

Working **together** for
fairness, justice and **safety**

Raising a Concern - Personal Safety



Department of
Justice
An Roinn Dlí agus Cirt
Máinnystrie O tha Laa

1. Background

Attendance at court may be an unfamiliar experience. Individuals who come before the court are often engaging with matters of significant personal importance. NICTS recognises that participation in proceedings may give rise to feelings of concern or uncertainty.

NI Courts and Tribunals Service (NICTS) is committed to maintaining a safe, orderly and respectful environment for all court users, including victims, witnesses, parties to proceedings, legal representatives, staff and members of the public. All court users are expected to conduct themselves in a manner that upholds the dignity of the court and supports the effective administration of justice.

2. Purpose

This guidance explains how to:

- Report a threat, incident or inappropriate behaviour during court proceedings.
- Report a personal safety concern arising from participation in court proceedings.
- Report a safety concern in advance of attending court.

3. Reporting a threat, incident or inappropriate behaviour during court proceedings

If at any time during court proceedings you feel threatened, or have a concern about your immediate safety, you should stay calm and report your concerns to the nearest Court Security Officer (CSO).

If there is an immediate risk to your safety, or that of any other individual in the courtroom or court building, the CSO will take appropriate steps.

4. Reporting a personal safety concern arising from participation in court proceedings

If you feel that there is a general risk to your safety following participation in court proceedings, or that a specific risk extends beyond the precincts of the court, you should report the matter to PSNI. For further advice visit the [Crimestoppers UK](#) website or the [PSNI](#) website.

5. Reporting a safety concern in advance of attending court

If you have concerns about your personal safety in advance of attending court you should, in the first instance, report your concern to your legal representative if you have one. If you do not, you should report it to the local Court Administrator

The Court Administrator will refer the matter to NICTS Security Branch for consideration. Where it is deemed necessary for the protection of an individual or the effective administration of court business, Security Branch will endeavor to ensure that appropriate protective security measures are in place.