

### What is a Social Enquiry Report?

The Probation Service helps the Court to make their decisions by preparing Social Enquiry Reports (SERs).

The SER gives information about you to the Court. A report can only be ordered by the Court if you are found guilty or you plead guilty to an offence.

### Why are Social Enquiry Reports ordered by the Court?

The Court generally requests a report before they decide on the sentence. The information in a report is about you, the offence you have committed and your circumstances. It will help the Court to understand why you offended and help them to decide how to sentence you.

### Who writes the Report?

A Probation Officer will write the report. Probation Officers are professionals trained in understanding offending.

### When will the Report be written?

The Court usually adjourns for three weeks for the Probation Service to write a report. You will be contacted and given an appointment at the Probation Office. You should ensure you leave an hour for the first meeting. A second appointment may be arranged if the Probation Officer needs more information, and the finished report will always be read to you before it is sent to the Court.

We will try to make an appointment time that is suitable for you but you may be asked to take time off work to see the Probation Officer. If you do not attend appointments without explanation the Court will be informed.

### What will your Probation Officer ask?

The Probation Officer will ask you about your life, your family, your job and financial situation (in case the Court decides to fine you), any previous Court appearances and all the circumstances about the offence. We will also ask you to consider your victims, where appropriate, and to consider the impact of your offence on them.

We might also want to speak to other people who know you such as your family, doctor, or employer. This will be discussed with you first.

### Confidentiality

Whilst Probation Officers will respect your privacy there are things which we will not treat as confidential, but this will be explained to you. For example, if you tell us about a new crime, the intention to harm yourself or others or that a child has been harmed, we are obliged to pass this information onto the appropriate agency.

### Who will see the Report?

- You
- Your Advocate
- The Judge
- The Prison (if you receive an immediate custodial sentence)

The Police and the Press are **not** given a copy of the report and it is not read aloud in Court.

If you are being sentenced in Royal Court, the Royal Court Judge and Jurats and the Prosecutor will see the report.

### Sentencing

Social Enquiry Reports usually suggest a sentence. However, it is important to understand that it is the Court who decides on the sentence and not the Probation Officer.

### Recording Information

The Probation Service keeps computer and paper records of when you attend for appointments and what is discussed. Information in these records is generally confidential but can be seen by the Court and used as evidence.

You can ask your Probation Officer if you want to see your record.

***Our expectations of you...*** are that you treat all Probation Staff and property with respect.

***You can expect...*** your Probation Officer to make every effort to see you at the arranged time and to treat you with respect and dignity.

***You have the right to complain...*** you should firstly write to the Chief Probation Officer at the address on this leaflet.

## Interview with Probation Officer

Time .....

Date .....

*If you are unable to keep this interview you MUST notify the Probation Service in advance wherever possible.*

## Directions to the Probation Office

The Probation Office is on the first floor of the Guernsey Information Centre. As you enter the main entrance, turn left, and head to the top of the stairs.

If you have an appointment before 9am or after 5pm and the outside door is closed, please call 01481 724337.

## States of Guernsey – Customer Charter

The Probation Service is committed to the States of Guernsey Customer Charter. This means we strive to deliver services which are:

*Courteous and fair*

*Timely and efficient*

*Accessible and provide choice*

*Accurate and relevant*

*Provide the opportunity to give feedback and be heard*

For further information please visit:

[www.gov.gg/customercharter](http://www.gov.gg/customercharter)

The Probation Service complies with the principles of The Data Protection (Bailiwick of Guernsey) Law, 2017. For full details please see our Fair Processing Notice on the Probation Service section on the States of Guernsey website at [gov.gg](http://gov.gg) or contact the Probation Service reception, where you will also find details of your rights as a data subject.



States of Guernsey  
Probation Service

# SOCIAL ENQUIRY REPORT INFORMATION LEAFLET

**What you need to know  
about a Probation  
Report**

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Guernsey Information Centre  
North Plantation  
St Peter Port  
Guernsey  
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**Tel: (01481) 724337  
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