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| **Through the Gate (TTG) Instructions and Guidance on Schedule 7** | | | | |
| **This instruction applies to: - *(delete those not applicable)*** | | | **Reference: - *(delete those not applicable)*** | |
| HMPPS HQ - Agency Instruction (AI)  Providers of Probation Services – Probation Instruction (PI) | | | **AI 05/2018**  **PI 07/2018** | |
| **Issue Date** | **Effective Date**  **Implementation Date** | | **Expiry Date** | |
| 1 October 2018 | 1 January 2019 | | 31 December 2020 | |
| **Issued on the authority of** | Operational Policy Sub-board | | | |
| **For action by (Who is this Instruction for)** | All staff responsible for the development and publication of policy and instructions *(Double click in box, as appropriate)*  HMPPS HQ  Public Sector Prisons  Contracted Prisons\*  National Probation Service (NPS)  Community Rehabilitation Companies (CRCs) and supply chain sub-contractors  Immigration Removal Centres (IRCs)  Other Providers of Probation and Community Services  Governors  Heads of Groups  ***\* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons*** | | | |
| **Instruction type** | *Guidance note on the Enhanced Minimum Specification for TTG services* | | | |
| **For information** | All HMPPS HQ prison staff | | | |
| **Provide a summary of the policy aim and the reason for its development / revision** | This instruction supports the delivery of the HMPPS Enhanced Minimum Specification for the delivery of mandatory TTG services by Community Rehabilitation Companies (CRCs). Specific details have been added to Schedule 7 (service delivery output) of the Service Output Specification of the Probation Services Agreement to make it clearer what minimum TTG service is expected to be provided, to deliver resettlement services and support offenders before and after release. Contract management teams will measure CRCs against these new contractual requirements and the mandatory requirements of this instruction/guidance. | | | |
| **Contact** | *Fiona Radford -* [CommunityBDU@justice.gov.uk](mailto:CommunityBDU@justice.gov.uk) | | | |
| **Associated documents** | [Annex A: PI Accountability Chart](#AnnexA)  [Annex B: Virtual Campus Curriculum Choices](#AnnexB) | | | |
| **Replaces the following documents which are hereby cancelled:** None | | | | |
| **Audit/monitoring:** HMPPS Operational and Systems Assurance Group (OSAG) and Contract Management Teams will audit/monitor the requirements in both the contract and the mandatory requirements of this PI. Mandatory elements are subject to management and compliance checks by Contract Managers. In addition, HMPPS will have a corporate audit programme that will audit against mandatory requirements (OA key lines of enquiry) to an extent and at a frequency determined from time to time through the appropriate governance. | | | | |
| **Introduces amendments to the following documents:**  **OASys Guidance Manual**  *(Copies held on the HMPPS Intranet/EQUIP will be amended; hard copies must be amended or cross referenced locally.)* | | | | |
| **Notes: *All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.*** | | | | |

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1. **Executive summary**

1.1 This instruction is issued in response to recommendations from a number of external bodies and requests from some Community Rehabilitation Companies (CRCs) for a greater level of specificity in relation to minimum expectations for mandatory Through the Gate (TTG) services. Together with additional obligations in Schedule 7 of the Service Output Specification of the Probation Services Agreement, it aims to provide clarity about what resettlement outcomes and activities we expect, as a minimum, to be delivered to prisoners, whilst in custody and after release. Links to what works evidence and other guidance documents are included to inform interventions provided to specific groups of prisoners.

Background

* 1. Changes have been made to Schedule 7 of the Service Output Specification of the Probation Services Agreement, to make it clearer what minimum TTG service is expected to be provided by each CRC to deliver resettlement services and support prisoners before and after release. Contract management teams will measure CRCs against these new contractual requirements and the mandatory requirements of this instruction/guidance note.

1.3 Specific activities are now mandated as part of a defined minimum TTG service. It is important to emphasise that the minimum TTG service (as described in this instruction/guidance note) does not, in any way, limit CRCs in developing and innovating new ways of addressing offender needs around any of the resettlement pathways.

1.4 This instruction and guidance note seeks to express the intention behind each of the resettlement pathways and to this extent is the minimum requirement as set out in the contract. The list of activities in Schedule 7 clarify how this obligation should be met. The intention of this PI is to respond to the request for greater detail in this area to support the development and delivery of resettlement activities and to explain in more detail the new requirements as laid out in the revised Schedule 7.

1.5 A key element of the TTG work is to make sure offenders are clear about who is providing each service to them whilst in custody and when being supervised after release. Responsible Officers in the community will have to link in effectively with prison based CRC staff, those staff working in their supply chains delivering TTG services in custody and other relevant prison staff (e.g. the prisoner’s Offender Supervisor). This is referred to in more detail in the section below on TTG supporting activities. Also included is an accountabilities chart ([Annex A](#AnnexA)) that identifies which provider should deliver the service or activity outlined indicating where the CRC is responsible for signposting to another service provider or delivering the activity/service directly.

Desired Outcomes:

1.6 By expressing the requirements as desired outcomes, commissioners can better understand how the services on offer support our organisational aims of protecting the public, reducing reoffending and improving rehabilitative outcomes including the successful resettlement of offenders following release from custody.

Application

1.7 *This instruction/guidance has been broken down by resettlement pathway providing three levels must ensure that relevant staff are familiar with this document.* of service, based on the identified needs of the individual. Senior managers in the NPS, CRCs and prisons

Mandatory Actions

1.8 *CRC Chief Executives, NPS Deputy Directors, Prison Governors/Directors and Senior Contract Managers must ensure the following staff are made aware of this guidance and adhere to the mandatory instructions within (highlighted in italics).*

* All CRC staff and their supply chain partners responsible for the delivery of TTG services and completion of the Basic Custody Screening Tool (BCST 2) in prison.
* All CRC staff and their supply chain partners responsible for the delivery of TTG services in the community.
* Prison Offender Supervisor staff involved with Offender Management and the completion of BCST (BCST 1).
* All NPS staff responsible for high risk prisoners and those people who are supervised in the community after custody.

(Approved for Publication)

**Sonia Crozier**

**Executive Director of Probation and Women**

1. **Operational Instructions**
   1. All prisoners will undergo a Basic Custody Screening assessment (BCS) completed by prison staff (BCST part 1) within 72 hours of reception, and all prisoners serving 4 years or less on reception will undergo an assessment from CRC Staff (BCST part 2). This instruction is designed to assist CRC staff when completing the BCST part 2 and in delivering resettlement planning activity.
   2. When prisoners return to custody within 6 months, the automatically created BCS screening (Part 1) will be pre-populated with their previously completed screening for amendment.  Resettlement plans will still need to be started from scratch by CRCs.  Further advice on this can be found in the OASys Guidance Manual.
   3. All prisoners will be assessed by CRC staff during the early stages of their custody (within 5 working days of receiving a completed BCS part 1) to determine immediate resettlement needs. They will also be assessed during the last 12 weeks of their custodial sentence to assist with pre-release resettlement planning. This assessment forms the core of the BCS part 2 resettlement plan process.
   4. *BCS Part 2 does not have to be completed by CRC staff for those serving over 4 years on reception, however immediate resettlement needs must still be addressed by CRC resettlement workers.* Also, they will require a resettlement plan to address needs at the end of their sentence.
   5. CRC staff should be alert to the varying needs of prisoners` and proactively engage with the prisoner to determine and offer help and support, specific to their identified resettlement needs.

* The BCS part 2[[1]](#footnote-1) interview and review allows a systematic process to be followed when determining a prisoner’s individual resettlement needs. *Details of the interview must be recorded in their personal resettlement plan in accordance with the Schedule 7 Minimum Specification.*
* Once an intervention is delivered against a need identified as per the resettlement plan, it is important to record this delivery in the plan. *Also, if signposting activity occurs, this must be recorded in the resettlement plan*. Any signposting activity to another provider should be followed up to check the outcome, and the follow up should also be recorded within the resettlement plan.
  1. To acknowledge that a one size fits all approach is not effective, we have identified three levels of provision to fit with differing levels of need and have given specific direction for certain cohorts of offenders based on evidence of what works with these groups.
  2. *During any contact, relevant information must be explained to the offender in a language and in a way they understand.*
  3. Mandated resettlement pathways are described as:
* Accommodation
* Employment, Training and Education
* Finance, Benefits and Debt
* Personal, Relationships and Community
* Extra support required for specific offender cohorts:
  + 1. Support for Victims of Domestic Violence,
    2. Support for Sex Workers
* Other Groups with Complex Needs:
  + 1. Young adult males
    2. Women
    3. Foreign Nationals
    4. Recalled Offenders
    5. People with learning difficulties and disabilities
    6. Care Leavers
    7. Black, Asian and Minority Ethnicity (BAME) prisoners
    8. Ex-Armed Service Personnel
  1. Each of the TTG pathways has been separated into three levels[[2]](#footnote-2) of service however due to the different needs of individuals, provision is not exclusive to any one level and could include services identified in each level to fit their resettlement needs.
* Level 1 – This is activity that applies to all offenders regardless of need – this is focused around assessment, resettlement planning and signposting. It is assumed that all offenders will receive all aspects of level 1 services.
* Level 2 – This applies to anyone with an identified need. The activity should be need driven so it is anticipated that not all activity in level 2 would apply to all offenders.
* Level 3 – This applies to anyone with an identified need(s) and additional complexity or vulnerability. It is assumed that they will also receive level 1 and relevant level 2 services. Service output group R2 (in Schedule 7 of the contract with CRCs) provides information on the minimum requirements to support defined resettlement pathways. Additional activities are described for specific cohorts identified as pre-release activity with a resettlement person (output R5 in the Schedule 7) as part of level 3 activities and includes activities for women, foreign national prisoners, young adult men and those identified as otherwise vulnerable or complex (e.g. those with learning difficulties and disabilities (LDD), care leavers and recalled prisoners).
  1. Most of level 1 activity should be completed as part of the BCST process as this centres on screening for resettlement needs.

Difference between Immediate Need and Immediate Resettlement Need

* 1. It is important to define the differing responsibilities of prison staff and CRC staff after a prisoner’s reception, in particular the difference between meeting their **immediate** needs and any i**mmediate resettlement** needs.

Immediate Need and the Management of Risk: (Responsibility of Prison Staff and Health Care Staff)

* 1. [PSI 07/2015 – Early Days in Custody](http://www.justice.gov.uk/downloads/offenders/psipso/psi-2015/psi-07-2015-pi-06-2015-early-days-in-custody.pdf), sets out guidance and mandatory actions for prison staff and CRCs regarding **reception in[[3]](#footnote-3), first night in custody[[4]](#footnote-4), and induction procedures[[5]](#footnote-5)**. It applies only to prisoners aged 18 and over and extends the requirements for conducting resettlement needs screening on all offenders using the Basic Custody Screening Tool and introduces the new standardised Introduction to Custody process for inducting prisoners into local prisons.
  2. Reception in: Contains seven service elements with the key outcome that prisoners are received into lawful custody and treated with decency and with regard for their and others’ safety and well-being.
  3. Service elements are applicable to:
* Receive from escort
* Check detention details and identification
* Identification of immediate needs. First night security information
* Information is recorded and shared with other departments and agencies both internal and external, and actions taken are documented
* Search
* Identification of immediate needs
* Phone call
  1. First Night in Custody:contains four service elements with the key outcome that prisoners are kept safe and supported during their first night in prison and their immediate needs are met. Service elements are applicable to:
* Risk assessment for cell sharing
* Addressing immediate needs
* Health screening
* Provision of relevant information.
  1. Induction to custody:contains one service element with the outcome being that prisoners know and understand their entitlements and responsibilities, and how to access support and facilities available to them.
  2. [PSI 07/2015 Early Days in Custody](http://www.justice.gov.uk/downloads/offenders/psipso/psi-2015/psi-07-2015-pi-06-2015-early-days-in-custody.pdf) also includes two specific annexes to aid with the management of reception and the pre-first night lock-up period, focusing on suicide and self-harm prevention i.e.:
* Annex D**:** Healthcare Screening, Suicide Prevention, Self-Harm Management, and Disabled Prisoners
* Annex E: Reception and First Night Checklist

Immediate Resettlement Need: (Responsibility of TTG CRC Provider)

* 1. An immediate resettlement need is a need under one of the mandatory resettlement pathways that requires action whilst in custody to support the effective resettlement of an individual on their release. For example, this could include an immediate housing need for an individual who has been identified as homeless and in priority need. Alternatively, it could also include advice and guidance on housing benefit entitlement depending on an individual being sentenced or on remand. *Most immediate needs will be identified through the BCST processes however CRCs must be aware that some immediate needs may be identified at other points in the sentence.* The obligation to meet the immediate resettlement need is created at the point the need is identified.
  2. If the immediate resettlement need arises whilst the prisoner is in a resettlement prison, this would be covered through Fee for Service (FFS) provision. If the immediate resettlement need arises whilst the prisoner is in a non-resettlement prison, provision should occur via Rate Card commissioning (Fee for Use payment – FFU)

1. **Mandatory Operational Instructions**

**Accommodation**

Desired Outcomes:

* To obtain safe, settled accommodation[[6]](#footnote-6)
* To maintain safe, settled accommodation and prevent accommodation loss
* To increase an individual’s ability to obtain and maintain safe, settled accommodation

Accommodation - Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| **Outcome** | **Activity** |
|  |  |
| To obtain safe, settled accommodation  To maintain safe, settled accommodation  To increase an individuals’ ability to obtain and maintain safe, settled accommodation | *Identify and discuss housing needs \** |
| *Identify and provide bespoke advice on housing options \** |
| *Confirm housing status and need \** |

Accommodation - Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| **Outcome** | **Activity** |
| To obtain safe, settled accommodation  To maintain safe, settled accommodation  To increase an individual’s ability to obtain and maintain safe, settled accommodation | *Complete housing referrals and assist with application processes (this should include any suitable housing providers including social housing, charitable housing provision and private providers)* *[[7]](#footnote-7)* |
| *Provide follow-up support on applications made* |
| *Support bidding processes for social housing applications* |
| *Support application for bond scheme if available* |
| *Follow up on referrals in advance of release* |
| *Advise offenders on an individual one-to-one basis about the rules and requirements around disclosure, tailoring any advice to their specific situation. Where appropriate, help the individual to construct a `self-disclosure statement`.* |
| *Make arrangements for tenancy to continue including liaising with the Department of Work and Pensions for the housing element of Universal Credit. This is 6 months for all prisoners under Universal Credit.* |
| *Close down any existing tenancy if appropriate* |

Accommodation - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases

|  |  |
| --- | --- |
| **Outcome** | **Activity** |
| To obtain safe, settled accommodation  To maintain safe, settled accommodation  To increase an individual’s ability to obtain and maintain safe, settled accommodation | *Subject to the individual’s consent, refer those who are at risk of homelessness to the Local Authority in accordance with Section 10 of the Homelessness Reduction Act 2017* |
| *To support effective operation of the Duty to Refer (Section 10, Homelessness Reduction Act 2017)[[8]](#footnote-8), develop partnership arrangements with Local Authorities and prisons to facilitate development of effective support plans* |
| *Support registration as homeless if released with no fixed abode (NFA) on day of release and ensure that the Local Authority are aware, in accordance with their duties under the Homelessness Reduction Act 2017* |
| *Follow up on referrals in advance of release* |
| *Support access to emergency accommodation* |
| *Support access to safe, suitable accommodation that reduces risk or (re) victimisation or the triggering of trauma related symptoms* |
| *Consider existing risk assessments (including engagement with MAPPA where appropriate) and factor into proposed accommodation options* |

1. **Employment, Training and Education**

Desired Outcomes:

* + - * To obtain suitable employment
      * To maintain suitable employment
      * To increase an individual’s ability to obtain and maintain suitable employment

4.1 There is good evidence that activity to provide work opportunities to people with convictions may not bring successful resettlement or reduced reoffending unless this is accompanied by work to build the necessary motivation, skills and resilience to navigate the likely challenges of life after prison. One study in the US looked at the post-custody experiences of a large group of former offenders. The research team found that getting a job was not itself a major predictor of parole success but staying in employment was. Those who failed on parole had greater job instability and reported lower job satisfaction and more negative attitudes to work. Features more strongly related to parole failure than gaining employment included antisocial attitudes, continued association with criminal peers, unrealistic expectations about life after prison, poor coping and poor problem-solving skills. HMI Probation have pointed out that “There is a large body of research suggesting employment may reduce the likelihood of reoffending, however offenders leaving custody face significant barriers to finding and staying in work. This includes the attitudes of employers, licence and curfew conditions, lack of qualifications, low literacy and numeracy and unrealistic expectations. For some, employment problems are compounded by housing problems, substance misuse, behaviour or mental health problems which must be addressed first. In many cases it might be that the person had been receiving Employment and Support Allowance (ESA) before they came into prison so are not currently `available for work`”

* 1. There is good evidence that activity to provide work opportunities to people with convictions may not bring successful resettlement or reduced reoffending unless this is accompanied by work to build the necessary motivation, skills and resilience to navigate the likely challenges of life after prison. One study in the US looked at the post-custody experiences of a large group of former offenders. The research team found that getting a job was not itself a major predictor of parole success but staying in employment was. Those who failed on parole had greater job instability and reported lower job satisfaction and more negative attitudes to work. Features more strongly related to parole failure than gaining employment included antisocial attitudes, continued association with criminal peers, unrealistic expectations about life after prison, poor coping and poor problem-solving skills. HMI Probation have pointed out that “There is a large body of research suggesting employment may reduce the likelihood of reoffending, however offenders leaving custody face significant barriers to finding and staying in work. This includes the attitudes of employers, licence and curfew conditions, lack of qualifications, low literacy and numeracy and unrealistic expectations. *For some, employment problems are compounded by housing problems, substance misuse, behaviour or mental health problems which must be addressed first.* In many cases it might be that the person had been receiving Employment and Support Allowance (ESA) before they came into prison so are not currently `available for work`”[[9]](#footnote-9)
  2. Achieving stable employment is therefore an important part of successful resettlement in the community but this needs to be supported with work both before and after release to address antisocial attitudes, values and beliefs, poor problem-solving skills and choice of associates, and problematic substance abuse.
  3. Many prisoners are involved in work, vocational training, or education as part of their prison day and this section draws upon this support by encouraging TTG CRC staff to engage with these other prison-based activities to develop coordinated resettlement plans with the responsible officer in the community. This should allow identified problems to be tackled both in custody and on release into the community.

Employment, Education and Training - Level 1– Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| To obtain suitable employment  To maintain suitable employment  To increase an individuals’ ability to obtain and maintain suitable employment | *Identify and provide bespoke advice on employment (and education and employment related training) options available within the prison and in the community, and offer advice on impact on benefits \** |
| *Discuss the rules and requirements around disclosure on an individual/one-to-one basis. Tailor any advice to the specific situation of the individual and ensure that offenders are equipped with any materials required, such as a `self-disclosure statement` [[10]](#footnote-10)* |

Employment, Education and Training - Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| To obtain suitable employment  To maintain suitable employment  To increase an individuals’ ability to obtain and maintain suitable employment | *Contact existing employer to negotiate continued employment* |

1. **Finance, Benefits and Debt**

Desired Outcomes**:**

* + - * To help reduce / eliminate debts
      * To maximise income
      * To improve money management skills

Finance, Benefits and Debt - Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| To reduce / eliminate debts  To maximise income  To improve money management skills | *Identify issues with financial management and debt \** |
| *Identify and provide bespoke advice on dealing with financial management and debt \** |
| *Signpost to other services including Job Centre + and DWP still working within prisons \** |
|  |

Finance and Debt - Level 2/3 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| To reduce / eliminate debts  To maximise income  To improve money management skills | *Provide / obtain debt advice including obtaining identification* |
| *Make arrangements to pay down any housing arrears* |
| *Help benefit claimants to notify authorities to suspend payments whist in custody where appropriate* |
| *Make arrangements to pay down any other debts* |
| *Identify all income options and make referrals for budget planning* |
| *Support with opening a bank account including obtaining identification* |
|  |

1. **Personal, Relationships and Community (PSH - Personal Social and Health)**

Desired Outcomes:

* To support individuals with identified needs
* To ensure personal needs are met and improved
* To build positive relationships

Personal, Relationships and Community (PSH – Personal, Social and Health) - Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Prison health care provider arranges primary and secondary care appointments whilst in custody and on release.  Social investment in community built and maintained | *Identify and record PSH needs*   * *Identify which needs have been (un)met prior to release from custody* |
| *Provide bespoke advice on PSH options and services* |
| *Signpost to PSH services* |
| *Notifying prison health care providers of the person’s needs.* |
| *Check that healthcare providers have completed each person’s primary care registration and arranged continuity of care appointments as part of pre-release resettlement planning* |

Personal, Relationships and Community - Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Social investment in community built and maintained | *Help to access health care / mental health provision, support with trauma* |
| *Help to access services to tackle alcohol and substance misuse* |

Personal, Relationships and Community - Level 3 – Applies to offenders with an identified need and represents the most vulnerable or complex cases

|  |  |
| --- | --- |
| Outcome | Activity |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Social investment in community built and maintained | *Help to engage with services to tackle alcohol and substance misuse* |
| *Help to engage with health care / mental health provisions, support with trauma* |
| *Help to build and maintain relationships with family and friends* |

1. **TTG Supporting Activity**

Desired Outcomes:

* There is a seamless TTG provision
* Individual’s motivation is built and maintained
* Improvement in TTG outcomes for vulnerable and chaotic groups

Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| Responsible Officers in the community link effectively with prison based CRC colleagues to ensure seamless integration of TTG provision |  |
| *Prioritise support in resolving immediate resettlement needs relating to accommodation, benefits, employment, social care etc.* |
| *Support in understanding legal rights and signposting to service providers* |

Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| Motivation to successfully resettle built and maintained |  |
| *Motivation to engage and succeed in resettlement goals* |

Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases

|  |  |
| --- | --- |
| Outcome | Activity |
| Increase in positive TTG outcomes[[11]](#footnote-11) for vulnerable and chaotic groups including:  Young Men  Women  Foreign Nationals  Lifers / IPP  Sex Offenders  LDD – additional time  Care Leavers  Black, Asian and Minority Ethnicity (BAME) prisoners  Ex-Armed Service Personnel | *Structured support (mentoring) TTG that also helps build resistance to peer influence* |
| *Access to appropriate translation services to facilitate engagement with resettlement services and applications processes* |
| *Support in understanding resettlement processes and case status for FNOs* |
| *Help to engage with advocacy interventions* |
| *Help to access and support to engage with Accredited independent immigration services* |
| *Structured help and support TTG to access and engage with resettlement services and social care service providers in the community* |

1. **Extra Support Required for Specific Offender Cohorts**

Support for Victims of Domestic Abuse

Desired outcomes:

* + - * To increase safety of the individual (and any children living with the offender)
      * To support the individual in dealing with the impact of the abuse
      * Support the individual to better identify risk factors and networks of support

Victims of Domestic Abuse - Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Identify any history of domestic abuse* |
| *Provide bespoke advice on the support and options available* |
| *Signpost to other services in case of future need* |

Victims of Domestic Abuse - Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Undertake safety planning* |
| *Support in exiting a relationship (where appropriate)* |
| *Make referrals to specialist services* |

Victims of Domestic Abuse - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases

|  |  |
| --- | --- |
| Outcome | Activity |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Liaison with MARAC / Children’s Services/ Housing/ Finance/ Psychological support* |
| *Help to access DV support networks and services* |

Support for Sex Workers

Desired Outcomes:

* + - * Increase safety of the individual
      * Support the individual in dealing with the impact of the abuse
      * Support the individual to better identify risk factors and networks of support

Sex Workers - Level 1 – Service applies to all offenders

|  |  |
| --- | --- |
| Outcome | Activity |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Identify any history of sex work* |
| *Provide bespoke advice on the support and options available* |
| *Signpost to other services in case of future experience* |

Sex Workers - Level 2 – Applies to offenders with an identified need

|  |  |
| --- | --- |
| Outcome | Activity |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Undertake safety planning* |
| *Support in exiting a relationship (where appropriate) including “professional relationships” e.g. with pimps* |
| *Make referrals to specialist services* |

Sex Workers - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases

|  |  |
| --- | --- |
| Outcome | Activity |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Liaison with MARAC / Children’s Services / Housing / Finance / Psychological support* |
| *Help to access sex worker support networks and services* |

* 1. HMPPS have produced guidance to assist CRC provision of effective services to all **men and women** who identify themselves as **victims of domestic abuse or as former sex workers**. For further information on evidence-based principles in relation to identifying and meeting pre-release resettlement needs for former sex workers and victims of domestic abuse:



8.2 In relation to other groups with complex needs, the following resources describe evidence-based principles, approaches and activities which will help secure good rehabilitative (rather than solely resettlement) outcomes.

Support for Young Adult Men

* 1. Young adults men make up a significant subgroup of the prison population and those serving sentences in the community. The NOMS publication, `Better Outcomes for Young Adult Males (2015) ` defines young adults as those aged 18 – 25, and provides a summary of how young adults differ to older adults and explains how maturity is relevant to understanding the young adult population. It also explains the evidence that identifies six priority needs for young adult men and provides guidance on the most effective or promising ways of addressing each of these priority needs.

<https://www.gov.uk/government/publications/achieving-better-outcomes-for-young-adult-men-evidence-based-commissioning-principles>



Support for Women

* 1. Contracts between the Authority and CRCs state that where practicable, female offenders should be offered options of:
* A female responsible officer
* Being interviewed in a female only environment and
* Not being placed in an all-male environment as part of Unpaid Work or Attendance Centre Requirement
  1. The commissioning principles for Women Offenders (NOMS 2015) represents a continued commitment by HMPPS to improving outcomes for women who commit crime. The principles aim to ensure that resources are targeted on areas that are most likely to make a difference to women’s lives, both with regard to reducing re-offending, and to helping women live safer, more fulfilling lives in the community.
  2. In order to reduce reoffending among women and keep women who commit crime safe, the best available evidence suggests that there are seven priority areas for support and intervention. The rehabilitation model can be found in the publication below.



Support for Foreign Nationals

* 1. It is important that foreign nationals have access to translated literature and translation services when required. They also need to have any Early Release options explained to them. There is limited evidence about other specific needs of foreign national prisoners but research in Norway suggests that pre-release activity might helpfully focus on reducing the ‘depth’ of imprisonment and the extent to which they feel isolated and disconnected from the outside world, their community and family.
  2. Additionally, rehabilitative staff-prisoner relationships will be helped where staff understand and are responsive to the different needs and preferences of foreign nationals.
  3. Technology and media can be used to maximise the availability of information in a range of languages. This will apply both to support in planning for resettlement in the home country as well as well as support for those who will be released into this country prior to deportation. CRC resettlement workers will need to access translation services in the prison for those who do not understand English.

Support for Recalled Prisoners

* 1. HMPPS have produced a Better Outcomes for Recalled Prisoners document which provide information and best practice principles based on the available evidence



* 1. An analytical study was carried out in September 2016 to develop an evidence-based and systematic approach for the management of determinate sentenced prisoners on standard recall and can be viewed by clicking on the icon.
  2. Also available is new guidance for working with recalled prisoners:



Support for people with learning difficulties and disabilities:

* 1. People with learning difficulties and disabilities may find it harder to understand, learn and remember new things, meaning they may have problems in areas such as communication, being aware of risks or managing everyday tasks. A learning disability cannot be ‘cured’, but with the right support it will have less of an impact on the person’s life; leading to the individual learning new skills and living a full life.
  2. The HMPPS intranet provides a section specific to learning difficulties and disabilities, recognising the principles of aiming to support equal access to services, including improving how information is communicated and how individuals are supported. The principle of ensuring information is accessible can be applied to a wide range of services to enable them to flex to accommodate the needs of prisoners with learning difficulties and disabilities. This principle is also helpful for those who have limited literacy skills and those with English as a second language (a large proportion of the prison population).

<https://intranet.noms.gsi.gov.uk/support/a-z-what-works/learning-difficulties-and-disabilities-ldd>

Care Leavers

* 1. Care leavers are estimated to make up 25% of the prison population and their experiences prior to being looked after (62% of children who were in local authority care were there due to physical and sexual abuse and neglect) and during their time in care could result in additional and complex needs which should be considered. Those under 25 can still receive support from the local authority which looked after them and they should be encouraged to disclose their care leaver status, accepting that this may be hard for them particularly at the basic custody screening stage. Once identified this should be highlighted on NOMIS and the details of their personal Advisor be recorded wherever possible.  With the consent of the person involved, Personal Advisors should be involved in decisions made though their sentence and planning for release. [Care Leavers - Practice and Guidance.pdf](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0010/663544/practice_guidance.pdf)
  2. Often care leavers, regardless of their age, will have more complex needs in the mandated resettlement pathways.
* Accommodation– Care leavers and care experienced people may not have family to return to. They may be considered high risk for some accommodation and the lack of certainty about where they will live after their release can increase their anxiety and cause a deterioration in behaviour. Care leavers are a priority group under the Homelessness Reduction Act.
* Employment– Care leavers may have had disrupted education. Looked after children are twice as likely to be permanently excluded from school and have a lower GCSE attainment. Approximately 68% of looked after children have special educational needs. This may make gaining employment more challenging.
* Finance, Benefits and Debt – Due to lack of preparation and understanding, care leavers often report struggling to manage their money, bills and benefits.
* Personal, Relationships and Community – Forming and sustaining relationships may be harder for care leavers due to possible low self-esteem, damaging pre-care experiences, attachment-related issues, placement changes, and complex relationships with their birth family.

Black, Asian, Minority Ethnic (BAME) Prisoners

* 1. The [Public Sector Equality Duty (PSED)](http://www.homeoffice.gov.uk/equalities/equality-act/equality-duty/) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
  2. CRCs and their supply chain working with offenders have a Public Sector Equality Duty (Equalities Act 2010) to not discriminate on the ground of race (or any other irrelevant factor) to ensure equality of access and opportunity to engage with resettlement services.
  3. An independent review into the treatment of, and outcomes for Black, Asian and Minority Ethnic individuals in the criminal justice system can be found below.

[The Lammy Review 2017](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/643001/lammy-review-final-report.pdf)

Ex-Armed Services Personnel

* 1. It is important to recognise different needs that Ex-Armed Services Personnel present in the Criminal Justice System. The below Better Outcomes document provides evidence-based best practice advice.

****

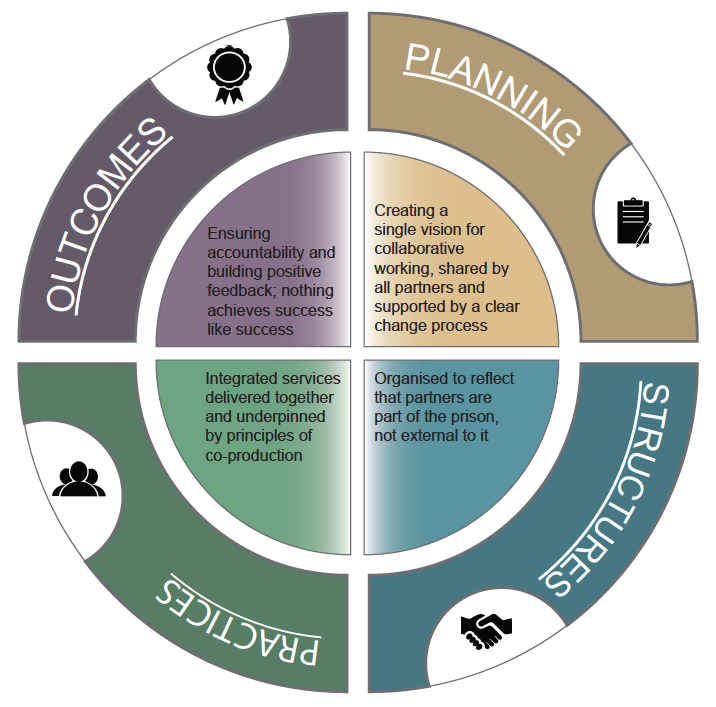
Partnership Working

* 1. It is important to strengthen integration of service delivery between directly funded, co-commissioned providers and wider partners. Where services are integrated and coordinated investment is maximised and better outcomes can be secured for offenders, their families and local communities thus contributing to the protection of victims and the management of risk of harm.
  2. Working with other national agencies as well as local partners from the commercial and VCSE sectors means that desired outcomes related to physical and mental health, housing, learning and skills, and an individual’s relationships with their family and friends are more likely to be met.
  3. Ensuring all partners are valued and heard helps improve outcomes for prisoners and staff.

**What is available to help improve local partnerships?**

* 1. In 2014/15, Sheffield Hallam worked with 11 prisons and their partners to produce the `Collaboration Barometer**`.** This 12-step model helps guide structured and collaborative conversations between partners to identify what can improve the combined effectiveness of partners delivering services to offenders.
  2. Although developed with prisons, the range of partner agencies involved means there is learning here for probation servicestoo, particularly for those working in prisons.

The Collaboration Barometer



**Annex A**

**Through the Gate Minimum Specification PI Accountability and Ownership Annex**

**Accommodation Level 1 – Service applies to all offenders**

| Outcome | Activity | CRC to provide - (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| --- | --- | --- | --- | --- |
| To obtain safe, settled accommodation  To maintain safe, settled accommodation  To increase an individual’s ability to obtain and maintain safe, settled accommodation | *Identify any housing needs* | **✓** |  |  |
| *Identify and provide bespoke advice on housing options* | **✓** |  |  |
| *Confirm housing status and need* | **✓** |  |  |

**Accommodation Level 2 – Applies to offenders with an identified need**

| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| --- | --- | --- | --- | --- |
| To obtain safe, settled accommodation  To maintain safe, settled accommodation  To increase an individual’s ability to obtain and maintain safe, settled accommodation | *Complete housing referrals and assist with application processes (this should include any suitable housing providers including social housing, charitable housing provision and private providers)* | **✓** |  |  |
| *Provide follow-up support on applications made* | **✓** |  |  |
| *Support bidding processes for social housing applications* | **✓** |  |  |
| *Support application for bond scheme if available* | **✓** |  |  |
| *Follow up on referrals in advance of release* | **✓** |  |  |
| *Advise offenders on an individual one-to-one basis about the rules and requirements around disclosure, tailoring any advice to their specific situation. Where appropriate, help the individual to construct a `self-disclosure statement`.* | **✓** |  |  |
| *Make arrangements for tenancy to continue*  *(including liaise with DWP for the housing element of UC for up to 26 weeks for all prisoners (and help to access Housing Benefit where appropriate)* | **✓** |  |  |
| *Close down any existing tenancy if appropriate* | **✓** |  |  |

**Accommodation - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases**

| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| --- | --- | --- | --- | --- |
| To obtain safe suitable accommodation  To maintain safe, suitable accommodation  To increase an individual’s ability to obtain and maintain safe, suitable accommodation | *Subject to the individual’s consent, refer those who are at risk of homelessness to the Local Authority in accordance with Section 10 of the Homelessness Reduction Act 2017* | **✓** |  |  |
| *To support effective operation of the Duty to Refer (Section 10, Homelessness Reduction Act 2017), develop partnership arrangements with Local Authorities and prisons to facilitate development of effective support plans* | **✓** |  |  |
| *Support registration as homeless if released with no fixed abode (NFA) on day of release and ensure that the Local Authority are aware, in accordance with their duties under the Homelessness Reduction Act 2017* | *Home CRC* |  |  |
| *Follow up on referrals in advance of release* | **✓** |  |  |
| *Support access to emergency accommodation* | **✓** |  |  |
| *Support access to safe, settled accommodation that reduces risk or (re) victimisation or the triggering of trauma related symptoms* | **✓** |  |  |
| *Consider existing risk assessments (including engagement with MAPPA where appropriate) and factor into proposed accommodation options* | **✓**  *Joint Host/Home CRC/NPS Probation Officer* |  |  |

**Employment, Education and Training - Level 1– Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To obtain suitable employment  To maintain suitable employment  To increase an individuals’ ability to obtain and maintain suitable employment | *Identify and provide bespoke advice on employment (and education and employment related training) options available within the prison and in the community, and offer advice on impact on benefits* | **✓**  *For basic advice* | **✓**  *For specialist advice* | *Department of Work and Pensions Work Coaches, Job Centre Plus, CAB, Stepchange, other financial/money management services in the prison for more specialised advice such as regarding Universal Credit, Prison*  *Education Providers, IAG provider* |
| *Discuss the rules and requirements around disclosure on an individual one-to-one basis. Tailor any advice to the specific situation of the individual and ensure that offenders are equipped with any materials required, such as a `self-disclosure statement` [[12]](#footnote-12)* | **✓** |  |  |
|  |  |  |  |  |

**Employment, Education and Training - Level 2 Applies to offenders with an identified need**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To obtain suitable employment  To maintain suitable employment  To increase an individuals’ ability to obtain and maintain suitable employment | *Contact existing employer to negotiate continued employment* | **✓** |  |  |

**Finance, Benefits and Debt - Level 1 – Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To reduce / eliminate debts  To maximise income  To improve money management skills | *Identify issues with financial management and debt* | **✓** |  |  |
| *Provide bespoke advice on options for dealing with financial management and debt* | **✓** |  |  |
| *Signpost to other services including Job Centre + and DWP staff working within prisons \** |  | **✓** | *Department of Work and Pensions, Job Centre Plus, Citizens Advice Bureau, other financial/money management services in the prison as appropriate, Prison Education Providers* |

**Finance and Debt - Level 2/3 – Applies to offenders with an identified need**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To reduce / eliminate debts  To maximise income  To improve money management skills | *Provide / obtain debt advice*  *including obtaining identification* | **✓** | **✓**  *CRC signpost to CAB, Stepchange etc for specialist debt advice* | *CAB, Stepchange, other financial/money management services in the prison for specialist debt advice* |
| *Make arrangements to pay down any housing arrears* | **✓** |  |  |
| *Help benefit claimants to notify authorities to suspend payments whist in custody where appropriate* | **✓** |  | *JCP, DWP* |
| *Make arrangements to pay down any other debts* | **✓** | **✓**  *CRC signpost to CAB, Stepchange etc for specialist debt advice* | *CAB, Stepchange, other financial/money management services in the prison* |
| *Identify all income options and make referrals for budget planning* | **✓** | **✓** | *Education providers to provide courses on budget planning work and to signpost to Virtual Campus (see* [Annex B](#AnnexB) *for curriculum choices)* |
| *Support with opening a bank account including obtaining identification* | **✓** |  |  |
| *Provide / obtain debt advice*  *including obtaining identification* | **✓** | **✓**  *CRC signpost to CAB, Stepchange etc for specialist debt advice* | *CAB, Stepchange, other financial/money management services in the prison* |

**Personal, Relationships and Community (PSH – Personal, Social and Health) - Level 1 – Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Prison health care provider arranges primary and secondary care appointments whilst in custody and on release.  Social investment in community built and maintained | *Identify and record PSH needs.*   * *Identify which needs have been (un)met prior to release from custody* | **✓** | **✓** | *Prison healthcare provider* |
| *Provide bespoke advice on PSH options and services* | **✓** | **✓** | *Prison healthcare provider* |
| *Signpost to PSH services*   * *Notifying prison health care providers of the Person’s needs.*   *Check that healthcare providers have completed each Person’s primary care registration and arranged continuity of care appointments as part of pre-release resettlement planning* | **✓** | **✓** | *Prison healthcare provider* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost to | Signposted service |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Social investment in community built and maintained | *Help to access health care / mental health provisions, support with trauma* |  | **✓** | *Healthcare provider* |
| *Help to access services to tackle alcohol and substance misuse* |  | **✓** | *Prison healthcare providers/ Integrated Substance Misuse Services (I.S.M.S) /education providers (eg Virtual Campus course)* |

**Personal, Relationships and Community – Level 2 – Applies to offenders with identified need**

**Personal, Relationships and Community – Level 3 – Applies to offenders with identified need and represents the most vulnerable or complex cases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost to | Signposted service |
| Personal physical health needs met or improved  Personal mental health needs met or improved  Positive personal relationships built and maintained  Social investment in community built and maintained | *Help to engage with services to tackle alcohol and substance misuse* | **✓** *Joint with prison addiction support workers, prison healthcare providers, I.S.M.S (Integrated Substance Misuse Services)* |  |  |
| *Help to engage with health care / mental health provisions, support with trauma* | **✓** *Joint with mental healthcare provider/prison psychology services* |  |  |

**TTG Supporting Activity Level 1 – Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| Responsible Officers in the community link effectively with prison based CRC colleagues to ensure seamless integration of TTG provision | *Prioritise support in resolving immediate resettlement needs relating to accommodation, benefits, employment, social care etc.* | **✓** |  |  |
| *Support in understanding legal rights and signposting to service providers* |  | **✓** | *Citizens’ Advice Bureau, prisoner’s own legal advisor, independent legal advice services* |

**TTG Supporting Activity - Level 2 – Applies to offenders with an identified need**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC  to signpost | Signposted service |
| Motivation to successfully resettle built and maintained | *Motivation to engage and succeed in resettlement goals* | **✓** |  |  |

**TTG Supporting Activity - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| Increase in positive TTG outcomes[[13]](#footnote-13) for vulnerable and chaotic groups including:  Young Men  Women  Foreign Nationals  Lifers / IPP  Sex Offenders  LDD – additional time  Care Leavers  Black, Asian and Minority Ethnicity (BAME) prisoners  Ex-Armed Service Personnel | *Structured support (mentoring) TTG that also helps build resistance to peer influence* | **✓**  *Joint Host/Home CRC* |  |  |
| *Access to appropriate translation services to facilitate engagement with resettlement services and applications processes* | **✓** |  | *Language Line/ Big Word* |
| *Support in understanding resettlement processes and case status for FNOs* | **✓** | **✓** | *UK Border Agency* |
| *Help to engage with advocacy interventions* |  | **✓** | *Prison Safer Custody team, Prison healthcare provider* |
| *Help to build and engage with support networks* | **✓** | **✓** | *Prison healthcare provider, ISMS etc* |
| *Help to access and support to engage with Accredited independent immigration services* |  | **✓** | *Accredited independent immigration services* |
| *Structured help and support TTG to access and engage with resettlement services and social care service providers in the community.* | **✓** | **✓** | *Resettlement services, Social care service providers* |

**Extra Support Required for Specific Offender Cohorts**

**Support for Victims of Domestic Abuse**

**Victims of Domestic Abuse - Level 1 – Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Identify the experience of domestic abuse* | **✓** |  |  |
| *Provide bespoke advice on the support and options available* | **✓** |  |  |
| *Signpost to other services in case of future need* |  | **✓** | *In reach Mental Health Team, Specialist external agencies where appropriate* |

**Victims of Domestic Abuse - Level 2 – Applies to offenders with an identified need**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Undertake safety planning* | **✓**  *Joint Host* */Home CRC* |  |  |
| *Support in exiting a relationship (where appropriate)* | **✓** |  |  |
| *Make referrals to specialist services* |  | **✓** | *Spurgeons, Barnados, Family Workers (in prison), other specialists/external agencies* |

**Victims of Domestic Abuse - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| To increase safety of the individual (and any children living with the offender)  To support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Liaison with MARAC / Children’s Services/ Housing/ Finance/ Psychological support* | **✓** |  | *Prison psychologist, Prison healthcare provider, prison psychologists, local authority, social services* |
| *Help to access DV support networks and services* | **✓** | **✓** | *Specialist DV services* |

**Support for sex workers**

**Sex Workers - Level 1 – Service applies to all offenders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Identify the experience of sex work* | **✓** |  |  |
| *Provide bespoke advice on the support and options available* | **✓** |  |  |
| *Signpost to other services in case of future experience* |  | **✓** | *In reach Mental Health Team, Specialist external agencies where appropriate* |

**Sex Workers - Level 2 – Applies to offenders with an identified need**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC to signpost | Signposted service |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Undertake safety planning* | **✓**  *Joint Host/Home CRC* |  |  |
| *Support in exiting a relationship including “professional” relationships e.g. with pimps (where appropriate)* | **✓** |  |  |
| *Make referrals to specialist services* |  | **✓** | *Spurgeons, Barnados, Family Workers (in prison), other specialists/external agencies* |

**Sex Workers - Level 3 – Applies to offenders with identified need and represent the most vulnerable or complex cases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Activity | CRC to provide (if **✓** host CRC to provide) | CRC signpost | Signposted service |
| Increase safety of the individual  Support the individual in dealing with the impact of the abuse  Support the individual to better identify risk factors and networks of support | *Liaison with MARAC / Children’s Services / Housing / Finance / Psychological support* | **✓** |  |  |
| *Help to access support networks and services* |  | **✓** | *Signposting specialist services e.g. Prison psychologist/prison healthcare provider, local authority, social services* |

Annex B

**Virtual Campus Curriculum Choices**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Location** | **Resource Type** |
| **Food Safety & Storage** | Food Safety & Storage covers the basics of food safety, hygiene, and keeping work areas clean. | Vocational > Catering & Hospitality > Level 1 | Online Learning |
| **Internet Safety for IT Users Level 1** | Internet Safety for IT users covers basics of on-line safety, how to protect yourself and others when online, through to data security and following guidelines and procedures. | Academic > ICT > Level 1 | Online Learning |
| **Employment, Business & Enterprise** | Understanding Employment, Business and Enterprise covers the basic principles of employment, business and enterprise through to the importance of entrepreneurial skills. | Academic > Business and Enterprise > Level 1 | Online Learning |
| **Environmental Sustainability L1** | Environmental Sustainability covers the basics of sustainability and impacts on the environment through to your role in helping to make sustainable choices. | Vocational > Level 1 | Online Learning |
| **Environmental Sustainability L2** | Environmental Sustainability Level 2 covers the basics of sustainability and impacts on the environment through to your role in helping to make sustainable choices | Vocational > Level 2 | Online Learning |
| **Recognising and Supporting Equality and Diversity at Work Level 1** | Recognising & Supporting Equality & Diversity at Work covers the laws and principles of Equality and Diversity, why it is important at work, and how this makes society fairer. | PSD | Online Learning |
| **Health & Safety Awareness in a Working Environment** | AIM Health & Safety Awareness in a Working Environment covers the basics of health and safety, the hazards at work and the protection against hazards. | Vocational > Health & Safety > Level 1 | Online Learning |
| **Health & Safety in Construction** | Health & Safety in Construction covers the basics of health and safety in construction, identifying hazards, reducing risks, fire extinguishers and the laws. | Vocational > Health & Safety > Level 1 | Online Learning |
| **Healthy Lifestyles** | Healthy Lifestyles covers the basics of healthy living, including healthy body weight, a healthy diet and a healthy lifestyle. | Vocational > Health Studies & Sport Science > Level 1 | Online Learning |
| **Personal Finances** | Personal Finances covers income and expenditure and budgeting. It looks at the pluses and minuses of borrowing money and products provided by banks and building societies. | PSD > Money Management | Online Learning |
| **Health & Safety in the Workplace (Licence-to-practice) Level 2** | Health & Safety in the Workplace is a licence-to-practise qualification which you must complete to work in industry. The course covers the principles of health and safety, the hazards at work and the protection against hazards. | Vocational > Health & Safety > Level 2 | Online Learning |
| **Food Safety in Catering (Licence-to-practice) Level 2** | Food Safety in Catering is a licence-to-practise qualification which you must complete to work in the food and catering industry. The course covers the basics of food safety, hygiene, and keeping work areas clean. | Vocational > Catering & Hospitality > Level 2 | Online Learning |
| **Health & Safety in a Construction Environment (Licence-to-practice) Level 1** | Health & Safety in a Construction Environment is a licence-to-practise qualification which you must complete to apply to work in the construction industry. The course covers the principles of health and safety in construction, identifying hazards, reducing risks, fire extinguishers and the laws. | Vocational > Health & Safety > Level 1 | Online Learning |
| **The Principles of Care, Organisational Policies and the Role of The Care Worker** | The Principles of Care, Organisational Policies and the Role of the Care Worker is designed to help people understand work in a care job. It tries to get you to think about such a job in care and about how to do it well. | Employment > Careers | Online Learning |

1. Resettlement plan [↑](#footnote-ref-1)
2. for the Employment, Education and Training pathway and the Finance, Benefits and Debt pathway, level 2 and level 3 activity have been combined as one as the only difference between the activities delivered in level 2 and 3 is the length of time taken to deliver the activity (for example those with LDD are likely to need more time to understand the advice given to them and to carry out activities required to support their resettlement). [↑](#footnote-ref-2)
3. Prisoners are received into lawful custody and treated with decency and with regard for their and others safety and well-being. [↑](#footnote-ref-3)
4. Prisoners are kept safe and supported during their first night in prison and their immediate needs are met. [↑](#footnote-ref-4)
5. Prisoners know and understand their entitlements and responsibilities, and how to access support and facilities available to them. [↑](#footnote-ref-5)
6. Settled Accommodation is defined in the contract as:

   (i) any accommodation that provides a permanent independent housing solution including as owner occupier; tenant in a tenancy available for a minimum 3 month period; living as part of a family where the Applicable Person is able to reside in that home permanently and is able to return to that home; living with a friend with a bedroom available for the Applicable Person’s use and access to domestic facilities; a caravan or boat that is viewed by the Applicable Person as his permanent home; (ii) supported housing provided by an accredited housing agency that is provided for a minimum 3 month period and includes support for the Applicable Person in relation to moving to a permanent independent housing solution; or (iii) Approved Premises;

   \* This activity forms part of the BCST process at both part 1 and part 2. [↑](#footnote-ref-6)
7. Subject to the individual needs of the offender, probation providers should consider the availability of Rent Deposit Schemes in the release area that could assist in securing suitable accommodation. Many Local Authorities operate their own Rent Deposit Schemes, while some keep a record of schemes available through the Voluntary Sector in their areas. [↑](#footnote-ref-7)
8. Homeless Reduction Act – Duty to Refer, Operational guidance about the Duty to Refer, including the background to the Homelessness Reduction Act, process maps and referral forms, can be found on the HMPPS intranet. [↑](#footnote-ref-8)
9. HM Inspectorate of Probation and HM Inspectorate of Prisons, joint inspection of through the gate resettlement services for short-term prisoners. [↑](#footnote-ref-9)
10. PSI 06/2012, Prisoner Employment, Training and Skills provides more in-depth information [↑](#footnote-ref-10)
11. Positive TTG outcomes could include support via individual mandated resettlement pathways or a combination of support based on required needs. [↑](#footnote-ref-11)
12. PSI 06/2012, Prisoner Employment, Training and Skills provides more in-depth information [↑](#footnote-ref-12)
13. Positive TTG outcomes could include support via individual mandated resettlement pathways or a combination of support based on required needs. [↑](#footnote-ref-13)