

PILOT: LEGAL PRACTITIONERS 'CONDITIONS OF ENTRY'

Wood Green Crown, Southwark Crown, Brighton Magistrates, Tameside Magistrates and Maidstone Combined Court.

Legal practitioners who wish to participate in the Pilot are required to agree with all 'Conditions of Entry' below.

1. Legal practitioners will be able to enter participating courts in the pilot, without searching, providing they:
 - Are registered with the court and
 - Provide the agreed photo identification
2. Legal practitioners are required to comply in full with all '**Court Arrangements and Procedures**' (below) to participate in the pilot.
3. Please note for security reasons if a legal practitioner:
 - does not have the agreed official photo identification on the day of their visit, or
 - is not registered on the day of their visit at the pilot court or
 - they do not 'match' their agreed official photo identification-they will not be allowed to enter the court without going through the court security screening procedure. Exceptions will not be allowed. The legal practitioner will be asked to join the end of the main queue. It is important the system being piloted is not seen by other court users as allowing 'queue jumping' as this is likely to cause objections.
4. Court Security Officer will conduct random searches as part of the 'Professional Entry Scheme'. They will equate to approximately 10% of legal practitioners entering using this scheme. This will safeguard against the scheme being observed as weak, and being targeted. Legal practitioners selected will be directed to be the security screening area, they will not have to join the back of the main queue.

Prohibited Items

5. Careful consideration must be given to any item brought on to HMCTS premises in terms of whether it could be used by someone to injure you or someone else. As part of the 'Conditions of Entry' legal practitioners participating in the pilot must still abide by these rules and not bring in any prohibited items listed below. Please check your bags/keyrings before you attend court.
 - ANY type of knife or bladed article, such as scissors, penknives (including articles on keyrings)
 - other sharp items, such as knitting needles and darts
 - glass articles- e.g. bottles or a glass
 - metal cutlery
 - syringes (unless by prescription)
 - toy guns and other things that look like guns
 - tools, for example screwdrivers, hammers and nails, ropes and chains
 - alcohol
 - liquids such as cleaning products, lighter refills.
6. A concession has been made for legal practitioners participating in the pilot to bring in perfume, spray deodorants, toiletries. Safety razors may be carried in a wash bag. Legal practitioners are asked to bring in items only when necessary, bottles should be small/discreet and all such items must be kept safe and out of sight of the public while on court premises.

7. If during a random security screening a legal practitioner is found to be carrying a prohibited item e.g. a keyring blade or pen knife, a report will be raised with the incident details. This will be passed to the HMCTS Delivery Manager and will be brought to the attention of the resident judge. The legal practitioner's participation in the pilot will cease and they may be excluded from the scheme for up to a year if the pilot is successful and the scheme is implemented nationally.
8. Any legal practitioner found to be circumventing these procedures may be removed from the scheme completely. E.g. Refusing to be security screened when selected at random; carrying belongings for other people; abusing the security staff conducting their duties.

Court Arrangements and Procedures at:

1. The Pilot is planned to commence **5th September and run for 12 weeks.**
2. **Courts Participating in the Pilot are:**

Professional Access Lane	NO Professional Access Lane
<ul style="list-style-type: none"> • Wood Green Crown • Southwark Crown • Brighton Magistrates • Maidstone Combined 	<ul style="list-style-type: none"> • Tameside Magistrates

3. Following a site assessment of entrance space and Court Security Officer numbers which will not be increased for this pilot, a decision has been made to implement a 'Professional Access Lane' at Wood Green Crown, Southwark Crown, Brighton Magistrates and Maidstone Combined. Tameside Magistrates will trial an entry system without a professional access lane.
4. A second strand of the pilot is national and involves the CLSA/LCCSA only. See paragraph 17. below.
5. Registration at pilot courts will be via an application process, the professional status of the legal practitioner will be verified as part of the application. As the 'Court Registration List' will initially be paper based for this Pilot, legal practitioners are asked to register only at courts they are likely to visit often during the 12-week pilot. This will help maintain a manageable 'Court Registration List' for the Court Security Officer to work with.
6. Anyone who seeks to join the pilot after the start date of the pilot may expect their application to take up to two weeks.

Court Arrangements

7. If a court has more than one entrance, the 'professional access lane' will be arranged at the main entry point only.
8. The 'professional access lane' will not be open throughout the working day as available Court Security Officer resources do not support this. When the lane is closed outside of peak times, legal practitioners re-entering the site will be required to go through the routine screening procedure. As there will be limited queue and no bags to be searched, entry should still be quick.
9. Tameside Magistrates Court will not to operate a 'professional access lane'. Legal professionals will have to queue with other court users to access the court. Once they reach the front of the queue they will undergo the entry checks described below.
10. The Professional Entry Scheme will not be implemented at courts where high security arrangements are in place. The scheme arrangement may be suspended if a significant risk is identified or additional security measures are required at the court.

Court Arrangements and Procedures

Legal practitioner's entry:

11. On attending court, all legal practitioners registered at the court will:
 - Arrive at court with sufficient time to be security screened should they be selected at random
 - Check they are only carrying their own belongings and nothing for anyone else, whatsoever
 - Check that they do not have any prohibited item listed in 'Conditions of Entry'.
 - Identify themselves to the Court Security Officer as a legal practitioner.
 - Provide their photo identity for examination, which will be:
 - A valid passport or driving license, or
 - For the CLSA a valid Photo CLSA ID card.
 - Confirm their full name to be checked against the Court Registration list.

Authentication of Identity

12. The Court Security Officer will:
 - Note the person has advised they are a legal practitioner and direct them as required.
 - Confirm by questioning that the legal practitioner is not carrying anything for any other person or any of the prohibited items.
 - Check the official photo identification presented, confirming the ID is authentic and the person's face 'matches' their photograph.
 - Check the legal practitioner is registered on the Court Registration list.
 - Conduct 10% random selection of those legal practitioners participating in the scheme. Those chosen at random will be subjected to full security screening. Once selected and confirmed as registered at the court they should be directed to the security screening area, they are not required to join the end of the queue.
13. Providing the legal practitioner can be identified by their official photo identification and are registered on the Court List, and are not selected for a random screening they may enter.
14. If the legal practitioner does not have identification or is not registered at the court they will have to go through the full security screening process, exceptions will not be allowed. This will mean directing them to join the back of the main queue.
15. If found to be carrying a prohibited item e.g. a bladed article, it must be surrendered in the normal manner. A report will be passed to the HMCTS Delivery Manager and will be brought to the attention of the resident judge. The legal practitioner's participation in the pilot will cease and they may be excluded from the scheme for up to a year if the pilot is successful and the scheme is implemented nationally.

The Criminal Law Solicitors' Association (CLSA) and London Criminal Courts Solicitors' (LCCSA) National Pilot

16. Arrangements at Tameside Magistrates, Brighton Magistrates, Wood Green Crown, Southwark Crown and Maidstone Combined for CLSA and LCCSA are as described above.
17. For the national pilot CLSA and LCCSA members will be able to access all other courts (except where high risk security) without searching, provided they are registered at the court and have an official CLSA / LCCSA photograph identification card. Other courts will not operate a 'professional access lane' and CLSA / LCCSA members will queue with other court users to access the entrance. Once they reach the front of the queue they will not be security screened but undergo the authentication of identification described above.