



Home Office

**General Instructions  
Immigration Removals, Enforcement and Detention**

# Reporting and offender management

Version 7.0

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# About this guidance

This guidance sets out the reporting and offender management (ROM) policy and provides guidance to Home Office Immigration Enforcement staff on setting up and maintaining contact with individuals who are required to report with the aim of concluding cases.

## Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors then email Enforcement Policy.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

## Publication

Below is information on when this version of the guidance was published:

- version **7.0**
- published for Home Office staff on **18 January 2024**

## Changes from last version of this guidance

The guidance has been amended in the following sections to reflect the Decommissioning of CID:

- Immigration Digital Bail as a reporting type
- new FNO guidance allowing ROM's more flexibility to vary reporting conditions
- new failed to report process
- Gender and cultural sensitivities

### Related content

[Contents](#)

Immigration bail

Detention General instructions

Non-compliance and absconder process

# Reporting: powers

This page sets out the legal basis for requiring a person to report to Home Office reporting centres, or to any other place or person, and additional conditions that may be imposed.

You can require an individual to report to the Home Office, either at a reporting centre or another place, as specified, if they are an:

- illegal entrant who is detained or liable to detention as a person subject to removal or deportation
- asylum seeker who makes an in-country application for protection

The individual must continue to report until their case is concluded and they:

- are granted leave to remain in the UK
- leave the UK voluntarily or are removed

or where their bail is varied and reporting is no longer a condition of bail.

The legal basis for requiring an applicant to report to Home Office reporting centres, or another place as a condition of immigration bail, is paragraph 2(1)(d) of [schedule 10](#) of Immigration Act 2016 when they are detained, or liable to detention, under:

- paragraph 16(1), (1A) or (2) of [schedule 2 to the Immigration Act 1971](#) (detention of persons liable to examination or removal)
- paragraph 2(1), (2) or (3) of [schedule 3 to the Immigration Act 1971](#) (detention pending deportation)
- [section 62 of the Nationality, Immigration and Asylum Act 2002](#) (detention of persons liable to examination and removal)
- [section 36 \(1\) of the UK Borders Act 2007](#) (detention pending deportation)

You can only impose reporting conditions for individuals under these paragraphs where the subject has been informed that they are liable to detention.

As mentioned above, a person granted immigration bail may, under paragraph 2 (1) (d) of schedule 10 to the 2016 Act, be required to report to “the Secretary of State (SoS) or such other person as may be specified”. Whilst reporting events are currently carried out at Home Office reporting centres and police stations, this clause allows flexibility to conduct reporting events at other locations as may be agreed and arranged.

If you are setting reporting conditions you must consider the specific facts of the case, which may include the projected timescale for completion of the application or review, person’s vulnerability within the community and any medical conditions, removability, interventions necessary to facilitate case progression / conclusion or prompt enforcement action, assessed risk of harm in UK based on previous offending within the UK or abroad, to the general public, risk of absconding, when

deciding the frequency of any reporting and the risk to the individual and community in having an applicant on a varying regime.

You may impose a condition requiring a person to reside at a specific address.

You must follow the Home Office policy that people who are on bail are prohibited from working (with the exception of asylum seekers awaiting a decision for 12 months or more who may work in restricted occupations), see Permission to work and volunteer.

You can require asylum seekers and their dependents to report under the application of [section 71 of the Nationality, Immigration and Asylum Act 2002](#), as amended, where they have claimed asylum whilst holding extant leave. A reporting condition imposed under this section is treated as if under Schedule 10 to the 2016 Act. If a person fails to comply with a condition imposed under this section, they become liable to detention under paragraph 16 of Schedule 2 to the 1971 Act.

You can also require non-detained foreign national offenders to report as a condition of immigration bail while they still have current leave if the Home Office is considering whether to make a deportation order against them under [section 5 \(1\) of the Immigration Act 1971](#).

#### **Related content**

[Contents](#)

# Identifying individuals to report

This page tells you about who may be required to report. It also tells you about Home Office reporting centre locations and reporting frequencies.

## Purpose of reporting

The purpose of reporting is to ensure that those without leave to remain in the UK and illegal entrants remain in close contact with the Home Office. A reporting requirement of bail is used to enable case progression, interviews, compliance testing, offers of voluntary departure and travel document applications to be conducted to support removal actions. A person on a reporting regime will be considered for a variety of methods to report, including in person within a Centre, or a combination of telephone reporting, digital bail or electronic monitoring. Reporting centres may use self-service terminals to help facilitate the individual during in-person reporting events, which provides an overall better and more efficient reporting experience.

## Liability to report

Other than when an in-time claim for asylum has been made, an individual should not be required to report unless there is a reasonable suspicion of liability for removal, the individual has been served with a notice of liability to administrative removal or deportation from the UK, or a claim is being considered for inadmissibility action

See [decision notices](#) for a list of current and historical forms and the circumstances in which they will have been served.

## People on Secretary of State (SoS) immigration bail

When an individual, including a foreign national offender, is subject to immigration bail you can require them to attend their first reporting event (FRE) by serving them notice using form BAIL 201. Following this initial interview (FRE) the document will detail where, when and how often they must report to the Home Office, or some other person or location, as specified.

## People who make in-time claims for asylum

When a person with extant leave or status in the UK makes a claim for asylum they can still be required to report under [section 71\(2\) of the Nationality, Immigration and Asylum Act 2002](#). You need to inform them of this by the service of form IS.248.

## First-tier Tribunal immigration bail

A person who is detained under one of the provisions mentioned under [Reporting: powers](#) can apply to the First-tier Tribunal (FTT) for a grant of immigration bail.

The application form for First-tier Tribunal bail (B1) is given to detainees at the point of initial detention. The detainee, or their representative, sends the completed form to the First-tier Tribunal directly.

## Out of contact and absconder cases

For cases held by the National Tracing team (NTT) where individuals previously thought to have absconded are now back in contact, casework or the first responding team are responsible for issuing the new form BAIL 201.

See Immigration bail for full details on the application, consideration and grant processes for the different types of immigration bail.

## Reporting radius

Individuals subject to reporting in person will be required to attend the nearest reporting centre (or other specified location, including police stations) to their home address. There is no upper limit to the distance which an individual may be required to travel in order to attend their nearest reporting centre.

When deciding reporting conditions, you must give due consideration to the young, elderly, vulnerable and those with medical issues and the potential impact of frequent travel over long distances (in excess of 2 hours' journey time each way).

You should consider requiring reporting to a police station, or other specified location, if possible. However, there will still be occasions where that person will be required to attend a reporting centre, such as to attend an interview.

There are currently 13 dedicated reporting centres nationally:

- **London and South:**
  - West London
  - South London
- **North, Midlands and Wales:**
  - Liverpool
  - Manchester
  - Leeds
  - Sheffield
  - Solihull
  - Loughborough
  - Cardiff
  - Swansea
  - Middlesbrough
- **Scotland and Northern Ireland:**
  - Glasgow
  - Belfast

See also [immigration reporting centres](#).

Additional police supported ROM reporting currently takes place geographically in some of the listed areas as well as South Central, South-West and the East of England.

You should use the ICE finder to select an appropriate reporting location. There may be slight variations in calculation and a reasoned approach must be taken when considering further distances and reporting to a centre.

Under certain circumstances, and at the discretion of the ROM manager, individuals living within a reasonable distance of a reporting centre may be directed to report to a police station. This decision may result from incidents of aggressive behaviour by an individual at reporting events, or where that person has previously been arrested for a criminal offence. Such cases will be prioritised for removal, or other case progression or conclusion.

## Frequency and type of reporting

Frequency and type (in person, or telephone or digital) of reporting are decided by the local ROM manager (except for deportation restricted access cases where the frequency and type are determined by the FNORC or specialist caseworker), for all cases on a case-by-case basis as part of the 'First Reporting Event' interview. Requests made by the person to vary frequencies will be considered in conjunction with the ROM manager and the FNO caseworker on a case-by-case basis, with the decision being conveyed to the person concerned. In FTT bail cases where the FTT has not transferred management of bail to the SoS, the conditions, type and frequency remains the decision of the FTT.

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You must consider the specific facts of the case when deciding an individual's reporting schedule. Such considerations may include vulnerability, removability, interventions necessary to facilitate case progression / conclusion or prompt

enforcement action, assessed risk of harm to the general public and risk of absconding. Reporting schedules can be either:

- frequent (every 2 months, monthly or more often, for example weekly or daily)
- infrequent (typically Telephone Reporting blended with in person events)

ROM teams are also able to vary reporting in certain cases so that attendance in person is not required. Electronic monitoring (tagging), digital bail and telephone reporting can also be used for contact management purposes after reference to FNO RC or Returns Preparation. For further instructions on electronic monitoring, see: Immigration bail.

A decision to vary reporting can be taken by local ROM managers, but for foreign national offenders they can, on a case-by-case basis, consider varying reporting conditions, however, this must be subject to consideration of the FNO meeting 100% compliance with their reporting conditions over a 3 month period (this should be a minimum of 3 months from reporting implementation or at the stage of ROM review).

The ROM manager can also consider factors including the resources available, the size of the reporting population, or an individual's special medical needs. Any non-compliance with alternative reporting can, following consideration by the ROM team, result in a decision to revert to the requirement for attendance in person.

You can also link other contact, through scheduled appointments or emergency travel document (ETD) interviews, to a reporting event that an individual is required to attend or remotely via telephone, as notified to them by form BAIL 201. You must record on CID that the events are linked.

ROM teams can decrease the reporting frequency following a review of their individual circumstances and for individuals who have been assessed as vulnerable or at risk, including, but not limited to:

- certified evidence of an appointment with Freedom from Torture (FFT) or the Helen Bamber Foundation
- those who are [pregnant](#)
- [children \(under 18\)](#)

## **Pregnancy**

During pregnancy:

- the reporting regime will be suspended for the 6 weeks before the expected week of childbirth (refer to the certificate Mat B1 which must be provided by the reporting person) and 6 weeks after birth:
  - ROM teams may maintain telephone reporting with the reporting person to ensure wellbeing during this period
  - to extend this period, a medical certificate must be supplied
- once reporting conditions are resumed, the original birth certificate must be produced, verified by the ROM team and recorded on CID, and the details of the child recorded as a dependant of the reporting person

## Children (under 18)

You should not normally require children to report. However, you can serve them a form BAIL 201 requiring them to report in the following circumstances:

- between their seventeenth and eighteenth birthdays in the case of unaccompanied asylum-seeking children (UASC), where the ROM team may schedule a one-off event, liaising with local social services, in order to introduce the child to the reporting process- the ROM team must invite an appropriate adult (care worker or guardian) to accompany the child
- when they have entered the family returns process and attempts to invite parents to include children at reporting events have failed:
  - you must always consider inviting the parents to include the children in reporting events before serving a child with form a BAIL 201
  - requiring a child to report will be rare and the decision will be made on a case by case basis by the caseworker and ROM manager, taking into account [every child matters: statutory guidance](#) and the best interests of the child

For further details on assessment of vulnerability, see Identifying people at risk (internal link) [Identifying people at risk](#) (external link).

With any reporting person the ROM Managers will assess the type and required frequency for each case and will consider:

- removability
- the projected timescale for completion of any application or review.
- interventions necessary to facilitate case progression / conclusion or prompt enforcement action
- their vulnerability within the community and any medical conditions
- their projected harm based on previous offending within the UK or abroad
- the risks to the individual and community in having an applicant on a varying regime
- risk of absconding

ROM Managers must be aware that regimes, frequency and type of reporting may need to change as an applicant progresses through the contact management process.

In all cases where the reporting person is a foreign national offender (FNO), the criminal caseworker retains the final authority on decisions regarding the bail conditions, including frequency of reporting. If a ROM Manager has specific concerns about the reporting regime of an FNO they should raise suggested changes with FNORC case manager and discuss suggested changes.

The table below illustrates the suggested reporting frequencies that it is considered may be appropriate for a variety of case types. However, all cases must be considered and reviewed on an individual basis and any extenuating circumstances should be considered, including (but not limited to) any vulnerabilities or medical

reasons that could affect the proposed frequency of reporting, and the distance the person has to travel to report.

<b>Cohort</b>	<b>Barrier</b>	<b>Suggested type and frequency of reporting</b>
Adult FNO	Any	Face-to-face reporting, frequency as per FNO RC decision
Adult non FNO	No barriers to removal	Generally fortnightly face-to-face reporting
Adult non FNO	MEDP / TCU inadmissible case / identified for prompt enforcement action	Generally fortnightly face-to-face reporting
Adult non FNO	No document	Generally monthly or bi-monthly reporting if ETD will be issued imminently
Adult non FNO	No document – no realistic timescales for outcome	Generally, telephone reporting – rotated telephone reporting and face to face every 3 months
Adult non FNO	Outstanding application depending on timescale for outcome	Generally monthly or bi-monthly face to face – telephone reporting if no imminent outcome
Adult non FNO	Open asylum	Reporting decided on a case-by-case basis, dependant on case type for example MEDP / TCU inadmissible case / identified for prompt enforcement action
Adult non FNO	Open appeal	Generally, telephone reporting – rotated telephone reporting and face to face every 3 months
Adult non FNO	Judicial review	Generally, telephone reporting – rotated telephone reporting and face to face every 3 months
Family with adult dependants	Any	Treat in line with single adult non FNO
Family with dependants under 18 years	Any	Generally, solely digital reporting unless FNO / high harm
Unaccompanied minor	Any	No reporting until eighteenth birthday, unless unaccompanied asylum – seeking children, then they report between seventeenth and eighteenth birthdays
Elderly / vulnerable / medical reasons preventing face-to-face reporting	Any	Generally, solely digital reporting unless FNO / high harm

## Telephone reporting

Telephone reporting is a new condition of Immigration Bail as an alternative to some applicants regularly attending to a reporting centre in-person. Telephone reporting will be blended with less frequent face to face appointments.

Telephone reporting also requires individuals to provide the Home Office with a valid mobile telephone number to enable reporting events to take place.

It also requires an individual to be available to answer telephone calls during set dates / times at relevant stated frequencies.

The frequency of telephone reporting events will be set by Reporting and Offender Management Teams based on the facts of the case and the circumstances of the individual, in conjunction with relevant casework teams where necessary. It is accepted telephone reporting events may take place at a greater frequency than previously allocated face to face reporting events, however, it is likely that telephone reporting events will be less burdensome on the individual.

## Digital reporting

Digital reporting is the minimum requirement of immigration bail contact which can be applied to anyone for whom we hold the appropriate contact details. It is not a replacement for other forms of bail conditions and can be used on its own, or in addition to other forms of immigration bail conditions such as face to face reporting or electronic monitoring.

### Related content

[Contents](#)

# Managing a reporting person

This page tells you how reporting and offender management (ROM) teams manage new and existing reporting persons, how the role of local caseworkers and their liaison with ROM teams progresses immigration cases, and the role played by ROM teams in the logging of identity, changes of address, and instances of failure to report.

In the interest of increasing the efficiency and progression of each event, ROM leads have the authority to manage the transactions the reporting centre conducts.

Management includes the following operations:

- reception of new intake
- management of the existing reporting centre attendees
- monitoring of failure to report cases
- cancellation of reporting conditions where required

## Setting up, recommencing or reviewing reporting

### Cases identified for in person reporting

Reporting events allow ROM staff to undertake contact with individuals, which can subsequently allow:

- the gathering of specific information requested by caseworkers
- appropriate and planned offers through the voluntary departures scheme
- progression with the re-documentation process in order to secure emergency travel documents (ETDs)
- the reporting person to inform Reporting Centre Counter staff of any changes in their personal circumstances and record those changes on internal records
- case progression, conclusion and prompt enforcement action

This list is not exhaustive.

Responsibility for identifying cases for reporting currently sits with respective casework teams, however Reporting and Offender Management (ROM) decide the reporting frequency and the most appropriate type of regime.

When considering if an individual should commence or recommence face to face reporting, decision makers must first ensure that the individual falls under one or more of the following categories:

- (a) foreign national offenders (FNOs) / High Harm / Special Immigration Appeals Commission (SIAC) or restricted access cases or persons who are on Restricted Leave
- (b) those who have shown a willingness to return home voluntarily and where reporting will aid the process of return

- (c) those who have not returned home and who have not engaged with our Voluntary Return programme
- (d) those identified for removal or where face to face reporting is required to facilitate case progression, conclusion or prompt enforcement action
- (e) those who are not immediately removable but have failed to comply with telephone reporting and are currently 'out of contact'

Where face to face contact is re-established with those in category (e) and where there are valid reasons for non-compliance with telephone contact, consideration should be given to the individual being removed from in person reporting and placed again on digital, electronic tagging or telephone reporting unless for example, the individual also falls within categories (a)-(d).

For those already on face-to-face reporting, should representations or evidence be submitted, and the individual does not fall under categories (a) to (e), reporting can be considered via telephone or digital system unless there are exceptional circumstances.

## Additional considerations

Any new proposed requests for ROM to set a person onto a reporting regime as a condition of bail should be considered under categories reporting (a) to (e) above and placed on or a combination of, in person, telephone and digital reporting options as their circumstances and suggested frequencies permit.

## Individuals not identified for face-to-face reporting

If an individual does not fall under the above categories (a) to (e) above, they should not be placed on in person reporting unless exceptional circumstances are relevant. ROM Managers must then consider placing them onto either telephone or digital reporting.

## ROM, Referring Officer (ICE, BF) and Caseworker processes, roles and responsibilities

ROMs should ensure incoming cases have been appropriately served a BAIL 201 following an adverse decision on an application or service of RED1. All incoming cases are to be tasked through Atlas for a first reporting event (FRE). If the case has been incorrectly set up on reporting, then it should be rejected on Atlas and referred back to the casework unit.

Should representations or evidence be submitted by either the person required to report or their representatives, requesting an alternative reporting type, or requesting that reporting be suspended, ROMs should consider all non-priority cases for telephone reporting without referral to the appropriate casework unit. The decision and type of reporting remains within the control of the Reporting Centre Manager and Casework Unit and those on bail cannot insist on a particular type or frequency. Priority cases will be passed to the appropriate casework unit to be considered in line with this guidance. A senior caseworker or manager must approve any

continuation of face-to-face reporting and ensure the justification is evidenced on Atlas accordingly.

Where a person on reporting or asked to resume reporting submits representations or evidence and has not been allocated to a casework unit, then the relevant ROM will review any representations or evidence described in the paragraphs above.

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## **Caseworker role and case management**

All reporting individuals must have a caseworker. This is more likely to be a named casework team rather than an individual. New cases identified by ICE teams and placed on bail and a reporting regime are directed by Atlas to be assigned to National Returns Progression Command (NRPC) for initial consideration.

To request specific actions to be completed to aid case progression caseworkers may use the following methods:

- the Atlas tasking process including requests for detention, travel documents and mitigating circumstances interviews

## **New intake**

## **ROM Triage**

Following the relevant refusal or service of papers:

1. Check BAIL 201 service is appropriate following adverse decision on application or service of RED1.
2. Add accommodation address to Atlas record – if not give the reason why it is not available and request an up-to-date address on reporting.
3. Add mobile phone number to Atlas record – if not give the reason why it is not available and request an up-to-date telephone number on reporting.
4. Add valid email address to Atlas record – if not give the reason why it is not available and request an up-to-date email address on reporting.

5. Serve Bail 201 with one First reporting event (FRE) to the respective reporting centre.
6. Create an Atlas service request to the ROM to set up reporting.

#### Actions for ROM Triage:

1. Check BAIL 201 service is appropriate following adverse decision on application or service of RED1.
2. If it is, accept the reporting on Atlas.
3. If reporting is not appropriate, reject the case on Atlas – giving the reason why it is not appropriate.
4. Once FRE is completed' upload documents copied at FRE stage to Atlas.
5. Set face to face, telephone or digital reporting frequency in line with reporting guidance taking into account the removability, vulnerability, risk and harm issues for the case.
6. Add the events to BAIL 201.
7. Issue Bail 201 with the new reporting restrictions.
8. Inform case-owner or referring officer (where necessary) of successful / unsuccessful reporting.

The first reporting event (FRE) will result from the actions of one of several different teams, including asylum casework teams (or asylum routing team), referrals from Foreign National Offenders Removal Casework (FNORC), National Returns Progression Command, Detained Casework, Border Force and detections made by enforcement teams.

At the FRE, the ROM team must assess the required frequency against the criteria detailed in [reporting frequency](#) and schedule a continuing reporting regime. ROM teams have ownership of reporting regimes but must consider agreeing a pattern for first reporting events with partner teams to assist in managing the new intake. For example, First-tier Tribunal (FTT) bail cases have regimes set by the courts and the ROM team can only vary the reporting frequency where the FTT has directed that the Secretary of State (SoS) can vary the bail conditions. In addition, FNO cases have regimes set by the caseworker which can only be varied by a ROM manager, on a case-by-case basis. However, this must be subject to consideration of the FNO meeting 100% compliance with reporting conditions over a 3-month period (this should be a minimum of 3 months from reporting implementation or at the stage of ROM review) or the relevant authority, such as an immigration judge, or criminal caseworker.

On arrival, the first-time reporting person should have a clean BAIL 201 with no previous reporting events noted on it.

When an individual attends a reporting centre without a BAIL 201, security should advise counter staff. The reporting person's details must be checked against Atlas records and may request additional documentation to verify identity. This may include an official Home Office letter, an application registration card (ARC), an asylum support payment enablement (ASPEN) card or another form of documentation.

Where there is any doubt of the individual's identity, the reporting event must be rescheduled, and you should require the individual to present their BAIL 201 at the new event. You also have the option of further interviewing to establish the person's identity. In cases of lost BAIL 201s you must record the incident on Atlas and issue a new BAIL 201.

A reporting centre may admit reporting person who have transferred from another reporting centre after relocating to a new home address. The 2 ROM managers must discuss and agree the necessary arrangements, allowing for the management of their current caseload.

As the caseworker, you are likely to be the first person to be made aware of a reporting person's [change of address](#). In such instances, you, the caseworker, must update Atlas, inform both ROM managers and issue the first BAIL 201 for the new location to enable accurate population management.

## Accompanied reporting

The reporting centre manager has discretion as to whether a person reporting may have someone accompany them, such as a legal representative, a support or charity organisation worker, or volunteer. Where the person reporting is vulnerable, or where they are reporting for the first time, are typical examples of when assistance is requested.

You should not consider accompanied reporting to be routine, but it can be permitted in exceptional cases where specific requests are made to the reporting centre manager. A person accompanying the reporting person must only be allowed into the waiting area, you must not permit them to intervene on the person's behalf at the counter.

## Gender and cultural sensitivities

When communicating with someone in the reporting centre or police station, it is important to engage with a positive manner that they find to be respectful and not condescending taking into consideration gender / cultural or other sensitivities.

Never assume and always use the full name until you are able to ask how they prefer to be addressed.

## Managing existing reporting events

An individual's in-person reporting event should be conducted with the aim of maintaining contact with the person and, where appropriate, carrying out interviews and updating the person on actions on their case. Cases may report after a period on telephone or digital reporting and require a mitigating circumstances interview to update casework on current changes to their domestic issues whilst awaiting an application decision.

Through a manage reporting appointments (MRA) interview / intervention, the following essential database functions must be performed:

- identify failures to report due to a blank calendar event
- set up future reporting events for one or more events, depending on current frequency
- check whether address, telephone and email details are correct
- update Home Office records when notified of changes to personal, family, or other details
- inform the caseworker of any changes

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## SMS reminders

A centrally managed service sends reporting person reminders of when they are due to report, the text message being sent the week before the next event. This replaces the previous manual reminder letter process and encourages greater compliance by reporting person attending their appointments.

The new text messaging service will send a message to most reporting person. The service may also be used to notify reporting person of any:

- public holiday reporting centre closures
- unexpected reporting centre closures

See also [immigration reporting centres](#).

## Failure to report cases on Face to Face or Telephone Reporting

For failure to report in Immigration Bail Digital Reporting see Immigration bail.

## Failure to comply with a reporting event: 3 step process.

When a person fails to comply with a reporting event imposed as a condition of immigration bail, a record of the actions carried out by the reporting centre staff, or reasons why the actions cannot be completed, must be recorded on Atlas.

In the event that a person fails to comply with a reporting event, the following actions should be taken:

### Step 1: telephone contact

An Officer should attempt telephone contact with the person, or if this is unsuccessful, their appropriate adult, legal representative, surety, sponsor or family members in the UK, to attempt to establish the reasons for their failure to report and their current whereabouts.

An automated Bail 204 will be sent by SMS / letter where there is a valid telephone number or address.

If contact with the person is made, and a reasonable explanation is given which provides sufficient information or evidence to justify their failure to attend, then the [officer/reporting centre staff member should] issue a verbal warning and [advise/permit them to?] continue with their existing reporting conditions.

If no reasonable explanation is given, or contact cannot be made with the person, the officer should:

- notify the case owner of the failure to report
- record the failure to report on MRA and Atlas
- in all cases, where the individual's whereabouts are unknown, who have missed 2 consecutive reporting events (unless it was a first reporting event) and all mandatory procedures to re-establish contact with the migrant have failed, make a referral to the PNC

Depending on removability, vulnerabilities or level of harm attached to the person, an enforcement visit can be considered as outlined below.

### Step 2: enforcement visits

When no contact can be made with the person, except in cases where the Home Office has confirmation that the person is not at the address (such as from asylum accommodation providers, local authorities, police service, prison service, colleges, universities, employers and the National Health Service), the ROM officer should consider referral for an enforcement visit, as detailed below.

The Immigration Compliance and Enforcement (ICE) team duty Chief Immigration Officer (CIO) will make the final decision as to whether an enforcement visit should be made.

### Step 3: recording action

All action taken in respect of attempting to regain contact with the individual by telephone must be recorded on Atlas. Reasons for not completing any action must be justified and endorsed by a CIO or Higher Executive Officer (HEO), or above. A record of the consideration and reasons for not completing any action must be recorded on Atlas.

If an enforcement visit is not made, the reason for not carrying out the visit must be recorded on Pronto and Atlas and countersigned by a CIO or HEO, or above.

### Action to take if a person fails to report

The following gives you a summary of the operational process to follow when a person fails to report. This includes:

- information to record on Atlas
- where to refer the case for further action

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Where contact is made with a person previously notified as out-of-contact who gets back in contact or now wishes to make an asylum claim, ROM staff must:

- check the individual's previous immigration status, particularly whether they have claimed asylum before
- if there is a previous asylum claim and it has been withdrawn, treat the case as further submissions (as opposed to a first claim), refer to the Further submissions for full details
- if the previous asylum claim has not been withdrawn, refer the case back to the last assigned asylum casework team
- where there is no previous asylum claim, inform the person to contact the [asylum intake unit](#) (AIU)

## **Logging identity**

See also Identity management (enforcement).

In addition to photographs and fingerprints, there is a need for Immigration Enforcement to hold relevant personal information in order to progress a case. For full details refer to the guidance on Identity checks and biometrics.

## Application registration cards

The application registration card (ARC) is provided to each asylum seeker and contains information on the claimed identity and immigration status of the holder, including confirmation of the person as an asylum claimant.

## Asylum support payment enablement cards

You do not need to validate or update the asylum support payment enablement (ASPEN) pre-paid debit card. As the collection of support is not dependent upon reporting and validation of the card, you must follow the failure to report process in the Non-compliance and absconder process. If the person fails to attend a reporting event you must quickly inform both your regional Asylum Support Compliance team and the caseworker.

For further information on asylum support, including procedures for lost and stolen cards, and breaches of support conditions, see Asylum support process manual.

## Fingerprints

Fingerprints are essential for identification purposes and to ensure that the right individual can be identified when a case is in progress. You must take fingerprints at the earliest opportunity if they are not recorded on the system.

Under [section 141\(7\) of the Immigration and Asylum Act 1999](#) fingerprints may be taken when the person:

- on arrival in the UK, fails to produce a valid passport or other document satisfactorily establishing their identity and nationality or citizenship.
- has been refused leave to enter the UK but has been granted immigration bail subject to a condition restricting work, study or residence, if you reasonably suspect that the person might break the conditions.
- requires leave to enter or remain in the UK but does not have it
- has been detained or is liable to detention, or has been arrested under Schedule 2 to the Immigration Act 1971 (see Administrative powers)
- has made a claim for asylum or is a dependant of such a person
- is the subject of a deportation order
- has made a claim for asylum
- is a member of the family or dependent of a person in one of the above categories (other than a person who is the subject of a deportation order)

This should be done as soon as possible after establishing that the person is liable to be fingerprinted.

This means that most reporting persons will have been fingerprinted before their first physical reporting event. However, there may be circumstances in which a reporting person has not previously been fingerprinted under section 141(7), such as when a person is reporting for the first time having overstayed their leave in the UK and been granted immigration bail and required to report. In these circumstances, the person

can be fingerprinted under section 141(7)(ca), as a person who needs leave to enter or remain in the UK but does not have it.

If you need to fingerprint a reporting person, give an explanation of your power to do so, and a full explanation as to what will happen, including how those fingerprints may subsequently be shared with other government departments and agencies, and when that fingerprint record will be destroyed (as stated on form IS86), which you will also need to serve on the person concerned.

For further information about photographs and fingerprinting (including the fingerprinting of minors and vulnerable adults), see Identity management (enforcement).

## Photographs

All reporting persons must have their photograph taken and entered on Atlas. Where this is missing, you must obtain a current photograph at the earliest opportunity and upload it onto the system. Any person who has been granted immigration bail with a reporting condition has previously been served with either a RED.0001 or ILLEN 101 and should have been photographed. Where they have not previously been photographed, they can be photographed at the ROM under regulation 2(7)(d) of the [Immigration \(Collection, Use and Retention of Biometric Information and Related Amendments\) Regulations 2021](#). Note that this power to photograph extends from the time that they were served papers until the time they are removed from the UK or granted leave.

As with fingerprinting, if you need to photograph a reporting person, explain the power to do so, and that the photograph will be kept for identity purposes with their details on Home Office systems, and may be shared with other government departments and agencies.

## Change of address

When advised of a change of address, you must request proof of the new address from the reporting person. Acceptable documents are:

- a tenancy agreement or a letter from the landlord with a recent date and clearly stating the reporting person's name
- a recent household bill in the name of the reporting person
- a letter from the landlord or acquaintance confirming the reporting person as a tenant or lodger and a copy of a recent household bill in the landlord's name

On receipt of proof of address, you must:

- update Atlas address maintenance screen, accurately recording and formalising the new address, as well as closing the previous address
- check the new postcode against the Immigration Compliance and Enforcement (ICE) team finder to determine the correct reporting location
- inform the caseworker

Reporting FNOs often have other bail conditions associated with criminal licence. Any address changes need to be referred to FNO RC case owners to undertake their own specific checks and reference to HMPS

For individuals moving into and out of asylum support accommodation the Asylum Support team must update the records.

Where the reporting person's new address dictates a change in reporting location, the current ROM team must:

- self-task and close reporting events – task 'vary bail' and a reporting request to the new ROM to set up reporting events
- update the Atlas address in manage person, accurately recording and formalising the new address, as well as closing the previous address
- task 'vary bail' on Atlas to the new reporting centre requesting the scheduling of future reporting events by the new ROM team, and update Atlas with the proof of address provided by the reporting person
- inform the caseworker

Reporting person may be disqualified from renting private accommodation due to their immigration status. In certain circumstances, the Home Office may grant permission to rent to these people. You must familiarise yourself with Right to rent landlords' penalties guidance.

If you believe that the reporting person may be renting premises while being disqualified from doing so and without permission, you must consider referring the case to the Interventions and Sanctions Directorate (ISD).

## **Related content**

[Contents](#)

# Advice on voluntary returns

This page tells you about advice on voluntary returns and how reporting and offender management (ROM) teams record promotion of voluntary returns on Home Office databases.

The reporting team has a vital role in persuading individuals with no legal basis to be in the UK to return home voluntarily before their removal is enforced.

Options for an individual to return home are:

- voluntary departures scheme (Voluntary and assisted returns)
- The Facilitated Return Scheme (FRS)

Every time you promote voluntary departure you must update Atlas view and record communications.

This information can then be collated from Atlas for statistical purposes and used to support future promotion or indicate whether an individual has not yet had the discussion.

## **Related content**

[Contents](#)

# Interviewing via all reporting systems

This page tells you about the specific types of interviews conducted in reporting centres by reporting and offender management (ROM) teams.

See also 'Investigative interviewing: good practice' of Enforcement interviews.

## Reporting centre interviews

### Mitigating circumstances interview

Also known as current circumstances, the mitigating circumstances interview may be commissioned by casework teams to gather current and possibly previously undisclosed information on an individual's life in the UK. This interview may also take place as part of the usual reporting event to provide consistent updates to an individual's record.

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## Screening and substantive asylum interview

Screening interviews are conducted to register an individual's asylum claim and determine how to progress the case. Individuals registering a claim for asylum will need to attend the [Asylum Intake \(Screening\) Unit](#).

The local Immigration Compliance and Enforcement (ICE) team must register and screen individuals who claim asylum following detention, unless there is an agreement in place for the consistent screening team to conduct the interview.

For criminal cases, staff in Criminal Casework may also conduct the interviews or provide specific questions to be asked. It can be vital that the interviewer explores and responds to the individual's statements to ensure clarification and confirmation of answers or claims.

See also Screening and routing.

## Documentation and emergency travel document interviews

National Returns Progression Command (NRPC), National Removals Command (NRC) and Criminal Casework (CC) may all conduct documentation interviews in

reporting centres. In addition, ROM teams can also complete documentation interviews with reporting person on their behalf. Requests will come from the caseworker through the tasking process. The caseworker must complete the initial checks to compile the supporting evidence currently held on the individual and confirm that there are no mitigating circumstances before commissioning the ROM team.

ROM teams can also identify and self-task appropriate cases for documentation interviews for the purpose of case progression. However, work required by national tasking priorities must be given priority.

Documentation interviews can take place in a dedicated interview room, at the counter where appropriate, or via telephone, with a suitably trained member of staff and with an interpreter if required.

The interviews will generally take place during a scheduled reporting event. However, where the interview is scheduled to take place at a time outside of the reporting event, the reporting person must be notified in writing. The interview appointment can also be used as the next reporting event, where appropriate, depending on the reporting frequency model.

You should prepare relevant paperwork in advance of the interview and complete all parts at the interview to minimise delays in referrals. As emergency travel documents are issued to an individual, ROM staff must consult guidance on engaging with younger members of families.

See also:

- Family returns process (FRP)
- Returns logistics operations for further information on removals documentation

In all cases take 8 passport sized photographs as part of the interview. Where required, also take wet fingerprints. Refer to individual country information and guidance (see Returns logistics operations) for specific requirements, and Identity management (enforcement) for general information on taking photographs and fingerprints.

The interview pack must be sent to the appropriate team for submission in accordance with local guidance.

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**Related content**

[Contents](#)

# Reporting by asylum claimants

This page tells you about the different categories of asylum claimants who may attend a reporting centre.

## Financial support

Until a final decision is made, individuals with a pending asylum claim or further submission in the UK are entitled to be considered for financial support and accommodation. Known as asylum support, more detailed information may be found in the Asylum support process manual.

## Suspension or discontinuation of support

The continuation of financial support is subject to compliance with specified conditions as detailed in the Asylum support process manual. Reporting and offender management (ROM) teams must refer cases to the relevant asylum support team for the suspension or discontinuation of support if the supported person or any dependent for whom support is being provided has:

- not complied with a reporting condition
- failed without reasonable excuse to comply with reporting conditions

Where the subject is a foreign national offender (FNO), refer them to the casework team, highlighting that the person may no longer require support.

## Referring further submissions (asylum)

Failed asylum seekers (FAS) may make further submissions on why they should be permitted to remain in the UK. These will be assessed to determine whether they amount to a fresh claim.

Submissions, with relevant supporting documents can only be presented in person at the Further Submissions Unit in Liverpool. Only the principal claimant needs to attend the appointment.

For full policy details see Further submissions.

### Related content

[Contents](#)

# Rescheduling or cancelling reporting events

This page tells you about the circumstances in which requests for absence from reporting events may be granted by the reporting and offender management (ROM) team.

## Cancelling reporting restrictions

When an individual is granted leave, they are no longer:

- liable to detention
- subject to reporting conditions

The caseworker must send the decision to the applicant or their representative. The ROM team must confirm with the caseworker that:

- leave has been granted
- the individual has been notified

The caseworker should close the reporting restrictions and task the ROM team to cancel all the reporting events on Atlas / manage reporting appointments (MRA).

## Requests for absence

Requests from individuals to reschedule a reporting event must be made in writing and supporting evidence must be provided, either with the letter or in person. The details below give instances where individuals may request a change and how the ROM staff consider such a request.

For Foreign National Offender Returns Command (FNORC) deportation cases, you must ensure the caseworker is informed.

## Attendance at a place of education or study

There is nothing in the Immigration Rules that prevents an asylum seeker or a person with no leave to remain undertaking a course of study. It is for the educational establishment to establish if the person is eligible to enrol. Many courses have a residence requirement, which precludes many asylum seekers. In addition, asylum seekers are not entitled to further education funding in England and Wales but have funded access to higher education in Scotland.

If a person is eligible to enrol in a further education course, this must not:

- interfere with the requirements of the asylum process or reporting conditions
- delay failed asylum seekers' departure or removal from the UK

**Pre-school:** in England, all 3 and 4 year-olds, and 2 year-olds whose parents receive support under [Part 6 of the Immigration and Asylum Act 1999](#) are entitled to a funded early education place on the same basis as other children. Scotland, Wales and Northern Ireland also provide funded early education, but arrangements may differ.

**Primary and secondary education:** minor asylum-seekers between the ages of 5 (4 in Northern Ireland) and 16 have the same rights as all other children in the UK during the period of compulsory education. In England, it is compulsory to remain in some form of education or training until the age of 18.

## Employment and volunteering

Individuals with no leave to remain in the UK are generally not permitted to undertake work of any kind whether paid or unpaid. However, there are specific occasions where reporting person have permission to work, and ROM staff must verify this by:

- checking the individual's Atlas record or ASL.4264 Response to request for permission to work letter
- confirming whether the application registration card (ARC) (where one has been issued) states 'work permitted' or 'no work' (in terms of the type of work permitted the card states 'shortage occ', 'other', or 'student')

Employment is permitted for asylum seekers under the following circumstances:

- the claimant has waited more than 12 months for an initial decision on their asylum claim (or asylum based further submissions)
- the delay in reaching the decision is not the fault of the claimant

Whilst voluntary work is not allowed unless an asylum seeker is granted permission to work, they are allowed to undertake volunteering activities at any stage of the asylum process. Volunteering activities differ from voluntary work in that payment is not received for the activities undertaken.

Any volunteering undertaken at any stage must not interfere with the asylum process requirements or reporting conditions and must not delay failed asylum seekers' departure or removal from the UK. For a full explanation of the distinction between volunteer work and volunteering see the 'volunteering' section of the Permission to work and volunteer guidance.

See also [Immigration Rules Appendix Shortage Occupation List](#).

## Medical absence

Individuals with medical conditions and appointments must still report. Where ROM teams are informed by a reporting person that the next reporting event will coincide with a medical appointment, the reporting person must provide original documentary evidence of the appointment and NHS facility. You must then copy the documents

and add them to the Home Office file and update CID to record that a reasonable explanation has been provided.

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You must consider whether future reporting events will be disrupted and as such the individual's reporting events may be adjusted to accommodate appointments. You may request evidence, completed by the GP or consultant treating the individual, clearly explaining why the individual cannot comply. This will not however, change the individual's frequency of reporting.

## Childcare issues

Individuals with children are still required to report but you must consider the reasons behind any request to change reporting due to, for example, relying on another family member to care for the child whilst the reporting person attends the reporting event. Decisions are at the discretion on the ROM manager, taking into account any impact the normal time and day of reporting and travel distance may have on the child, with due regard to [every child matters: statutory guidance](#).

See:

- Identifying people at risk (internal link) [Identifying people at risk](#) (external link)
- Family returns process (FRP)

When a person reports accompanied by a child, remember that you have a statutory duty to safeguard children. As part of your due diligence in this respect:

Over-ride the MRA screen at the counter and create an 'intervention' as 'other' on the system, add 'child' to the text box.

Ask the adult accompanying, who the child is, that is, the child's name, date of birth (DOB), nationality, relationship to them.

If there are any welfare issues or concerns with the child, that is they look neglected, scared, timid, dirty, thin, unkempt, speak to the adult. If you are not content with the answers, make a local authority referral via telephone or refer to the police if you feel it is urgent.

If the adult states that the child is theirs:

- check their record on Atlas to see if we have any record of the child

- if there is a child linked or referred to in their case and there are no other safeguarding concerns relating to the child, record on view and record communications on Atlas, stating that they reported today with their child (add the Name, DOB), that there were no safeguarding issues or concerns, and let them leave

If the adult states the child is theirs, but there is no record of the child on Atlas - assuming that you are satisfied of the relationship between the child and adult and there are no obvious safeguarding issues:

- ask that they bring a copy of the birth certificate - the following week
- record on view and record communications on Atlas, stating that they reported today with their child (add the Name, DOB), there were no safeguarding issues or concerns, they will return next week with official and relevant documentation

If the child is not theirs and they are looking after the child for a 'friend' or 'relation':

- contact the child's parent and confirm the details
- if you are satisfied that this information is correct, and there are no safeguarding concerns, let them leave
- record on view and record communications on Atlas, stating that they reported today with a child (add the Name, DOB and relationship to them), you contacted the parent of the child and were satisfied that there were no safeguarding issues or concerns

If the child is not theirs and they are looking after the child for a 'friend' or 'relation', and you are unable to contact the child's parent and confirm the details:

There is a duty of care for that child to make a local authority referral via telephone.

Where possible the adult and child should be prevented from leaving the ROM.

Further actions should be taken following the advice given by Social Service and a referral in writing also sent.

Where there are more serious or urgent concerns then call the police first and refer to them.

## Legal consultations

It is expected that a reporting person's solicitor will be fully aware of the requirements on an individual to report to immigration. As such, solicitor appointments are expected to be arranged around the reporting schedule.

However, in the event that an appointment coincides with an appeal hearing, a planned voluntary departure or the submission of a new application, adjustments may be made at the ROM manager's discretion.

## Interviews and hearings

Reporting individuals are entitled to attend asylum or trafficking and modern slavery interviews and appeal hearings. ROM teams must offer flexibility in these circumstances.

This also applies to criminal hearings where the individual may be expected to attend as a victim, witness, or suspect.

In all cases, you must enter clear updates on view and record communications on Atlas to explain changes to reporting events.

## Religious or faith grounds

There is no requirement to change scheduled reporting events for religious reasons. ROM managers can be flexible on timings, however, there is no requirement to offer alternative days.

## Other reasons to vary reporting

Any other requests to reschedule a reporting event are considered on merit and must be escalated to the ROM manager or criminal caseworker for consideration. The decision taken by the ROM manager or criminal caseworker must ensure a fair and consistent approach to reporting scheduling.

Important factors for ROM staff to consider are the impact on children and vulnerable adults and the impact on maintaining effective immigration enforcement and control.

### **Related content**

[Contents](#)

# Service provision

This page tells you about reporting centre infrastructure, health and safety in reporting centres and the professional standards expected of reporting and offender management (ROM) staff.

The list below outlines the professional standards and amenities that reporting persons can expect when attending a reporting centre or making an enquiry about their immigration bail conditions. The Home Office has no control over amenities within police stations for reporting purposes, or other locations that may be specified for reporting events.

## Public enquiries

You must ensure you provide individuals with external contact details for their local ROM team.

You must ensure specific case progression questions or applications from the applicant are directed to the relevant case working team. Some cases no longer have a named owner, but each is allocated to a specific team.

## Infrastructure

General provisions covering the infrastructure include:

- the ROM centre will be clean with furniture in good repair
- there will be access to toilets
- there will be easy access for mobility-restricted visitors
- ideally there will be a multi-faith room and baby feeding facility available
- counters will be clear of extraneous items

## Information

General provisions covering information include:

- all posters on display will be correctly branded
- assisted voluntary return (AVR) and facilitated return scheme (FRS) literature will be current and on display, if local arrangements allow
- where applicable, there will be a working DVD player and TV in the waiting area promoting Immigration Enforcement information

## Staff engagement with reporting persons

You must engage with visitors in a courteous and professional manner and expect the same of reporting person and other visitors. During the reporting event:

- you must greet the individual reporting at the manage reporting appointments (MRA) triage counter

- you must, if requested, book an MRA intervention via the override button to request an officer to answer questions posed by the reporting person to progress their case
- you must notify the reporting person when you are required to leave the counter during a reporting event
- you must make use of a separate room or discrete counter for discussions where privacy is required
- where the reporting person has English as a second language:
  - interpretation of simple questions may be conducted using a member of staff who has passed the Institute of Linguists exam or a telephone translation service
  - for more complex or private questions, you must use an in-person interpreter or IE-arranged phone translation service - currently Big Word (this is essential for interviews for documentation or to progress a case)
  - you may give a letter to the reporting individual requesting that information is provided at their next reporting event, a representative for the individual may then complete it on their behalf

You must not allow any unauthorised individual to interpret for a full reporting event, voluntary departure discussion, or as part of case progression.

## Health and safety

Reporting centres are public-facing offices with day-to-day contact with individuals, including those considered to be vulnerable or at risk. As a member of ROM staff, you have a duty of care to both reporting person and colleagues in terms of health and safety. Incidents and people at risk addresses the health and safety of reporting person in specific situations and staff involved may contact the Employee Assistance Programme.

See also: Critical incident management.

### Related content

[Contents](#)

# Incidents and people at risk

This page tells you about the response to critical incidents in reporting centres and how reporting and offender management (ROM) staff can make referrals to adult or children's social services.

## Incidents and abuse

For full details of how to respond to critical incidents, see Critical incident management. You must fully record all incidents on the CID special conditions screen and complete the accidents and incidents at work reporting online form.

The Home Office will not tolerate abuse towards staff. Any incidence of verbal abuse or abusive behaviour must be fully reported.

## Suicide and self-harm threats

There will be occasions where individuals communicate suicidal feelings or a desire to commit self-harm by telephone, in writing or in person. You must consider all threats of Suicide and self harm to be genuine.

## Referral to children or adult services

Due to regular contact with the reporting public, members of staff in reporting centres may identify irregularities in relation to the appearance and conduct of individuals.

As such, you may be concerned about the well-being of an adult or child. You have a duty to report concerns about vulnerable individuals to the relevant authorities. This is usually in the form of completing a safeguarding referral to the adult or child services unit within the local authority.

If the concern is judged to be immediate, you must call 999 for emergency services. For legislative and policy guidance for children and vulnerable adults, including modern slavery referral processes, see [Identifying people at risk](#) (internal link) [Identifying people at risk](#) (external link).

### Related content

[Contents](#)

# Travel expenses

This page tells you about the provision of travel expenses to enable attendance at a reporting event, the criteria used to determine eligibility under exceptional need, and the response to instances of abuse of travel tickets.

Under [paragraphs 9\(4\) and \(5\) of schedule 10 to the Immigration Act 2016](#) the Secretary of State (SoS) may make a payment towards the cost of travelling expenses to enable individuals to comply with reporting conditions, but only to the extent that the SoS thinks that there are exceptional circumstances which justify the making of the payment.

Where a reporting centre or police station does not facilitate the payment of travel expenses, consideration will be given on a case-by-case basis to the amendment of reporting regimes for individuals experiencing difficulties with compliance. If, however, the person has no basis of stay and is non-compliant with re-documentation or voluntary departure, the reporting regime should normally not be reduced, but see [rescheduling or cancelling reporting events](#) for exceptions.

## Eligibility

Assistance to meet the cost of travel will only be payable to individuals required to regularly report as part of their conditions of Immigration bail. Travel expenses will not be paid where individuals are directed to attend for an interview in connection with their immigration status or for other matters, unless such events are a condition of their Immigration Bail.

Applications for travel expenses to attend a reporting event must be made by the reporting person to the reporting centre specified on their BAIL 201 notice. For other bail conditions, the reporting person should use the contact details as set out on the BAIL 201, such as details for the case-owner.

Where an application is approved, and the reporting person has an asylum support payment enablement (ASPEN) card, they will receive an update to their ASPEN card to allow them to pay for their next return journey to their place of reporting. Those who have not been issued with an ASPEN card will receive return travel tickets.

## Criteria for entitlement

The following categories can apply to receive assistance with travelling expenses in order to attend a reporting event:

- asylum seekers living outside of the 3-mile radius of their reporting location who are receiving asylum support
- reporting person living outside of the 3-mile radius of their reporting location who are not receiving asylum support

Those living within the 3-mile radius, either supported asylum seekers or those who are not supported asylum seekers, will not be eligible except in cases where an individual demonstrates an exceptional need such as medical grounds, as below.

Where an application has been approved, payment will only be made for the individual required to report. If a dependant has their own reporting restrictions with which they must comply, and are included in the asylum support claim, then they will be eligible for a travel expenses in their own right.

Where it is possible to direct a person to report to a police station or other specified location which lies within a 3-mile radius of their address, their BAIL 201 should be varied to that effect. But there may be circumstances where an individual reporting to a third-party location within a 3-mile radius will still need to attend a reporting centre to attend a documentation or current circumstances interview.

Applications for travel expenses will be considered on a case-by-case basis by reporting and offender management (ROM) staff. You must advise reporting persons of decisions in writing. Where agreed, you must outline the length of time for which the payments will continue and provide a travel ticket in order for them to meet their next reporting event.

In considering whether a person is eligible for assistance with travel expenses, consideration will need to be given to:

- Article 3 of the European Convention on Human Rights
- health issues
- destitution
- unwillingness on the part of the person to leave the UK
- childcare and carers
- amending the reporting frequency

Article 3 of the European Convention on Human Rights (ECHR) is the prohibition on torture or inhuman or degrading treatment or punishment. You must, therefore, first and foremost consider if requiring the reporting person to travel long distances would constitute a breach of their Article 3 rights. This is most likely to be the case where the person is known to have serious physical or mental health issues which have been confirmed by written evidence from a medical professional.

Examples include a person with a confirmed heart condition who, as part of their journey to a reporting event, has to climb a steep set of stairs, where there is no accessible access, or a person with documented agoraphobia being required to travel on public transport.

According to the individual circumstances of the case, you must consider all options to reduce the distance travelled, or to reduce the frequency of reporting, up to and including suspending physical reporting by using alternatives to physical reporting events, such as telephone or digital reporting.

When you are giving individual consideration to Article 3 rights, you must next consider whether the reporting person has the financial means to pay for travel

themselves or is to be considered to be destitute. In determining whether the reporting person is destitute, you must have regard to the individual's circumstances currently and prior to making the application.

The test for destitution is the same test that is used to determine asylum support applications under [section 95\(3\) of the Immigration and Asylum Act 1999](#).

Under the Immigration and Asylum Act 1999, a person is destitute if they, either:

- do not have adequate accommodation or any means of obtaining it (whether or not their other essential living needs are met)
- have adequate accommodation, or the means of obtaining it, but cannot meet their other essential living needs

In deciding whether a reporting person is destitute, you must take into consideration:

- whether the individual has, or has had, access to alternative support, accommodation or financial support:
  - if yes, from whom and for what period
- whether any alternative support is ongoing
- where section 95 or 98 support has ended, the time elapsed between that support ending and the individual applying for [section 4\(2\) of the Immigration and Asylum Act 1999](#) support

In addition to the above considerations, you can also take into account that the Home Office is not obliged to provide support where there are no legal or practical obstacles to a person returning to their country of origin. Such obstacles may include outstanding legal representations, an inability to secure a travel document or an inability to travel due to a medical condition.

However, where the person is able to apply to a national Embassy or High Commission for a travel document but is unwilling to do so, it will usually be difficult for a person to establish that the Home Office is required to provide support, including travel expenses, in order to avoid breaching their human rights.

You also need to give consideration to any childcare needs. The reporting person may be able to leave a child with another person whilst they attend their reporting event, but you may need to consider reasonable requests for childcare costs. If the reporting person is themselves a vulnerable person who requires a carer or physical assistance in order to report, you need to consider reasonable requests for travel expenses for the companion. See also [Childcare issues](#).

You must next consider whether it is reasonable and proportionate to continue with the reporting person's current reporting frequency, taking in to account all aspects of the progress of the case as well as any relevant personal circumstances of the reporting person, in addition to looking to reduce the expense required. This may include:

- reducing the frequency of physical reporting where the event would not be meaningful (that is, nothing would be achieved to progress the case by the person's attendance)
- reducing the frequency and supplementing it with alternatives to reporting
- reducing the frequency of physical reporting where the individual is on a generic weekly reporting regime but is otherwise subject to electronic monitoring (EM) and attached curfew to be present at the immigration bail address during specified times, which in itself constitutes effective contact management

## Application refused

When an application for travel assistance is refused, the reporting person will have the right to have the decision reviewed. You must forward the request for review for consideration by the ROM manager. The ROM manager must give reasons in writing if they are not approving the application and must record their decision on Atlas.

If the application is refused on review, the individual will have no further right of review.

## Issuing travel tickets by post or email

Travel tickets will be issued by post or email:

- where it is not possible to provide a ticket over the counter
- prior to a person's first reporting event (FRE)

In these examples, a ticket will be sent through the post to the reporting person.

## Travel ticket abuse

When issuing travel tickets, you must ensure that recipients are made aware that the tickets may only be used for travel to and from their specific reporting event. You must consider the use of tickets for other purposes as abuse.

Where there is evidence of abuse, you must withdraw the travel tickets. You must forward any dispute of this decision for review by the ROM manager.

## Lost and stolen tickets

Tickets that are reported lost or stolen will only be replaced in exceptional circumstances as part of the exceptional need provisions.

Where public transport has been used, you must determine if a return journey travel ticket has already been purchased. If a return ticket has been purchased, or the individual has travelled by alternative means, there is no requirement for a travel ticket home to be issued.

## Related content

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# Decision notices

This page contains a comprehensive list of current and historical decision notices that individuals may have been served prior to being required to report or to reside at a specific address.

Individuals who have been set up on reporting will have been served one of the forms in the following table, which informs them of the requirement to report.

Form	Category
IS.151A	<p>Illegal entry or administrative removal (overstayer).</p> <p>Note that this form was replaced by the RED.0001 on 6 April 2015 following changes made under the <a href="#">Immigration Act 2014</a> (IA2014). Forms served prior to this date are still valid.</p>
Single decision notices served under the 2014 act	Refusal to vary leave and removal notice.
RED.0001 and RED.0001FAM	Notice of liability to administrative removal under <a href="#">section 10 of the Immigration and Asylum Act 1999</a> (IA1999), as amended by IA2014.
RED.0004	Served where a person has previously been served a RED.0001 or single decision notice and the removal window is being extended or a fresh removal window is being implemented.
IS.82	Port refusal of leave to enter.
IS.81	Requirement to submit for further examination in a port case.
The Notice of liability to remove	The Notice of liability to remove is a written notice that advises the person that they can be removed from the UK because they do not have permission to enter or to stay
The Notice of liability to remove (Modern Slavery)	The Notice of liability to remove (Modern Slavery) is used where the person has already made a modern slavery claim
The Notice of liability to remove (Voluntary Return)	<p>The Notice of liability to remove (Voluntary Returns) is used where the person is already engaging with the voluntary returns process.</p> <p>Note that the NOL, NOL (Voluntary Returns) and NOL (Modern Slavery) replaced the RED Notices on 20 November 2023 following changes made under the Nationality and Borders Act 2022.</p>

Form	Category
ICD.4936 Non-EEA	<p>Stage 1 notice, IA2014. Initial non-European Economic Area (EEA) document served in deportation cases under either <a href="#">UK Borders Act 2007</a> (UK BA 2007) or <a href="#">Immigration Act 1971</a> (IA1971).</p> <p>A deportation order must be served before removal.</p>
ICD.4932 EEA	<p>Stage 1 notice IA2014. Initial EEA document served in deportation cases.</p> <p>A deportation order must be served before removal.</p>
ICD.4876, ICD.4877 and ISD.4878	<p>Decision to make a deportation order in IA1971 (non-EEA) cases, interim IA2014.</p> <p>Used in cases where deportation action was commenced between July to October 2014.</p> <p>A deportation order must be served before removal.</p>
ICD.0350AD and ICD.0350A AD	<p>Initial document served for automatic deportation under UK BA 2007.</p> <p>Used before October 2014. (Not to be confused with ICD.0350, ICD.0350 EEA and ICD.0350A which would not allow reporting to be imposed.)</p> <p>A deportation order must be served before removal.</p>
ICD.1070	<p>Notice of Intention to deport in IA1971 cases only.</p> <p>Used in cases where deportation action was commenced before the IA2014 came into force.</p> <p>A deportation order must be served before removal.</p>
ICD.1070 EEA	<p>Decision to make a deportation order for EEA cases.</p> <p>Used where deportation action was commenced before October 2014.</p> <p>A deportation order must be served before removal.</p>
ICD.1071-1073	<p>Notice of intention to deport in IA1971 cases where asylum had been claimed before April 2003.</p> <p>A deportation order must be served before removal.</p>

Form	Category
ICD.747, ICD.279	<p>Notice of intention to deport in IA1971 cases where asylum had been claimed prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.274	<p>Notice of intention to deport EEA cases only prior to IA1999 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.281	<p>Notice of intention to deport (non-asylum) in IA1971 cases prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.277	<p>Notice of intention to deport (dependant) in IA1971 cases only prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.1002	<p>Notice of intention to deport (curtailment) in IA1971 cases only prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
APP104	<p>Notice of intention to deport served prior to ICD forms.</p> <p>Served in all non-asylum and dependant deportation cases.</p> <p>A deportation order must be served before removal.</p>
APP104b	<p>Notice of intention to deport served prior to ICD forms.</p> <p>Served in all asylum and curtailment deportation cases.</p> <p>A deportation order must be served before removal.</p>
IS.248	<p>Reporting under <a href="#">section 71(2) of the Nationality, Immigration and Asylum Act 2002</a>, where a person has made a claim for asylum whilst having some form of leave, that is, they are not illegal entrants.</p> <p>To note that if the asylum claim is subsequently refused, the person is then served with a single decision notice.</p>
ASL.2178	<p>Refusal to vary leave, usually in active review cases where the person has previously had humanitarian protection or discretionary leave.</p>

Form	Category
Section 47	<p data-bbox="520 271 1114 304">Refusal to vary leave and removal notice.</p> <p data-bbox="520 342 1342 454">Normally reporting restrictions would be applied when the applicant is appeal rights exhausted (ARE) but can be imposed in abusive cases such as sham marriage.</p>
IS.96	<p data-bbox="520 495 1382 745">Notice to an individual regarding restrictions as to residence and reporting where that person has previously been served a RED.0001, IS.151A, single decision notice, IS.82. Notice of liability to removal and restrictions as to residence and reporting in illegal entry and administrative removal cases where the person has claimed asylum or has an application outstanding.</p>

**Related content**

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