**Background**

Criminal Injury Compensation Authority (CICA) deals with compensation claims from people who have been physically or mentally injured because they were the victim of a violent crime in England, Scotland, or Wales.

CICA is an executive agency, sponsored by the [Ministry of Justice](https://www.gov.uk/government/organisations/ministry-of-justice).

**Scope**

CICA claims are made on-line. The electronic form will only give limited space to include information, however, it is important to draw attention to additional sources of evidence in the ‘Additional Information’ box towards the end of the form and submit the documentation separately to CICA.

To maximise the success of the application, this checklist has been developed to provide a number of prompts to consider when preparing a claim. It is not a definitive list but aims to assist those supporting a claim to co-ordinate information that may be helpful when submitting a claim.

**Checklist**

1. Is there a **crime ref no.** identified? If not, then a claim cannot be made.
   * *Carry out a thorough audit of LCS case notes.*
   * *Check with the relevant Police authority.*
   * *Was there an Achieving Best Evidence (ABE) interview?*
   * *Can you provide the name of police officer(s) who investigated the incident?*
   * *Were any people involved in the incident taken to court and if so, what was the outcome?*
   * *Is there evidence on file of who the potential claim relates to/the perpetrator?*
2. Is there a **chronology of events** relating to the incident(s)
   * *What are the key dates/incidents?*
   * *Did the incident(s) last for a period of time or was it an isolated incident?*
3. Is there any **photographic/video evidence** to support the claim?
4. Are there any **audio/voice recordings** related to the incident(s) which could provide evidence to support the claim?
5. Who were the other **household members** when the incident took place?
6. Was the child/young person residing in the **same household** as the alleged perpetrator at the time of the incident?
7. Is there any **medical evidence** of the impact of the incident to support the claim?
   * *Has the child/young person received any physical medical treatment as a result to the incident?*
   * *Has the child/young person received any mental health support/therapy as a result of the incident?*
   * *Were CAMHS involved?*
   * *Is there any reports/other evidence to demonstrate the physical/mental impact of the incident?*
8. What are the **short, medium and long-term** consequences of the incident?
   * *What reports are available to support this?*
   * *When will the impact of the incident be known?*
9. Did/does the young person have a **specialist consultant**?
   * *Are there any written reports from the consultant?*
   * *Can the consultant provide a report/further evidence?*
10. Have there been any **change of behaviours** as result of the incident?
    * *Have there been changes observed by the placement provider?*
    * *Has there been more risk-taking behaviour?*
    * *Has the young person been detained following the incident(s)?*
11. Has there been an impact on the child/young person’s **education**?
    * *Have there been changes observed by nursery/ school/college*
12. Is the **child/young person aware** that a CICA claim is being considered?
    * *If not, is there a record of why not and when the child/young person may be informed?*
    * *Are there any exceptional sensitivities in discussing these matters with the child/young person, the family, the foster carer(s) etc.?*
    * *How does the child/young person feel about the incident and the related Issues? Does this need to be handled with any additional sensitivity?*
13. Is there a **genogram**?
    * *Does the incident relate to an individual, a sibling group or other family members?*
    * *Did any of the incident(s) affect siblings and should consideration be given to supporting a claim for them?*
14. Prepare a list of:
    * *GP surgery details;*
    * *Hospitals/health professionals involved;*
    * *Organisations/individuals supporting young person as result of incident.*
15. Has the child/young person claimed any **other compensation** in addition to the CICA claim?
16. Is there any **reports/other evidence** that may support the claim?

John Short

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