



# The Victim Personal Statement Resource Pack



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# Information about the Author

Susan Stewart is a Speech and Language Therapist and Registered Intermediary. She has worked with people with communication difficulties for over 20 years.

Susan spent 3 years working with County Durham Youth Offending Service and was co-author on the popular ClearCut Communication resources.

She is passionate about ensuring that people with communication needs get fair access to justice and that their voice is heard.

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# Making a Victim Personal Statement

## Introduction

'The Victims' Code of Practice' states all victims are entitled to make a Victim Personal Statement (VPS) to help inform court sentencing and Parole Board Hearing decisions.

However in the year ending March 2018 only 16% of victims were offered the chance to make a Victim Personal Statement (Source: 'The Victims' Commissioner Explains Why a Victim Personal Statement Matters'. Ministry of Justice UK accessed 24th January 2020).

These resources were created to make the process of gaining a VPS easier for both the complainant/victim and professionals gathering the victim's views. The resources reflect feedback from professionals and complainants/victims/witnesses.

They were initially designed for vulnerable complainants/victims who have a communication need. However, the impact of talking about a traumatic event can cause highly competent communicators to experience a communication difficulty. This is due to changes in how our brain functions when communicating about traumatic events; which affects how we communicate. The resources were therefore extended to make them useful for most people.

It is the professional seeking the VPS information who will need to decide when to use a particular resource and with which particular complainant/victim. These resources are a toolkit of different visual supports. Only a selection of the resources would ever be suitable for each person providing a VPS. The professional should select which visual tools to print or show to each individual.



**The pack should never be used in its entirety with one person.**

Resources in [section 1](#) are aimed at adults with reasonable verbal and written communication skills. These adults may be able to provide a written VPS following their written statement. There may also be some young people with excellent communication skills who could benefit from using these visual tools too.

[Section 2](#) resources are created to assist those with a possible communication need. These people may have provided a video recorded police interview as a vulnerable witness. They will need more detailed and supported work to prepare and then give their VPS (e.g. some children, young people, vulnerable adults and those with a label name that indicates a communication difficulty - Autistic Spectrum Disorder, Developmental Language Disorder, Attention Deficit Hyperactivity Disorder, Learning Disability). Some of the section 2 resources also allow parent/carers to provide information to complement their child, young person or vulnerable adult's VPS.

**It is the responsibility of the person asking for the information to make sure they have up to date knowledge about how to gain emotional help for the person sharing their VPS.**

The nature of what is explored and the way the visual resources support communication, may reveal new personal and sensitive information that must then be supported appropriately. Some of these visual resources may also have value for therapeutic services to use.

It is the complainant/victim's choice to do a VPS. When allegations relate to domestic and or sexual abuse consideration should be given to whether the VPS may enable the defendant to gain a further sense of control over that person. In addition, sometimes information from the VPS may be alluded to by the press (if attending the trial). These possibilities may need to be directly discussed to enable the complainant/victim to make an informed choice about making a VPS.

In addition professionals should also ensure the complainant/victim understands that the court only sees the VPS if someone is found guilty.

Professionals should not assume that all changes will be negative; in some cases, there may be positive changes which need recording. Sometimes change may also have occurred that is unrelated to the alleged event.

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# Section 1:

# Resources for Adults with Reasonable Verbal and Written Communication Skills

## Useful Information for Court Victim Personal Statements

This general information sheet about the VPS could be provided before starting to complete the VPS to enable someone to decide whether or not they want to submit a VPS.

It is suitable for those with good reading skills and may also be used with some able secondary aged students.

## Tips

This provides a useful bullet point style summary of what is allowed and not allowed in the VPS.

## Planning your Victim Personal Statement: Things to Think About for Adults

It may be useful for people who need time to plan what information they want to share. It provides things to think about within the possible topics which may have changed because of what happened. Many people may not spontaneously think of the full range of the impact on their life from the offence. In addition, sometimes professionals may fail to ask about aspects of topics as perspectives may be influenced by the nature of the offence.

The planning sheets could help those with good functional reading skills. They could be left with the person who may then independently plan their written statement before providing it to the professional. Alternatively, the professional may work through the sheet to discuss the possible ideas with the person.

## **My Victim Personal Statement Plan**

These sheets could be used when:

- Minimal time is available (e.g. at the initial account).
- Detailed planning has been completed and a snapshot summary is needed.
- It's a suspected low impact offence.
- The person does not wish to give detailed information.

# Useful Information about Court Victim Personal Statements

A Victim Personal Statement lets you share information with the court. This information is about what has changed in your life because of what happened.

The court uses your Victim Personal Statement to understand how the crime changed your life. **This is PART of what may help the judge or magistrates work out what will happen to the person who hurt or upset you (the defendant). There are rules about what the judge or magistrates can say will happen to the defendant.**

Parents/carers of a child victim may also make a Victim Personal Statement about how their child's life has changed because of what happened.

The 'Victim's Code' ([www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime](http://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime)) says all victims should be asked if they want to make a Victim Personal Statement. It is **your choice** to make a Victim Personal Statement or not.

You may write, draw or video record your information. Usually your Victim Personal Statement is given in the same way that you gave your Witness Statement.

It must be done in time for the court to see it and then say what will happen to the person who hurt you.

Your Victim Personal Statement will **always be seen by the Crown Prosecution Service (CPS)**. The CPS are lawyers. They show the court that someone did hurt or upset you.

When the case goes to court your Victim Personal Statement is then seen by the judge/magistrates and defence lawyers.

When the case goes to court, the defendant (the person who hurt you) will also see your Victim Personal Statement. Your personal contact information is not shared with the defendant.



## **Understanding your Victim Personal Statement may help the person who hurt or upset you learn from what they did**

Once you make a Victim Personal Statement you **cannot change it or stop the court seeing it**. You can make more than 1 Victim Personal Statement. This may share more information or make things clearer.

Your finished Victim Personal Statement is **part of all the court legal papers or video recordings** about the case. You have to sign it to say the information is true.

You can let the court know if you want to share or read out the information yourself or let someone else share it in court. The **court says who will share or read out your information with the court**.

The **court says if all, bits or a general summary** of your Victim Personal Statement is read out/shared in court. When your information is shared in court the **journalists and anyone sat in the public gallery will also hear it**.

The **defence barristers may ask you questions** about what is in your Victim Personal Statement as part of the court trial.

Sometimes the person who hurt or upset you may go to prison. When they go to prison you can also do a Victim Personal Statement in time for an appeal or tariff hearing, or a Parole Board.

# Tips

Remember sharing information is **your choice**. You do not have to share anything.

Only share information that is **true**.

Only share **changes to your life that are because of why you got hurt or upset**.

Share **your** information only.

Only share **what you feel okay for the people in the courtroom to know**. Remember there may be journalists in the court room or people in the public gallery. Journalists can't share any information about your name or where you live.

Only **share information about the offence(s)** the court will be thinking about.

Use **polite** words.

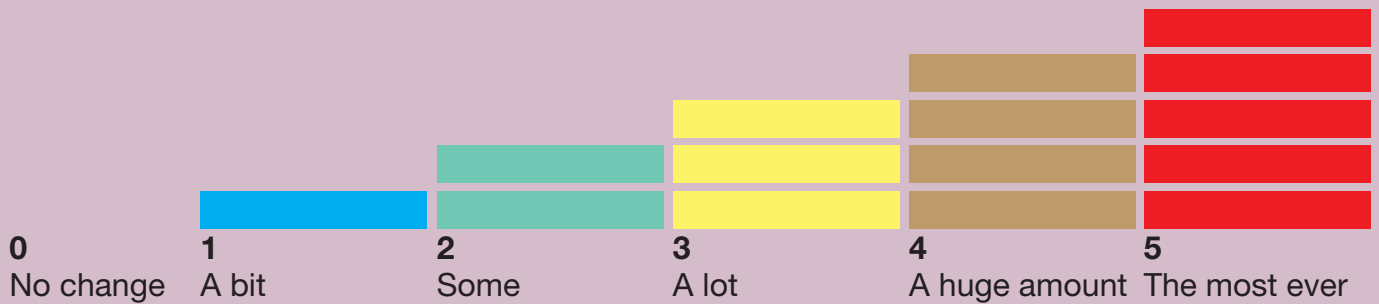
Make sure you feel **able to answer questions about what you share**.

The court can remove any parts of your Victim Personal Statement they feel should not be in. Avoid **putting in information about**:

- **Things that are not true.**
- **Threats to the person who hurt you or threats to their family.**
- **What you want to happen to the person who hurt you or how you want them punished (this is for the court to think about and say).**

# My Victim Personal Statement Plan

How much has your life changed because of what happened?

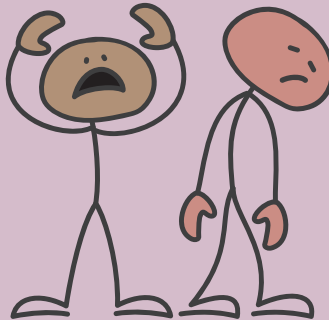


Tick anything that's changed because of what happened

Health



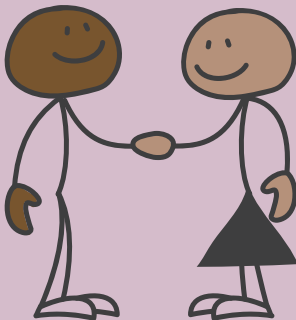
Feelings



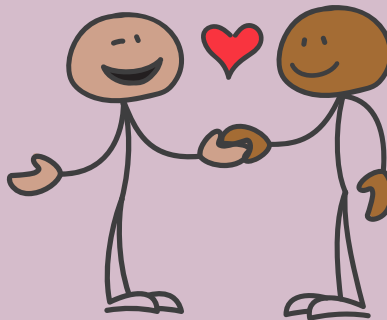
Family



Friends



Relationships



Home



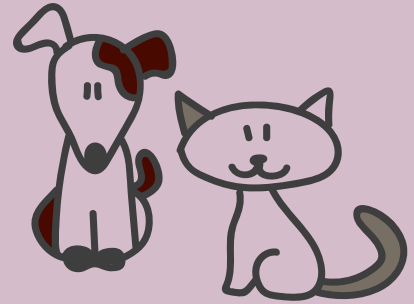
School/College/  
University



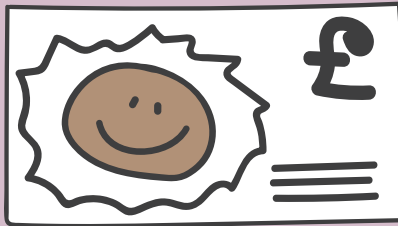
Work



Pets



Money



Leisure, hobbies  
and interests



A different idea



Nothing has  
changed

I don't want to say

What's been the biggest change (good or bad) because of what happened?

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**What has this meant for you?**

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**Name of person:**

**Date:**

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## **My Victim Personal Statement**

**It is the judge or magistrates who say how and if your Victim Personal Statement is shared with the court.**

**They may say that all, some or none of your Victim Personal Statement is shared.**

**They may say your Victim Personal Statement will not be read out or shown in the courtroom.**

**The judge or magistrate say how your Victim Personal Statement will be shared.**

**Tick how you'd like your Victim Personal Statement to be shared with the court**

You want:

To read your written VPS out yourself.

Someone else to read your written VPS out for you.

Someone else to share your video recorded VPS with the court when you are not in the courtroom.

Your video recording played when you are in the courtroom.

## Your message to the judge or magistrate

### Remember:

- This is about how your life has changed because of what happened.
- It cannot be about what you want to happen to the person who hurt you.
- The police officer can use what you write below to fill in the victim personal statement box of their MG11 form.



**Name:**

**Date:**

\_\_\_\_\_

# Planning Your Victim Personal Statement: Things to Think About for Adults

## Health (physical and mental)



**Physical Injuries:** what injuries, how long and what do they change for you

**Physical Illnesses:** what illnesses, how long and what do they change for you

**Mental health changes, depression or anxiety**

**Sleeping, toileting or eating pattern** changes

**Sex life** changes

**Medication** you now need

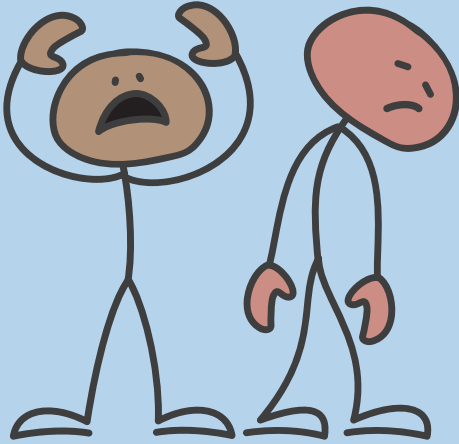
**Medical help** you've had, still need or are waiting for

**Alcohol** use changes

**Smoking** changes



## Feelings



**Feelings now** about yourself and other people

**How safe** you may feel now

**How scared** you may feel now

**How threatened** you may feel now

How much you **trust people** now

Changes in how easy it is to **cope with life**

Changes to **what you do to cope with life**  
(e.g. self-harming, seeing friends and family more)

Changes in **what you think of the world**

## Family



**How you get on with family** now

**Who you see** now

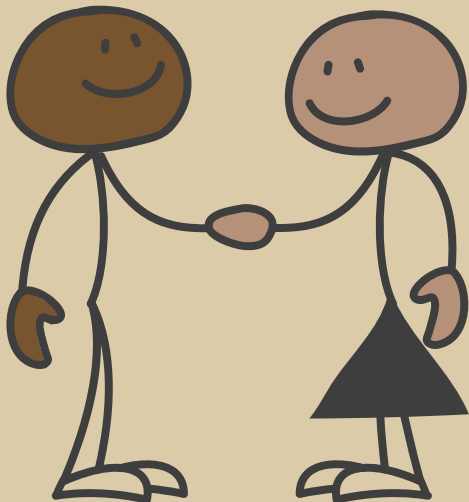
**What you do with family** now

Anything you have **stopped doing** with your family now

Changes in **what your family can do now** because of what happened

Changes in **how your family are now**  
(e.g. child sleep issues)

## Friends



**Who your friends** are now

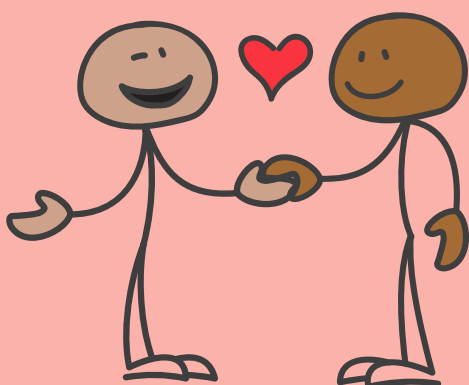
**Where you see friends** now

**How often you see friends** now

**How you get on with friends** now

Anything you've **stopped doing with friends** now

## Relationships



**How you get on with your partner, husband, wife, boyfriend or girlfriend** now (better or worse)

**What you do with your partner** now

Anything you have **stopped doing** with your partner now

Anything you've started doing together now

Changes in **what your partner can do now** because of what happened

**Break ups/divorce/separation** because of what happened

**Changes to your feelings about having a relationship**

## Home



Anything you've had to **get fixed or still need to get fixed**

Anything you've had to **replace or still need to replace**

**Any other changes you've had to make to your home** because of what happened

**Thoughts about where you live** now

Anything you've **stopped doing at home** now

## College/University



How your **studies/courses** are going now

Changes to your **grades**

How **often you can cope being in college/university** now

**Concentration** changes

**Motivation** now

School/college/university **activities you've missed or could not do**

Anything you've **stopped doing** at college/university now

## Work



Changes in **how you get on with your workmates**

How **often you are in work now** (e.g. same, more, no longer work)

**Concentration** changes at work

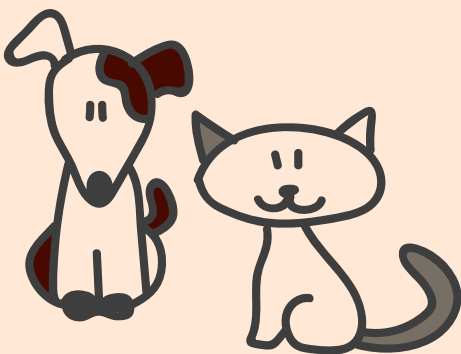
**Motivation** now

**Work activities you've missed or could not do**

Anything you've **stopped doing** at work now

**Changes to your job** because of what happened

## Pets

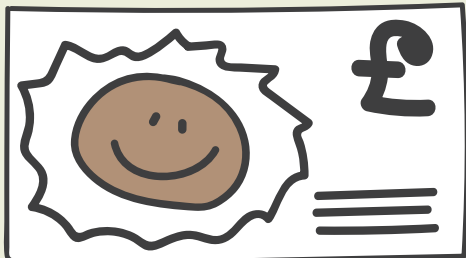


**Any injury, illness, loss or death of pets** because of what happened

**Changes to your pet's behaviour** because of what happened

**Changes to what you can do to care for your pet** because of what happened

## Money



Cost of anything **lost, broken or damaged**

Cost of **time taken off work you couldn't be paid for**

Payment for **any professional help** (e.g. medical, therapy, counselling, physio, vets, locksmith)

**Extra costs** that your insurance company would not pay for

Anything **you don't have the money to do now** because of costs from what happened

## Leisure, hobbies and interests



Anything you **can't do anymore** because of what happened

**How much you enjoy activities** now

**How easy it is to do** what you used to do

**Changes to the amount or sort of activities you do** (exercise, partying, going out)

Changes to your use of **social media**

**Comments you've had on social media** because of what happened

**A different idea**



**Anything else** you want to say

# Section 2:

## Resources for Children, Young People, Vulnerable Adults and those with a Communication Need

### 5 Things about the Court Victim Personal Statement (VPS)

This could be provided before starting to complete the VPS to enable them to decide whether to share information or not.

(Some young people may be able to cope with the adult 'Useful Information for Court Victim Personal Statements').

### Tips

This provides a useful bullet point style summary of what is allowed and not allowed in the VPS. It could be used with some primary aged students and older (who can read).

### My life then and now

These 2 picture frames are for younger children to draw in to show what their life was like then (when the offence occurred) and is like now. This allows them to be included and have a voice in the process too. Their parent/carer information would also be gathered to complement the child's drawings.

Feelings cards Set 1 may be stuck or written in the feelings box to show what they felt about their life back then and now (if they wish).

## **What's changed in your life because of what happened?**

Use with the 'What's changed?' cards and sheet, and 'How much has it changed?' scale.

Remind them the changes may have made their life worse or better. There may also have been no change for that topic. Also highlight you only need to know about the changes because of what happened.

Complete either by:

- a) Cutting out the 'What's changed?' cards and then asking them to sort the cards onto an A3 version of the sheet no/maybe/yes. This may help those who like to actively do something. The victim's responses could be recorded by gluing on the 'what's changed' cards, you could photo the end sorted cards or using a full printed sheet of cards to record any topics that have changed.
- b) Using the 'What's changed?' cards only and presenting one at a time as a discussion topic to think about what changed because of what happened. Document their comments for any topic cards that they feel have changed.
- c) Showing the sheet of topic cards as a whole (if they can cope with a lot of information at a time). They then tick any topics that've changed and score through any topics that've not changed.
- d) Using the 'How much has it changed because of what happened' sheet to rate the change 0-5 (0=no change, 5=the most change ever) for any topics selected as changing. This allows for a number rating to be gained for the amount of perceived change.

It may assist people who need help to think in a concrete and organised way about the possible different aspects of the impact of what happened on them, those with ADHD, language needs, some people with mild-moderate learning disabilities, ASD or older primary aged students and above.



## **What's changed because of what happened? sheets**

This could be used as an alternative to sorting the 'What's changed?' cards. Their comments can be added in, as well as a rating of the amount of perceived change.

## **What's changed for \_\_\_\_\_ because of what happened?**

Write the complainant/victim's name in the title.

This would **only** be used with:

- Parent/carers of children under 18 years where their child is unable to create their own VPS or additional information from parent/carers would be useful.
- The carers/responsible adult for some vulnerable adults (who are unable to provide their own information). The vulnerable adult should give consent for this. Remember vulnerable adults may be able to give their own VPS.

Parent/carers comments should be recorded in each topic box as well as a rating for the amount of perceived change.

## **Professionals you've had help from because of what happened and People you've had help from because of what happened**

Suitable for anyone needing help to consider the full range of people they may have needed/gained help from. These may have cost the person in time or financially. Either:

- Print 2 copies of each sheet of cards, cut one set of the cards up, present one card at a time and note which professional(s)/person gave help on the 2nd printed sheet.
- Present the whole sheet for them to tick who helped them.

## **Thoughts and feelings about what happened**

This could be used with any witness wanting to think about the change between thoughts and feelings then and now.

## **Body cards**

The cards are a support to provide ideas to consider for when the witness lacks the language, ideas and or confidence to offer information for the 'Thoughts and feelings about what happened' sheets.

They have been created to present a range of positive and negative ideas for balance and to avoid leading.

## **Feelings cards**

Set 1 cards are for primary aged children, young people and adults.

Sets 2 and 3 can also be used with some young people and adults. These cards show more complex feelings.

The cards have been created to present a range of positive and negative ideas for balance and to avoid leading.

## **Planning your Victim Personal Statement: Things to Think About for Children, Young People and some Adults**

It may be useful for those who:

- Want to share their own VPS and have good functional reading skills.
- Completed the 'What's changed in your life because of what happened?' Cut the planning sheets up by topic and only present the topics they identified as having changed. One topic at a time which they rated had changed could then be explored. Their answers could be drawn, written or spoken depending on their choice and ability.

Some more able young people and vulnerable adults may wish to use the 'Planning your Victim Personal Statement: Things to think about for adults' sheet as an alternative.

## **My message to the person who hurt or upset me**

This could be left with the person so they can express what they may wish to say to the person who hurt them. This would not be used as part of the VPS but could allow them to release thoughts and feelings about the suspect/defendant. The professional must tell the person this sheet is not allowed to be part of their Victim Personal Statement. It may identify if the person wishes to consider restorative approaches.

## **My Victim Personal Statement Plan**

These sheets could be used as a summary once detailed preparation from previous resources has been completed.

## **Worries for the future because of what happened**

These picture cards can be used to explore possible ideas about what may worry the person making a VPS. Attempts should be made to suggest any solutions to ease these worries and signpost to relevant support agencies.

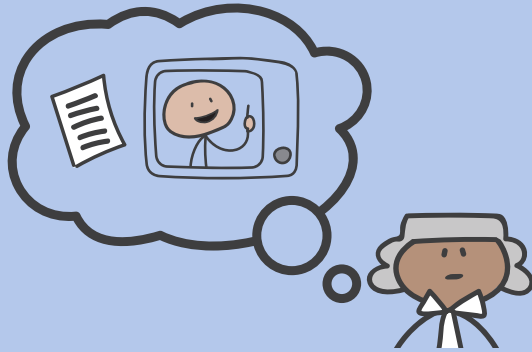
## **What to do about my worries**

Ideas to address identified worries should be discussed and listed. This may include contact details of services which may be able to offer support or facts about what may happen at court to reassure.

## **Diary Sheet**

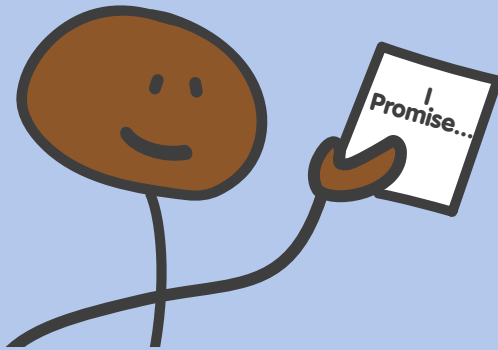
This could be printed and left for the person to fill in (with help from a parent/carer if appropriate) as new things affect what they think and feel about what happened. This makes sure important information is remembered between providing information about the VPS to the person, the VPS being taken and then waiting for decisions about what may happen to the suspect/defendant.

# 5 Things about the Court Victim Personal Statement



1. It's your way of letting the **judge or magistrates** know your thoughts.

Think about any changes to your life because of what happened.



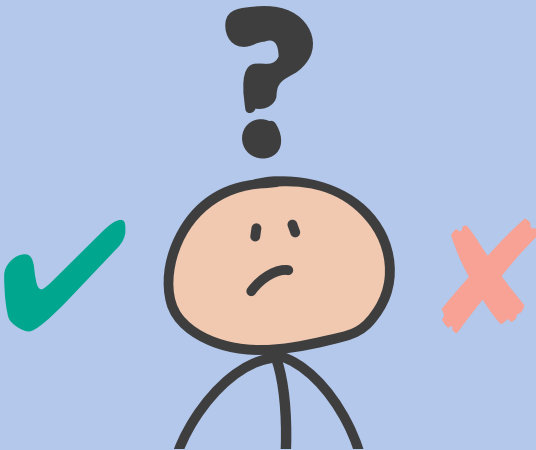
2. It has to be **truthful** information.



3. You **may** be asked questions about your Victim Personal Statement in court.



4. Your Victim Personal Statement is **always kept safe** by the police and court. When the person who hurt or upset you has to go to court, a court lawyer **will** show it to them.



5. It's **your choice** to give a Victim Personal Statement or not.

# Tips

Remember sharing information is **your choice**. You do not have to share anything.

Only share information that is **true**.

Only share **changes to your life that are because of why you got hurt or upset**.

Share **your** information only.

Only share **what you feel okay for the people in the courtroom to know**. Remember there may be journalists in the court room or people in the public gallery. Journalists can't share any information about your name or where you live.

Use **polite** words.

Make sure you feel **able to answer questions about what you share**.

The court can take out any parts of your Victim Personal Statement they feel should not be in. **Avoid putting in information about:**

- **Things that are not true.**
- **Threats to the person who hurt you or threats to their family.**
- **What you want to happen to the person who hurt you or how you want them punished (this is for the court to think about and say).**

# My Life

Draw a picture of your life back then when they hurt or upset you.



Words for how you felt back then (look at the feelings cards if you want):

A large, empty rectangular box with a light yellow background, intended for writing words describing feelings.

**Name:**

**Date Drawn:**

\_\_\_\_\_

\_\_\_\_\_

## Something happened...My Life Now



Words for how you feel now (look at the feelings cards if you want):

A large, empty rectangular area with a light yellow background, intended for writing words describing how the user feels now.

**Name:**

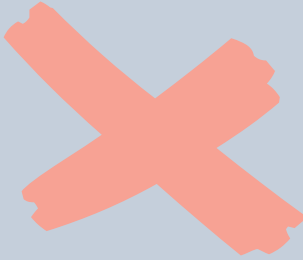
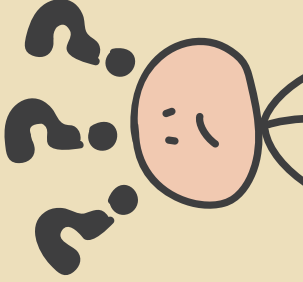

**Date Drawn:**

\_\_\_\_\_

\_\_\_\_\_



# What's Changed in Your Life Because of What Happened?

<p>No, this hasn't changed</p> 	<p>Don't know</p> 	<p>Yes, this has changed</p> 
--	---	--

Name: \_\_\_\_\_

Date Done: \_\_\_\_\_

# What's Changed?


**Health**  
(physical and mental)



None Most ever

0 1 2 3 4 5


**Feelings**



None Most ever

0 1 2 3 4 5

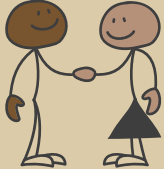
**Family**



None Most ever

0 1 2 3 4 5


**Friends**



None Most ever

0 1 2 3 4 5


**Relationships**



None Most ever

0 1 2 3 4 5

**Home**



None Most ever

0 1 2 3 4 5


**College/University**



None Most ever

0 1 2 3 4 5

**Work**



None Most ever

0 1 2 3 4 5

**Pets**



None Most ever

0 1 2 3 4 5

**Money**



None Most ever

0 1 2 3 4 5


**Leisure, hobbies and interests**



None Most ever

0 1 2 3 4 5

**A different idea**



None Most ever

0 1 2 3 4 5

# How much has it Changed?

How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



# What's changed because of what happened?

## Health (physical and mental)



### Your thoughts about what has changed

This is worse  not changed  better

---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge amount

5  
The most ever



## Feelings



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge amount

5  
The most ever



## Family



### Your thoughts about what has changed

This is worse  not changed  better

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### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

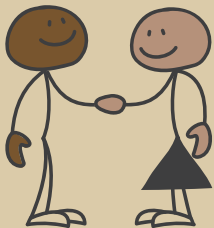
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Friends



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

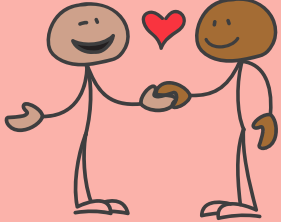
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Relationships



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Home



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



## College/ University



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Work



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

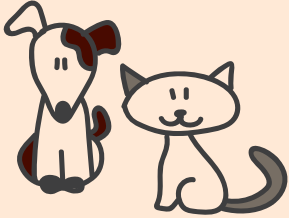
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Pets



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

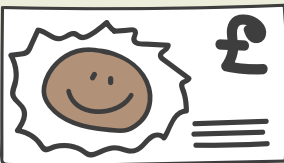
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Money



### Your thoughts about what has changed

This is worse  not changed  better

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---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever





**Leisure, hobbies and interests**



**Your thoughts about what has changed**

This is worse  not changed  better

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---

**How much has it changed because of what happened?**

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge amount

5  
The most ever



**Something else?**



**Your thoughts about what has changed**

This is worse  not changed  better

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---

**How much has it changed because of what happened?**

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge amount

5  
The most ever



# What's changed for \_\_\_\_\_ because of what happened?

Name of the person in your family this is about:

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Your Name:

Date:

---

**Health (physical and mental)**



**Your thoughts about what has changed**

This is worse  not changed  better

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**How much has it changed because of what happened?**

0  
No change

1  
A bit

2  
Some

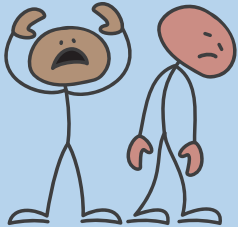
3  
A lot

4  
A huge amount

5  
The most ever



## Feelings



### Your thoughts about what has changed

This is worse  not changed  better

---

---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Family



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

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A bit

2  
Some

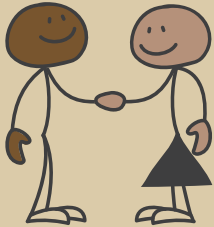
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Friends



### Your thoughts about what has changed

This is worse  not changed  better

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---

---

### How much has it changed because of what happened?

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No change

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A bit

2  
Some

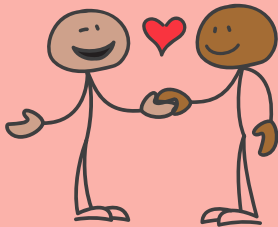
3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Relationships



### Your thoughts about what has changed

This is worse  not changed  better

---

---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

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A huge  
amount

5  
The most  
ever



## Home



### Your thoughts about what has changed

This is worse  not changed  better

---

---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

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A huge  
amount

5  
The most  
ever



## College/ University



### Your thoughts about what has changed

This is worse  not changed  better

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---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

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A huge  
amount

5  
The most  
ever



## Work



## Your thoughts about what has changed

This is worse  not changed  better

---

---

---

## How much has it changed because of what happened?

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No change

1  
A bit

2  
Some

3  
A lot

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amount

5  
The most  
ever



## Pets



## Your thoughts about what has changed

This is worse  not changed  better

---

---

---

## How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

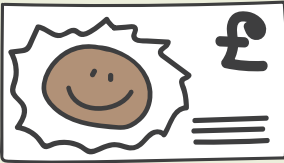
5  
The most  
ever



## Money

### Your thoughts about what has changed

This is worse  not changed  better



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---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



## Leisure, hobbies and interests

### Your thoughts about what has changed

This is worse  not changed  better



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---

---

### How much has it changed because of what happened?

0  
No change

1  
A bit

2  
Some

3  
A lot

4  
A huge  
amount

5  
The most  
ever



**Something  
else?**



**Your thoughts about what has changed**

This is worse  not changed  better

---

---

---

**How much has it changed because of what happened?**

0  
No change

1  
A bit

2  
Some

3  
A lot

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A huge  
amount

5  
The most  
ever





# Planning Your Victim Personal Statement: Things to Think About for Children, Young People and some Adults

## Health (physical and mental)



### **Being hurt:**

what parts of your body were hurt  
how long did they hurt for  
what does this change for you

### **Being poorly:**

what illnesses, how long for and what does being poorly change for you

### **Needing help with strong feelings**

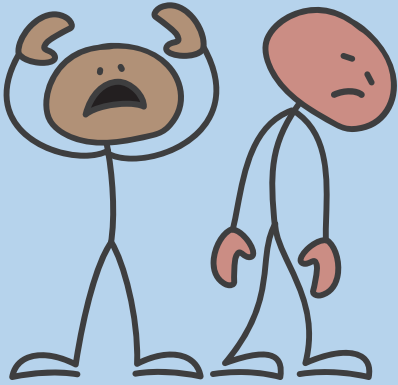
(e.g. depression, wanting to hurt yourself or anxiety)

### **Sleeping, toilet use and eating pattern changes**

### **Medicine(s) you now need**

**Hospital, Doctor or Nurse help** you've had,  
still need or are waiting for

## Feelings



**Feelings now** about yourself and other people

**How safe** you may feel now

**How scared** you may feel now

**How threatened** you may feel now

How much you **trust people** now

Changes in how easy it is to **cope with life**

Changes in your **what you think of the world**

**Feelings changes** (e.g. feeling low, worries)

**Anything you do now to change how you feel** (smoking, drinking alcohol)

## Family



**How you get on with family** now

**Who you see** now

**What you do with family** now

Anything you have **stopped doing** with your family now

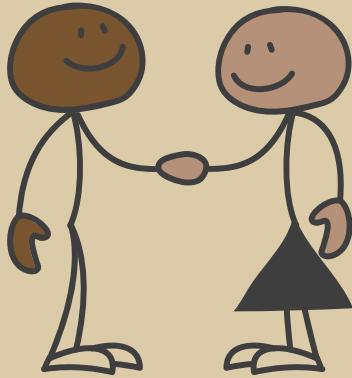
Changes in **what your family can do now** because of what happened

**Changes to your parent/carers** because of what happened

**Changes to your children** because of what happened

Changes to **what you get into trouble for now** (e.g. fights)

## Friends



Changes to **who your friends** are now

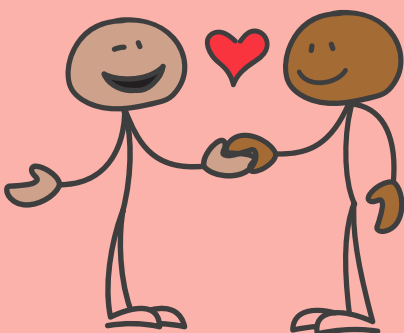
Changes to **where you see friends** now

**How often you see friends** now

**How you get on with friends** now

Anything you've **stopped doing with friends** now

## Relationships (Boyfriend/Girlfriend)



**How you get on with your partner** now (better or worse)

**What you do with partner** now

Anything you have **stopped doing** with your partner now

Anything you've started doing together now

Changes in **what your partner can do now** because of what happened

**Break ups** because of what happened

**Changes to your feelings about having a boyfriend or girlfriend relationship**

## Home



Any of your things needed **fixing or still need to get fixed**

Any of your things needed **a new one getting or a new one is still needed**

**Any other changes you've had to make to your home** because of what happened

**Thoughts about where you live** now

Anything you've **stopped doing at home** now

## School/College/University



How your **lesson/courses are going** now

Changes to your **grades**

How **often you can cope with being in school/college/university** now

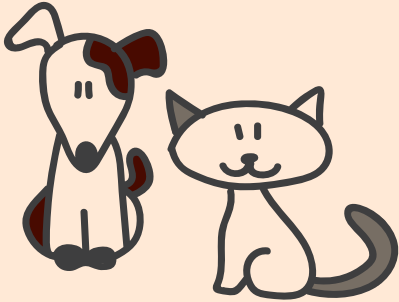
**Concentration** changes

Changes to **how keen you are to do work** now

School/college/university **activities you've missed or could not do**

Anything you've **stopped doing** at school/college/university now

## Pets

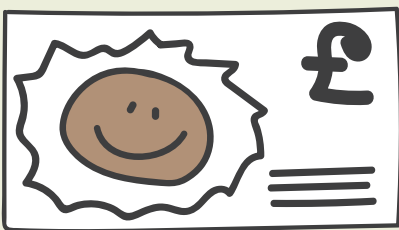


**Any hurt to, loss or death of** pets because of what happened

**Changes to what your pet does now** because of what happened

**Changes to what you can do to care for your pet** because of what happened

## Money



Cost for your parent/carer or you, of anything **lost, broken or damaged**

**Your parent/carer taking unpaid time off work** to look after you because of what happened

Cost for **any professional help** (e.g. medical, therapy, counselling, physio, vets, locksmith)

**Extra costs** that you or your parent/carer paid for because of what happened

Anything **you don't have the money to do now** because of costs from what happened

## Leisure, hobbies and interests



Anything you **can't do anymore** because of what happened

**How much you enjoy activities** now

**How easy it is to do** what you used to do

**Changes to what activities you do and how often** (e.g. sports, clubs) you do them now

Changes to your use of **social media** (e.g. Instagram, Facebook)

**What people have sent you on social media** because of what happened

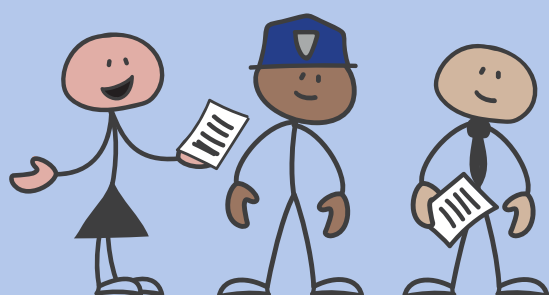
## A different idea



**Anything else** you want to say

# Professionals you've had help from because of what happened

## Help from Police or Court people to answer questions about what happened



Police or Police Community Support Officer

Solicitor

Registered intermediary

Independent Domestic Violence Advisor (IDVA)

Independent Sexual Violence Advisor (ISVA)

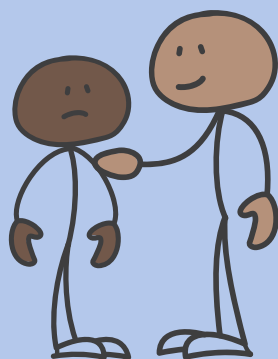
Probation

Youth Offending Service

Victim Support Worker



## Professional listening help for your feelings



Mental Health professional

Counsellor

Vicar/ Priest/ Religious group

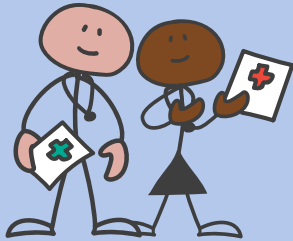
Charity (e.g. Samaritans, Mind)

Support worker

Restorative Justice worker



## Help for you or your family's health



Doctor

Nurse

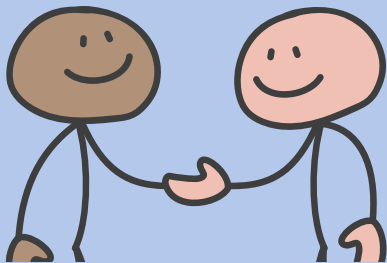
Dentist

Optician

Physio

Vet

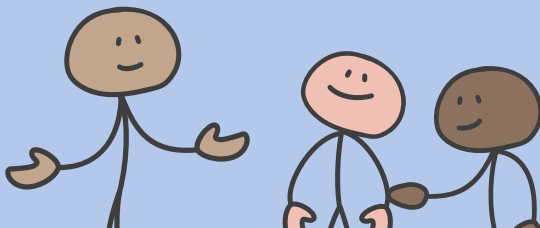
## Help with your life or family



Social Worker

Insurance company

## Help with work



Teacher

Tutor


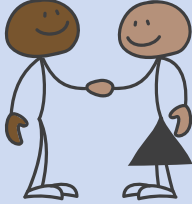


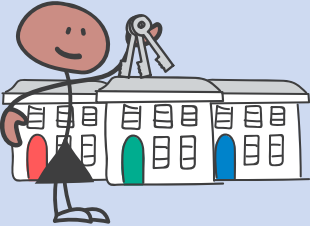
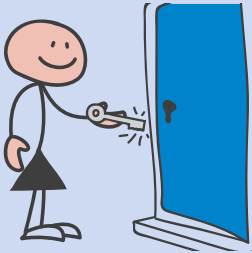


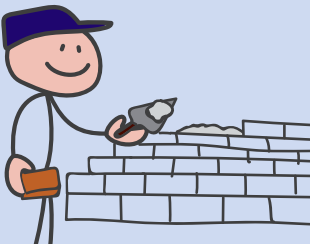
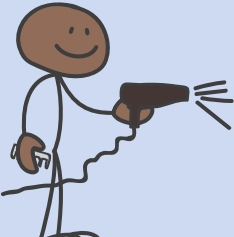

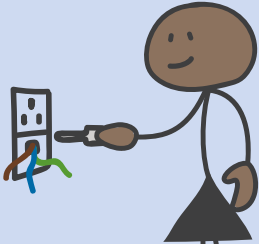
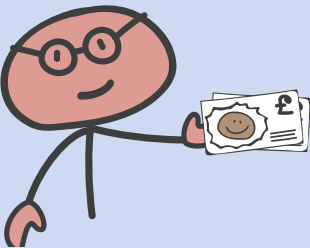


My boss

Workmates

## Another professional you got help from???



# People you've had help from because of what happened

<b>Family</b> <input type="checkbox"/> 	<b>Friend(s)</b> <input type="checkbox"/> 	<b>Neighbour</b> <input type="checkbox"/> 	<b>Landlord</b> <input type="checkbox"/> 
<b>Housing Agency</b> <input type="checkbox"/> 	<b>Locksmith</b> <input type="checkbox"/> 	<b>Gardener</b> <input type="checkbox"/> 	<b>Glazier</b> <input type="checkbox"/> 
<b>Builder</b> <input type="checkbox"/> 	<b>Hairdresser</b> <input type="checkbox"/> 	<b>Painter/Decorator</b> <input type="checkbox"/> 	<b>Electrician</b> <input type="checkbox"/> 
<b>Bank person</b> <input type="checkbox"/> 	<b>Mechanic</b> <input type="checkbox"/> 	<b>Someone else</b> <input type="checkbox"/> ??? 	

# Thoughts and Feelings about what happened

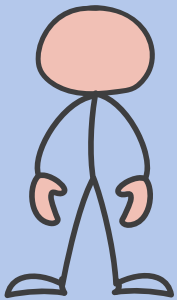
Name:

Date:

\_\_\_\_\_

## Back then, when it happened

1. What my body was like then (look at the body information cards):

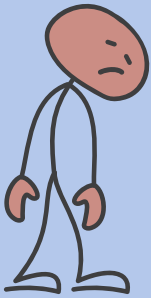


A large, empty yellow rectangular box for writing.

2. My thoughts back then:

A large, empty yellow thought bubble shape for writing.

3. My feelings back then (look at the feelings cards):



4. How big a feeling?

0  
No feeling

1  
A tiny bit

2  
A bit

3  
A lot

4  
Really

5  
The most  
ever

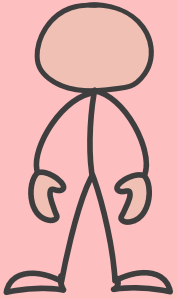


**Name:**

**Date:**

**Now**

1. What my body is like now:

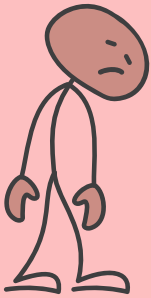


A large, empty rectangular box with a light yellow background, intended for drawing or writing a description of the body.

2. My thoughts now about what happened:

A large, empty thought bubble with a light yellow background and a scalloped edge, containing two smaller circles at the bottom right, intended for writing thoughts.

3. My feelings now about what happened:



A large, empty rectangular box with a light yellow background, intended for writing or drawing.

4. How big are my feelings now (about what happened)?

0  
No feeling

1  
A tiny bit

2  
A bit


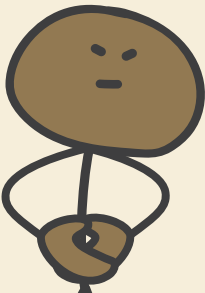
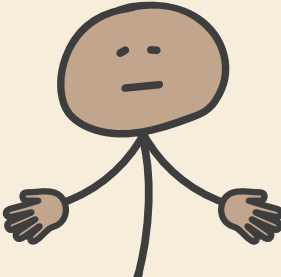
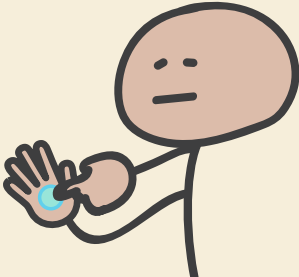
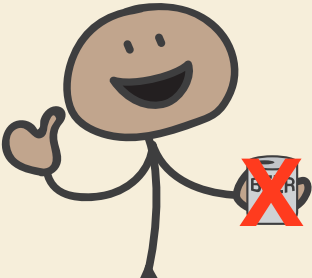

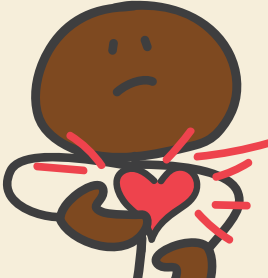
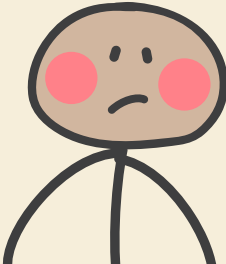




3  
A lot

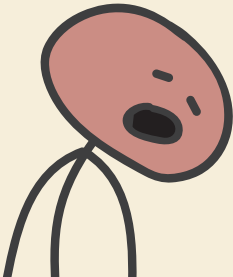
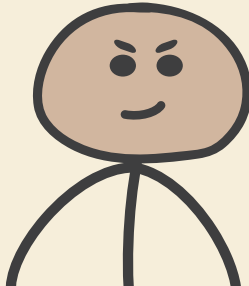
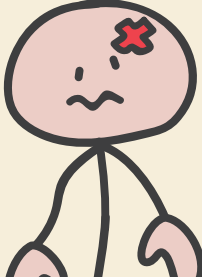


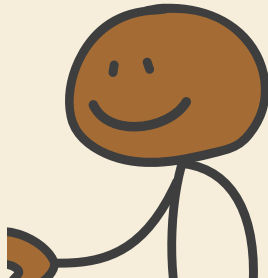
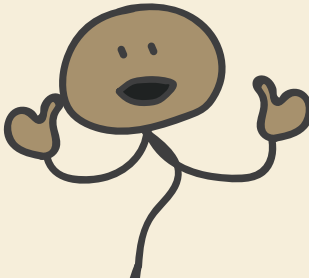

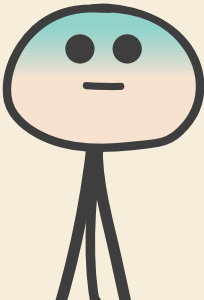



4  
Really

5  
The most  
ever

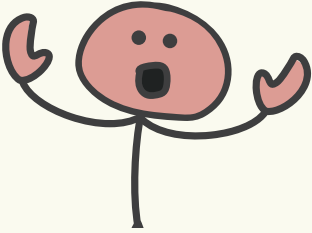
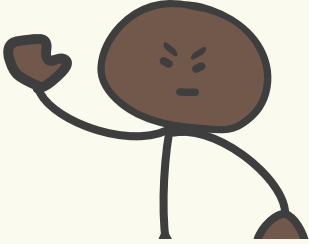
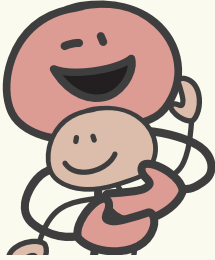
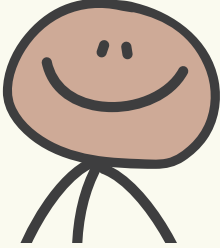
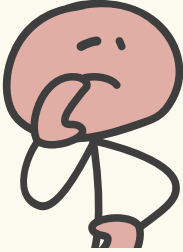
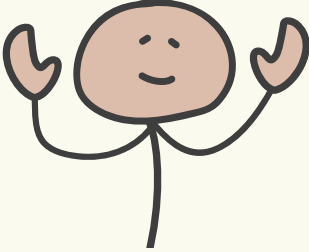

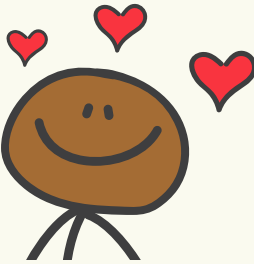
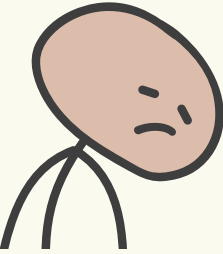

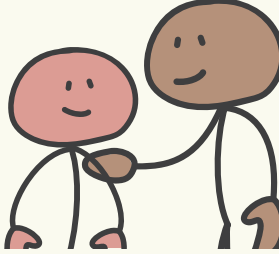
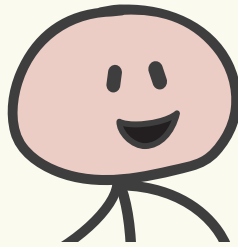
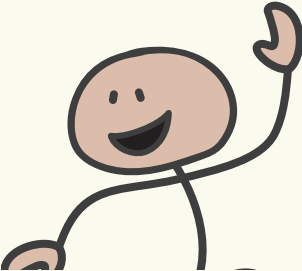




# Body Information Cards

<b>Relaxed</b> 	<b>Tense</b> 	<b>Calm</b> 	<b>Numb</b> 
<b>Sober/focused</b> 	<b>In pain</b> 	<b>Heart pounding</b> 	<b>Flushed</b> 
<b>Cold or shivering</b> 	<b>Dizzy</b> 	<b>Something else</b> 	<b>Don't know</b> 




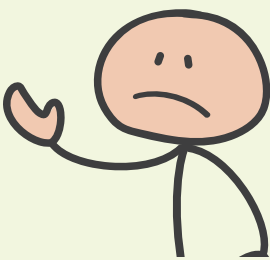

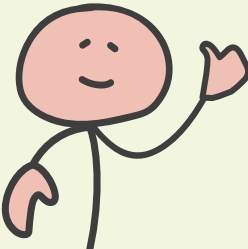

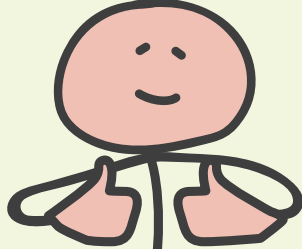

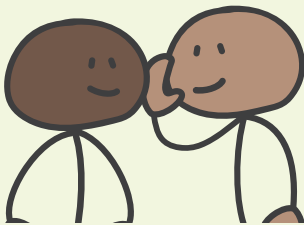





<p><b>Tired</b></p> 	<p><b>Alert</b></p> 	<p><b>Injured or hurt</b></p> 	<p><b>Clammy hands</b></p> 
<p><b>Drunk or wasted</b></p> 	<p><b>Smiling</b></p> 	<p><b>Breathing fine</b></p> 	<p><b>Feeling sick</b></p> 
<p><b>Frozen still</b></p> 	<p><b>Crying</b></p> 	<p><b>Something else?</b></p> 	<p><b>Don't know</b></p> 

# Feelings Cards Set 1




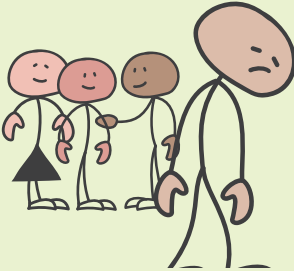


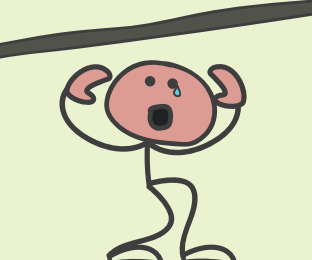
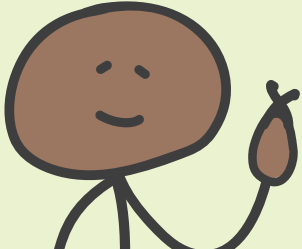
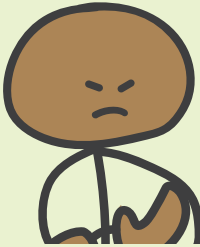
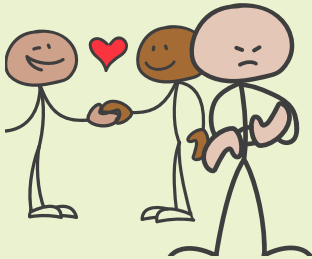
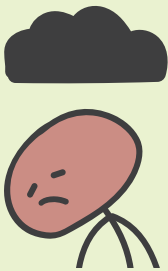




<b>Shocked</b> 	<b>Angry</b> 	<b>Safe</b> 	<b>Happy</b> 
<b>Worried</b> 	<b>Surprised</b> 	<b>Scared</b> 	<b>Loved</b> 
<b>Sad</b> 	<b>Threatened</b> 	<b>Kind</b> 	<b>Cheerful</b> 
<b>Excited</b> 	<b>Something else?</b> 	<b>Don't know</b> 	



# Feelings Cards Set 2

<b>Annoyed</b> 	<b>Terrified</b> 	<b>Furious</b> 	<b>Sorry</b> 
<b>Paranoid</b> 	<b>Fine/okay/content</b> 	<b>Pleased</b> 	<b>Proud</b> 
<b>Disgusted</b> 	<b>Heard</b> 	<b>Lucky</b> 	<b>Ashamed</b> 
<b>Inspired</b> 	<b>Something else?</b> 	<b>Don't know</b> 	

# Feelings Cards Set 3

<p><b>Embarrassed</b></p> 	<p><b>Relieved</b></p> 	<p><b>Confused</b></p> 	<p><b>Lonely or isolated</b></p> 
<p><b>Foolish</b></p> 	<p><b>Confident</b></p> 	<p><b>Trapped</b></p> 	<p><b>Hopeful</b></p> 
<p><b>Resentful</b></p> 	<p><b>Jealous</b></p> 	<p><b>Depressed</b></p> 	<p><b>Amused</b></p> 
<p><b>Helpless</b></p> 	<p><b>Something else?</b></p> 	<p><b>Don't know</b></p> 	

# My message to the person who hurt or upset me

This is **not** part of your Victim Personal Statement.

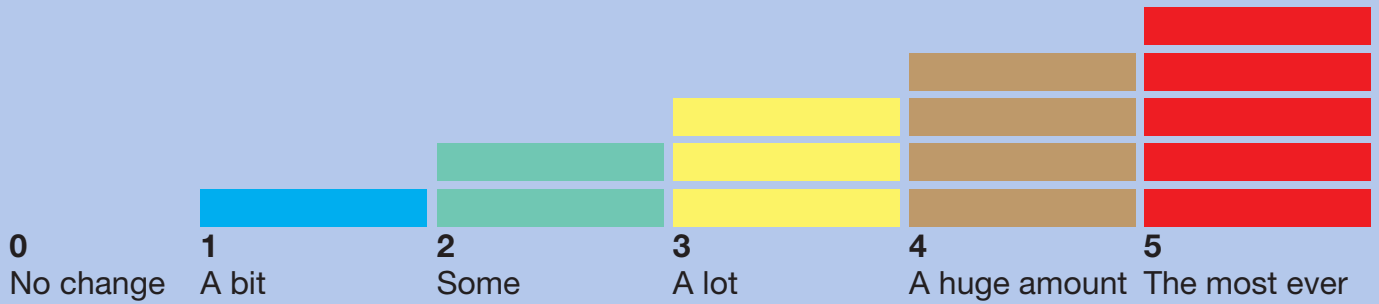
It will **not be seen by the court.**

This sheet is **only for you to use and will be kept by you.**

A large, yellow speech bubble with a rounded top and a tail at the bottom right. The interior of the bubble is filled with horizontal lines, providing a space for the user to write their message.

# My Victim Personal Statement Plan

How much has your life changed because of what happened?

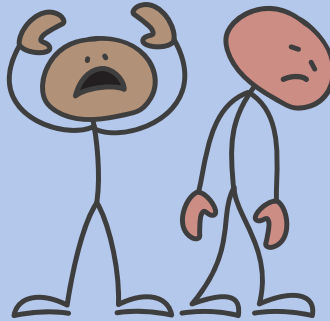


Tick anything that's changed because of what happened

Health



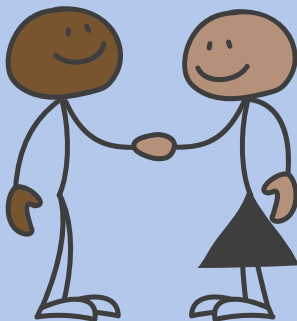
Feelings



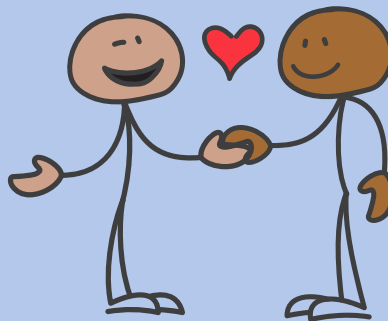
Family



Friends



Relationships



Home



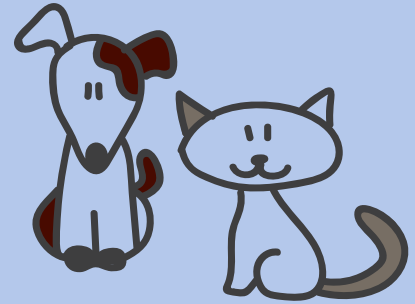
**School/College/  
University**



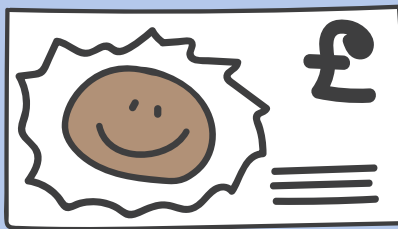
**Work**



**Pets**



**Money**



**Leisure, hobbies  
and interests**



**A different idea**



**Nothing has  
changed**

**I don't want to say**

**What's been the biggest change (good or bad) because of what happened?**

---

**What has this meant for you?**

---

---

---

---

---

---

---

---

**Name of person:**

**Date:**

---

---

## **My Victim Personal Statement**

**It is the judge or magistrates who say how and if your Victim Personal Statement is shared with the court.**

**They may say that all, some or none of your Victim Personal Statement is shared.**

**The judge or magistrate say how your Victim Personal Statement will be shared.**

**Tick how you'd like your Victim Personal Statement to be shared with the court**

You want:

To read your written VPS out yourself.

Someone else to read your written VPS out for you.

Someone else to share your video recorded VPS with the court when you are not in the courtroom.

Your video recording played when you are in the courtroom.

## Your message to the judge or magistrate

### Remember:

- This is about how your life has changed because of what happened.
- It cannot be about what you want to happen to the person who hurt you.
- The police officer can use what you write below to fill in the victim personal statement box of their MG11 form.



**Name:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_



# Worries for the future because of what happened



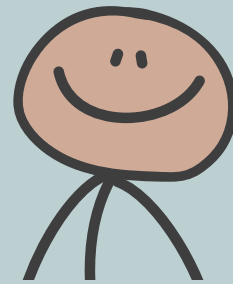
<b>Telling a court what happened</b>	<b>Getting into trouble about what happened</b>	<b>Being safe</b>
<b>Seeing or hearing from the person who hurt you again</b>	<b>What may happen to the person who hurt you</b>	<b>The person who hurt you being let out of the police station or prison</b>
<b>Knowing what will happen next</b>	<b>Being asked questions in court about this Victim Personal Statement</b>	<b>Places the person who hurt you is allowed to go</b>
<b>Being shouted at because of what you write or say</b>	<b>What the friends or family of the person who hurt you may do</b>	<b>How you will cope?</b>
<b>The person you love will be punished</b>	<b>You may lose the person you love</b>	<b>Something else?</b>

# What to do about my worries

Worry



What will make me feel a bit better about this worry



# Diary sheet

Name:

Date Done:

When it happened: :



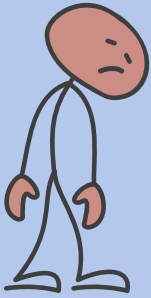
What happened?

A large, empty rectangular box with a light yellow background, intended for writing a description of the event.

My thoughts about this:

A large, empty thought bubble shape with a light yellow background, intended for writing reflections or thoughts about the event. The bubble has a scalloped edge and two small circles at the bottom right.

**My feelings about this:**



A large, empty rectangular area with a light orange background, intended for a person to draw or write their feelings.

**How big a feeling:**

0  
No feeling

1  
A tiny bit

2  
A bit

3  
A lot

4  
Really

5  
The most  
ever



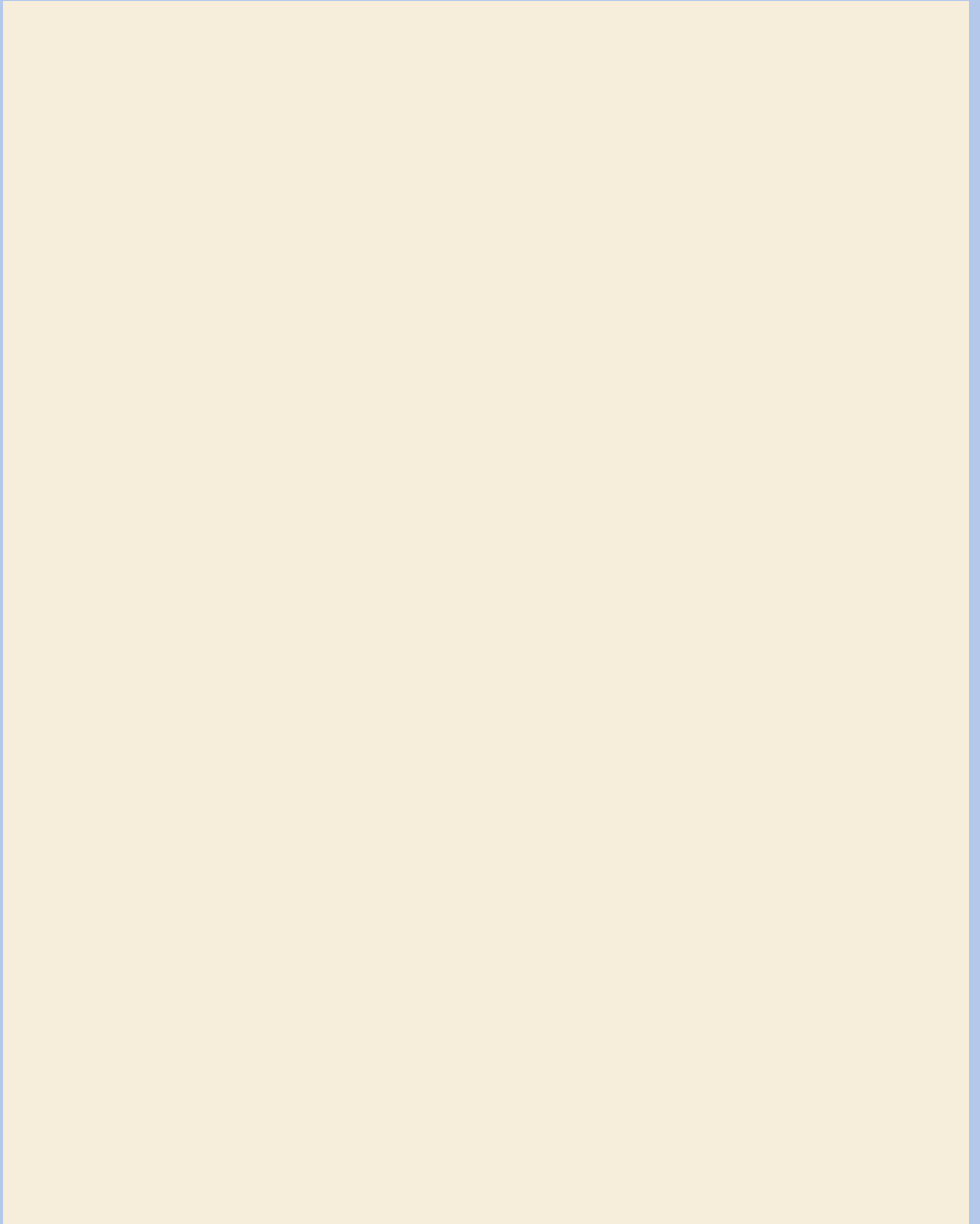
# Thank you to:

Dave Summers (Strategic Manager) and Sarah Caden (Youth Justice Consultant) County Durham Youth Justice Service for kindly allowing Susan Stewart to develop ideas from the ClearCut Communication youth defendant resource 'Going to Court' and 'Thinking About Victims' to benefit witnesses.

The ClearCut Communication catalogue detailing their resources is available [here](#).

The Police, Crime and Victims' Commissioner would like to thank Susan and all those who have contributed to the development of these resources.

# Notes



# Notes

