent practitioners who are responsible for maintaining their competence and providing a consistently high quality service to the court. The interaction between the assessor, the RMA and the court is outlined in more detail below.

THE ROLE OF THE RISK MANAGEMENT AUTHORITY

The RMA's duties focus on protecting the public by ensuring that robust risk assessment and risk management practices are in place to reduce the risk of serious harm posed by violent and sexual offenders.

The RMA has specific responsibilities relating to the RAO and ICO, including:

- Accredite suitably qualified and experienced risk assessors
- Provide standards and guidelines for risk assessment
- Accredite the manners of risk assessment which outline how such assessment should be undertaken in line with best practice
- Maintain a public register of accredited risk assessors sufficient to the needs of the High Court

The RMA Accreditation Committee acts on behalf of the RMA Board to award accreditation to competent assessors. A competency framework (Appendix A) is applied to applicants to ensure selection of highly skilled, experienced individuals to the assessor group.

As an accreditation body, the RMA supports assessors in a number of ways. Upon appointment assessors will be provided with an induction to introduce key processes and documentation, meet RMA personnel and make links to existing assessors if required. Additionally, the RMA will quality assure RARs to ensure a consistent and high quality service to the High Court. Feedback and guidance may be provided to assessors where necessary to ensure this standard is maintained. The RMA will also be available to assessors throughout their period of accreditation for ad-hoc advice, support and guidance.

THE ROLE OF ASSESSORS

Assessors are required to provide the court with a high quality assessment which clearly outlines conclusions and recommendations relating to risk presented by the individual. This report should be provided in a timely manner in line with timescales outlined by the court. When preparing the RAR, Assessors are required to have regard to [RMA Standards and Guidelines](#). Completion of the assessment will require a collateral file review, interviews with the subject of the report, professionals and relevant others and development of a clear and accessible report. The assessor may also be required to attend court as a professional witness.

Assessors are expected to carry out their role in adherence with the Code of Conduct (Appendix B) and in line with the principles of duty, selflessness, integrity, objectivity, accountability, openness, leadership and respect.

Assessors will be expected to work within their competence at all times. Where an individual presents with characteristics or risks which are outside an assessors competence then it is possible to request that the court reallocate the case to a suitably experienced assessor. Alternatively, the commissioned assessor may request that the Court seek a supplementary assessment from a suitably qualified professional. It should be noted, that when assistance is sought; the accredited risk assessor will still retain responsibility for the RAR.

THE RELATIONSHIP BETWEEN THE COURT AND ASSESSORS

The High Court will consult the RMA assessor list when a RAR is requested by the court. Assessors are generally appointed in order of time elapsed since an assessor was last engaged, with those waiting longest being approached first. The court will provide the assessor with court reports relevant to the case. The assessor will be responsible for sourcing additional background information from other sources. However, the court may assist assessors in instances where their attempts to access evidence held by a particular body to inform a RAR have been inappropriately refused. Following completion of the RAR, the High Court may recall assessors to comment or clarify their conclusions or to provide further information to inform sentencing.

FEEDBACK FROM CURRENT ASSESSORS

To support prospective candidates in deciding whether the Accredited Assessor role is for them, feedback was sought from the current assessor cohort on the realities of the role. The main themes in terms of benefits and challenges are outlined below.

BENEFITS OF BECOMING AN ACCREDITED RISK ASSESSOR

CONTRIBUTING TO A SAFER SCOTLAND

Assessors are a key part of a system of justice unique to Scotland. They are proud to be proactively leading in the ethical treatment of offenders, which protecting victims and the safety of communities.



REPUTATIONAL STANDING

Accreditation is only offered to individuals at the top of their profession. It is viewed as an indication of competency and can be a pathway for professional progression.



PROFESSIONAL DEVELOPMENT AND NETWORKING

Accreditation broadens experience and professional competency, promotes interaction with the justice system, agencies and peers to share best practice.



REIMBURSEMENT

When acting on behalf of the court, assessors are reimbursed in line with expert witness rates for their time and travel spent compiling the RAR and any court time required. The court rate is currently set at **£100 per hour** for work done in assembling information, interviewing and preparing the RAR, as well as necessary travel time. Travelling and accommodation expenses may also be claimed, subject to agreed rates.



Full testimonies from current Accredited Assessors are [available here](#)

CHALLENGES INVOLVED IN BEING AN ACCREDITED RISK ASSESSOR

TIME

Assessors encouraged candidates to consider carefully if they have adequate time and availability to undertake the work alongside other commitments they may have.

Assessors estimated that compiling a RAR can take around 70-100 hours of work and can involve extensive travel for interviews and court dates. This must all be achieved within tight timescales as outlined by the court. Additionally, following the submission of a RAR, an assessor may be recalled to court several times prior to sentencing over an extended period of time which may impact on other commitments.

Assessors should ordinarily be prepared to complete an average of two RAR per year, if required by the court. This ensures the needs of the court are met and competency within the role is maintained. They may also be required to attend mandatory events hosted by the RMA, as well as maintaining their own CPD.

INFORMATION SOURCING

Assessors also noted that sourcing information to inform the RAR can be challenging. Completing a RAR is an extremely immersive process involving collating an extensive amount of information typically requires the assessor to collate extensive information from multiple agencies e.g.; SPS, Social Work, the Crown Office, Procurator Fiscal and Police Scotland. Assessors often meet obstruction and delays in gaining access to vital information and must show determination in the sourcing of sufficient evidence to form defensible conclusions.

The large amount of documentation, and evidence gathered must be thoroughly reviewed, documented and submitted as part of the RAR and assessors are expected to act as Data Controllers in the handling distribution and security of all data in line with GDPR requirements.

PROFESSIONAL CRITIQUE

Finally, assessors noted that a high degree of resilience is required within the role. Defendants have the right to challenge RAR conclusions in court. This can involve a high level of scrutiny and critique from QCs and other professionals who review the contents of your assessment. Assessors should consider if they have the requisite skills and resilience to undergo cross examination as an expert witness in a High Court setting.

THE ROUTE TO BECOMING AN ACCREDITED ASSESSOR

The RMA will only open the application process if it anticipates that further assessors are required to meet the needs of the High Court. As such, periods of recruitment are unlikely to be a regular occurrence. Accredited assessor numbers are limited to ensure that assessors have the opportunity to access reports on a regular basis in order to maintain competencies.

To comply with the timeframes outlined within the legislation, applications will only be accepted between the 2nd and 15th of October.

Accreditation follows four stages:

- Pre-application
- Application
- Interview
- Maintenance of Accreditation

PRE-APPLICATION

ELIGIBILITY QUESTIONNAIRE

Only those meeting the initial eligibility criteria will be invited to apply to become accredited assessors. Interested parties can complete and submit an [eligibility questionnaire](#) via the RMA website which allows them to receive an application form. The questionnaire is designed to confirm basic suitability for the role.

If a prospective applicant demonstrates via the questionnaire that they have the requisite skills and experience, then the RMA will respond via email and provide an application form for completion. We will aim to respond within five working days. If the prospective candidate does not evidence the necessary skills and experience, the RMA will respond via email informing the candidate why they are currently unsuitable, and what they would require to evidence to be suitable in future. There is no appeals process; all decisions at the pre-application phase are final.

The eligibility questionnaire will be available between 4th September and the 6th October 2023.

Access it by [clicking here](#).

It is recommended that candidates check their eligibility as soon as possible as this will ensure that they have adequate time to complete their application form prior to applications opening.

The eligibility questionnaire will require potential applicants to provide information relating to their professional background, qualifications and competencies.

If considered eligible to apply, applicants will then be required to upload certificates and documents as evidence of their training and personal suitability alongside the application form.

APPLICATION

Upon completion of the eligibility questionnaire, eligible persons will be provided with a copy of the application form. Only fully completed application forms will be processed.

Application forms must be submitted electronically, alongside all supporting documentation (see below) to olr@rma.gov.scot.

As part of the application, candidates will be requested to submit further evidence as follows:

SAMPLE REPORTS - PREVIOUS RISK ASSESSMENT REPORTS

Applicants must upload two examples of risk assessments they have submitted to statutory bodies. The applicant must anonymise each report with regard to the personal details of the subject of the risk assessment (the offender) and any third parties, but not in regard to the date and circumstances of its commission. Each report must be submitted with a completed Sample Report Questionnaire (provided alongside the application form).

Although the reports submitted will be for a different purpose and in a different style, applicants should consider the types of cases and reports that they submit as part of their application. For example, it may be easier to evidence the competencies required for accreditation if applicants choose cases with substantial histories of offending behaviour rather than a first-time offender. Applicants should endeavour to upload reports which contain as many of the elements of a RAR as outlined in the [RMA Standards and Guidelines for Risk Assessment](#) as possible.

For applicants applying for accreditation under Sections 210B and 210D of the Act (i.e. those who wish to be accredited to produce risk assessment reports concerning persons subject to an Interim Compulsion Order), at least one of the reports submitted should demonstrate skills in forensic mental health.

One of the reports submitted will be reviewed by a qualified Psychologist and a critique prepared for discussion at interview stage.

REFEREES

All applicants must provide the names of two people who have agreed to provide a reference regarding the applicant's suitability for the role of accredited risk assessor. One referee must be the applicant's line manager (or major client for independents) and one a peer referee. It should be noted that neither current RMA Board Members nor RMA staff may act as referees for this purpose.

The 'peer reference' must be a character reference from a colleague of good standing within the field of criminal justice/risk management.

CRIMINAL RECORD CHECK

Applicants will be required to submit an electronic copy of a Basic Disclosure Certificate alongside their application form. Successful applicants may be subject to further vetting following accreditation.

The RMA may request additional supporting information at any stage of the accreditation process.

The RMA will evaluate all documents submitted. Applicants successful at the application stage will be contacted in order to arrange an interview. Individual feedback will be provided to each candidate; those unsuccessful in their application can reapply in the future or appeal the decision.



INTERVIEW

Interviews will be conducted by a combination of the Accreditation Committee and RMA staff.

The purpose of the interview is to provide an opportunity for the applicant to demonstrate the competencies, experience and personal attributes for the role of accredited risk assessor. Interviews will be arranged at the RMA office in Paisley or online if Covid restrictions are in force. All costs incurred to attend an interview will be at the applicant's own expense.

Candidates will be requested to expand on their experience and suitability for the role based on the competencies listed in Appendix two. The interview also will involve the critique of one of the reports submitted as part of the application.

Final decisions will be made by the Accreditation Committee and communicated within two weeks of the interview.

SUCCESSFUL APPLICANTS

Successful applicants will be accredited for a maximum period of three years. The RMA will provide new assessors with an induction session. This will take place at the RMA offices or online, based on Covid restrictions.

INDUCTION

The purpose of the induction will be:

- To meet key members of the RMA Team.
- To explain the relationship between the RMA, Assessors and the Court.
- To explain the types of issues that the RMA can support the assessor with, who can offer this support and how.
- To confirm understanding of the Standards and Guidelines for Risk Assessment and the evaluation process.
- To confirm understanding of the Code of Conduct, and their responsibilities - and to sign to this effect
- To confirm understanding of data control responsibilities.
- To answer any general queries or concerns and provide advice.

An assessor pack will be available electronically which will contain all relevant documents and templates the assessor requires. New assessors will have the opportunity to meet peers at RMA-led events.

This activity may be included in the hours of Continuous Professional Development (CPD) expected of RMA Accredited Risk Assessors.

MAINTENANCE OF ACCREDITATION

Accreditation lasts for a maximum period of three years (but may be shorter), following which a new application must be made by the assessor. In the event of being successful, applicants will be informed of the period of accreditation granted by the committee.

To maintain accreditation, it is expected that assessors will continue to:

- Submit RAR's and/or other relevant work for evaluation on an ongoing basis
- Maintain their eligibility status
- Maintain registration with their regulatory body
- Continue to comply with the Code of Conduct signed at induction
- Undertake a minimum of 25 hours of relevant Continuous Professional Development per year.

At the completion of three years those assessors maintaining eligible status can reapply for a further period of accreditation.

As noted above, CPD should be relevant to the role of accredited assessor, and may include (but is not limited to):

- Training – e.g. Risk assessment tools, interventions, therapeutic approaches.
- Education – further qualifications or relevant study
- Attendance at seminars or conferences
- Supervision which supports the assessor and develops their knowledge/competence
- Personal reading in relevant topics

All relevant training should be recorded in the CPD log provided following accreditation. In addition, the RMA will provide opportunities for accredited risk assessors to share experiences and learn new skills; some of these events may be mandatory in order to maintain your accreditation. Updates to relevant RMA publications, such as the Standards and Guidelines will be highlighted to accredited assessors and training will be available as deemed appropriate.

APPEALS PROCESS

Applicants may appeal against decisions not to offer accreditation by written submission to the RMA. The applicant shall submit notice of their intention to appeal to the RMA no later than four weeks after notification of the decision to be appealed. The appellant should provide appropriate substantiation for their position and any supporting additional or updated information.

The written appeal will be reviewed, investigated, and resolved in a timely manner through a formal documented process. Detailed information on the appeals process is outlined within the relevant **statutory instrument**, or on request from the RMA. Unsuccessful applicants are not excluded from making a fresh application in the future, if circumstances change.

ASSOCIATED PROCESSES

SUSPENSION OF ACCREDITATION

It is a legislative provision that the RMA may suspend accreditation at any time in response to any breach of the conditions of accreditation or pending the result of investigations into the conduct or performance of accredited risk assessors.

WITHDRAWAL OF ACCREDITATION

It is also a legislative provision that the RMA may withdraw accreditation as a result of investigations into the conduct or performance of registered persons or in response to the breach of conditions of accreditation. Accredited risk assessors can surrender their accreditation at any time by writing to the RMA.

COMPLAINTS PROCEDURE

Complaints relating to actions or conduct of an accredited risk assessor will be reviewed and investigated by the RMA. The Complaints Procedure is available at www.rma.scot or on request from the RMA.

DEFERRED DECISION

The Accreditation Committee may defer its decision on whether or not to accredit an applicant depending on the circumstances of the case. In the event of a deferral, the Accreditation Committee will advise the applicant of a timescale for doing so.

RECORDS

The RMA maintains a public register of accredited risk assessors and their contact details for use by the High Court in the commissioning of a RAR.

The register will contain details of accredited risk assessor availability. Accredited risk assessors must inform the RMA of any instance where they anticipate being unavailable to conduct a risk assessment for an extended period (for instance holidays, sabbaticals, maternity or paternity leave, etc.).

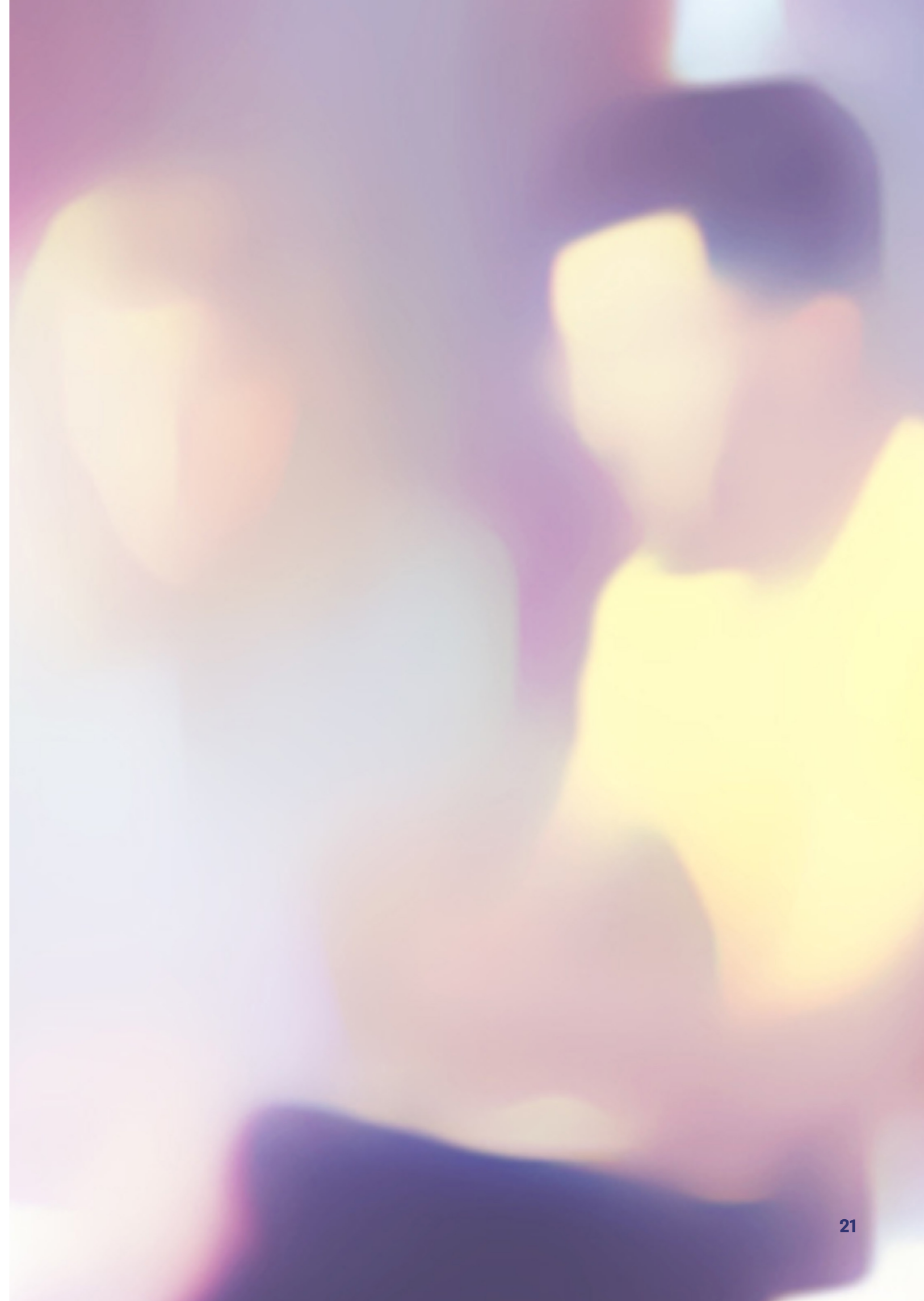
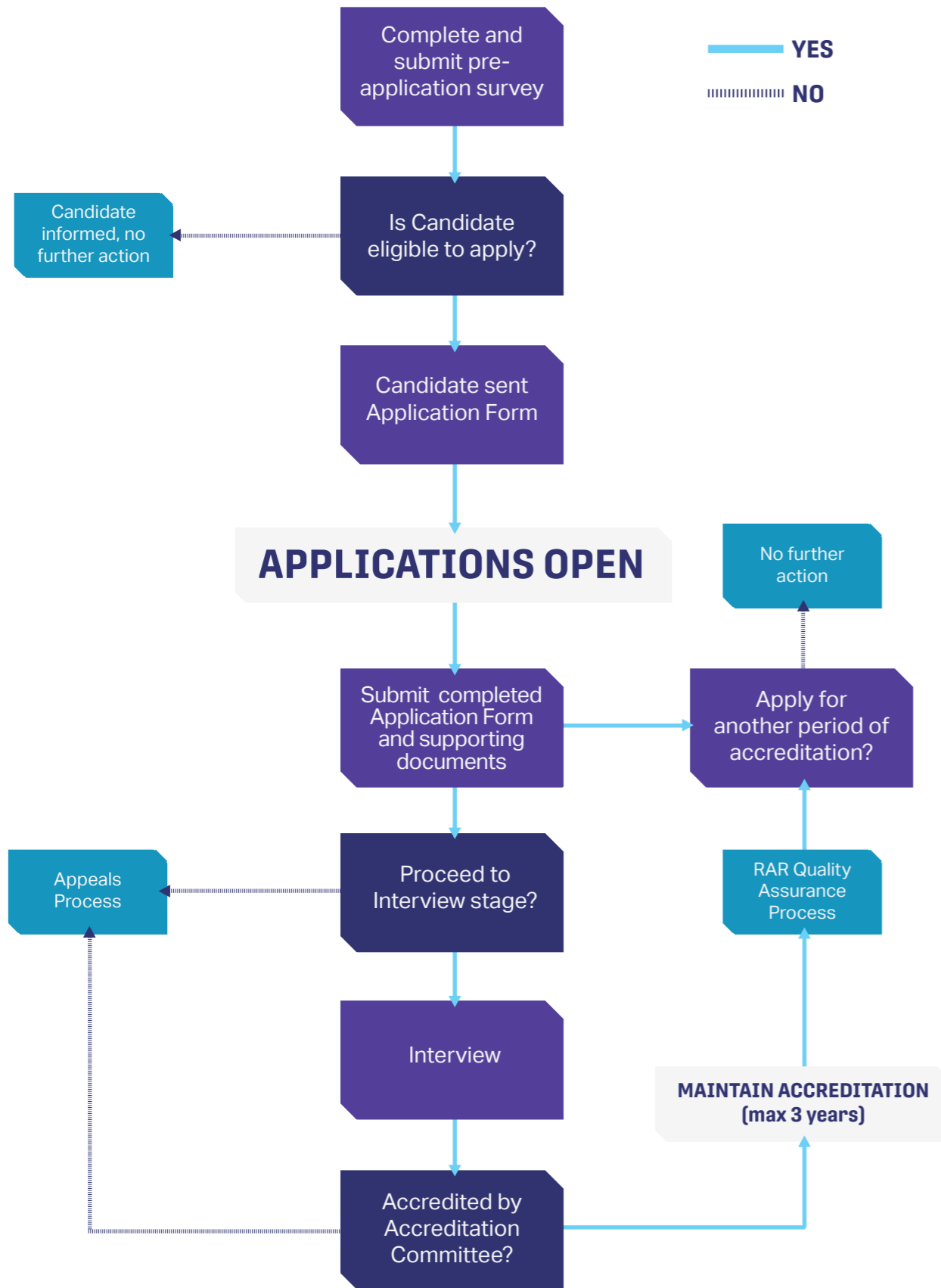
The register shall specify

- The name and business address of accredited persons;
- The period of accreditation and the purpose or purposes for which it is valid (e.g. 210B only, or 210B and 210D);
- Where the accreditation committee suspends accreditation, the register shall indicate that the assessor is unavailable, but only for so long as the suspension is in force.

The RMA will also hold information regarding each applicant and accredited risk assessor which will remain confidential. This information will include the original application information, records of continuing professional development, investigations, appeals and complaints, risk assessment logs and re-accreditation information. Accredited assessor data will be held indefinitely while the assessor is accredited; and for up to six years following the assessor no longer holding accreditation.

Unsuccessful applicant information will be held for a maximum of 12 months.

THE ACCREDITATION PROCESS



APPENDIX A: CRITERIA AND COMPETENCIES

CRITERION 1: EXPERIENCED PROFESSIONAL IN A RELEVANT DISCIPLINE

Essential: Applicants will have a relevant professional qualification, including:

- Registered Forensic Psychologist and/or Chartered Psychologist
- Clinical Forensic Psychologist
- Psychiatrist with forensic speciality

Essential: All applicants should evidence:

- Compliance with all codes of conduct relevant to their profession
- Extensive, broad and current experience of the assessment and management of serious sexual and violent offenders. Experience of supervising others in this field is desirable.
- Knowledge of relevant legislation and legislative contexts with regards to the assessment and management of sexual and violent offenders in Scotland.
- Leadership in the field of risk assessment and risk management (eg. delivering training, publishing research or providing consultancy).

Desirable:

- Experience of providing supervision to others within the field or risk assessment or risk management

CRITERION 2: PERSONAL SUITABILITY

Essential: All applicants should:

- Be UK based
- Have the ability to travel for activities including (but not limited to) access files, facilitating interviews and discussions in person, attending meetings and court
- Have the capacity to balance multiple priorities and to work independently to meet tight timescales as set by the court and OLR legislation
- Be committed to continuous improvement and engagement with the RMA and peers in line with the Code of Conduct (Appendix B)
- Ordinarily be prepared to complete an average of two RAR per year, if required by the court.
- Register as a data controller and have knowledge of GDPR
- Demonstrate suitability to work via Basic Disclosure
- Possess knowledge of victim support agencies

Desirable:

- Evidence of previous engagement with victim support agencies either in a professional or voluntary capacity

CRITERION 3: EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS

Essential: All applicants should evidence via sample reports:

- A consistently high standard of written communication, evidenced by correct grammar and punctuation, accessible language, a concise narrative style and evidence based conclusions.
- Information is conveyed in an analytical, as opposed to merely descriptive manner.
- The ability to effectively communicate psychological knowledge to a wide audience and adapt communication style to engage with offenders, victims, witnesses and professionals to inform the risk assessment and disseminate its conclusions.
- Evidence of effective communication and engagement with professionals working within or outside the Scottish criminal justice system which will inform assessment and future risk management.
- The ability to engage and interact with external partners to ensure timely acquisition of data.

CRITERION 4: RISK ASSESSMENT AND RISK MANAGEMENT OF OFFENDERS

Essential: All applicants should evidence via sample reports:

- Extensive knowledge of current professional literature and research regarding the assessment, treatment and management of sexual and violent offenders.
- The ability to gather high quality evidence which draws upon and develops the findings of risk assessment tools to reach a defensible conclusion on risk and future management.
- Training in, and experience of independently using a wide range of psychological assessment tools; including (but not limited to): structured professional judgement and actuarial risk assessment tools; personality and cognitive functioning assessments.
- The ability to demonstrate an understanding of such tools' validity for particular uses, circumstances and client groups.
- Evidence of consistent adherence to the Standards and Guidelines for Risk Assessment in risk reports including:
 - Articulation of the strengths and limitations of risk assessment methods.
 - Clear evaluation of the reliability of information gathered, and what weight this information is given when assessing risk.
 - Highly developed skills in risk formulation.
 - Reaching defensible conclusions regarding future risk in a manner that facilitates understanding; and where appropriate, which is in line with legislative criteria.
 - Redacting of third-party information and identifiers to protect informants and victims.
- The ability to make recommendations for risk management which are consistent with Standards and Guidelines for Risk Management, statutory requirements and service provision in Scotland.
- Illustrate an appropriate victim-focus including consideration of victim perspectives during information gathering, consideration of victim harm within risk formulation, and consideration of victim safety planning measures.

CRITERION 5: MENTAL HEALTH

Essential: All applicants should evidence:

- Ability to recognise mental health presentations and, where this falls outside the applicant's competency, instruction of an appropriate professional to provide an opinion.

For applications to undertake Interim Compulsion Orders under 210B and 210D only:

Essential:

- Forensic mental health experience, including the assessment of major mental disorders.

CRITERION 6: MULTI-DISCIPLINARY WORKING

Essential: All applicants should evidence:

- Extensive experience of a multidisciplinary approach to risk assessment and risk management, for example:
 - Contribution to multi-disciplinary Risk Management Team meetings as a Senior Stakeholder
 - Contribution to Multi Agency Public Protection Arrangements
- Knowledge, understanding and respect for the various roles, functions and interactions of key criminal, social and community justice agencies

Desirable:

- Experience of working with professionals to manage individuals subject to the OLR

CRITERION 7: EXPERIENCE OF PROVIDING EXPERT OPINION WITHIN THE SCOTTISH CRIMINAL JUSTICE SYSTEM

Essential: All applicants should evidence:

- The skills to determine if they have the knowledge, training and competencies to take on a particular Risk Assessment Report.
- Recognition of potential conflicts of interest associated with a particular case which may prevent their engagement by the Court.
- Experience or training in providing oral evidence in an adversarial setting, including Parole Board, Court or Mental Health Tribunal.
- Knowledge and understanding of relevant legislation and legislative contexts of offender risk assessment or management.
- Knowledge and understanding of personal security and secure or custodial environment procedure.

APPENDIX B: CODE OF CONDUCT

The independence, powers and responsibility of the Risk Management Authority (RMA) place high ethical demands on assessors accredited by the Authority. Accredited assessors must agree to abide by the provisions of the following Code of Conduct. Compliance with this Code is a condition for continuing accreditation and a breach of the Code may lead to the withdrawal of accreditation.

I UNDERTAKE TO COMPLY WITH THE FOLLOWING:

1. To act professionally and ethically in undertaking my duties as an accredited assessor and in doing so, uphold the integrity of Accreditation and the reputation of the Risk Management Authority.
2. To undertake risk assessments under the auspices of a Risk Assessment Order (or Interim Compulsion Order) in accordance with legislation and RMA published standards and guidelines (including the use of the RMA report format).
3. To conduct all interactions with victims, offenders and other parties in line with the principles of duty; selflessness; integrity; objectivity; accountability; openness; leadership; and respect.
4. To undertake assessments and proffer opinions appropriate to my experience, competence, skills, training and expertise. To seek appropriately qualified advice and consultation in any circumstance that is outside my own specific expertise. To avoid the use of risk assessment tools for which I do not possess the technical user qualifications as specified within the tool. It is my obligation to ensure my training and certification in said tools is up to date. To best endeavour that my qualifications and competencies are not misrepresented by others and to correct any misrepresentations identified.
5. To remain informed of scientific, ethical and legal innovations relevant to my profession and strive to improve the knowledge, practices and reputation of accredited assessors by contributing to the ongoing development of the risk assessment/management field.
6. To avoid any activity that may be in conflict with the best interests of the Authority or may be seen to prevent the objective performance of my duties. To disclose to the Authority any current or previous relationship (working and personal) that may be seen to compromise my impartiality.
7. To adhere to the requirements of all relevant legislation in particular GDPR and the Equality Act and any other confidentiality obligations applicable to my profession, by ensuring data collected is recorded, processed and stored in a confidential manner, designed to avoid inadvertent disclosure. To ensure that colleagues and supervisees respect the provisions of this act in relation to the handling of confidential information.
8. To ensure an inventory of all supporting documents gathered reviewed and used as evidence in compilation of the RAR is submitted to the court with the RAR.
9. To cooperate fully with any enquiry in the event of a complaint about my performance or conduct as an accredited assessor or registered professional.
10. To inform the Risk Management Authority immediately upon any change of circumstances which may have an impact upon my Accreditation status such as being charged with a criminal offence, being subject to investigation or allegation of misconduct, a change in my professional membership status and any other medical or personal circumstance which would preclude me from competently performing my duty as an Accredited Assessor.
11. To complete the minimum annual continuous professional development (CPD) hours and to attend all mandatory training as set by the RMA.
12. To attend Assessor meetings as required by the RMA.
13. To ensure personal and professional details are updated via the Professional Registration route on the RMA portal.
14. To maintain accreditation status via the Professional Registration route on the RMA portal.
15. When preparing a Risk Assessment Report, the 'client' is the court. In the event that legal obligations appear to contradict a profession's Code of Ethics and Conduct, treat such contradictions with care, and take appropriate advice from your relevant professional body. If necessary, explain to the court the decision-making process

I confirm I have read and understood the above code of conduct and agree to abide by this at all times. I understand that a breach of this code may result in suspension and/or withdrawal of accredited status.

Name: _____ Date: ____ / ____ / _____

Sign: _____

RMA

**RISK
MANAGEMENT
AUTHORITY**

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