



Home Office

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

Reporting and offender management – interim guidance

Version 2.0

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About this guidance

This interim guidance sets out the reporting and offender management (ROM) policy on reporting for individuals during the ongoing Coronavirus situation.

This interim guidance complements and does not replace existing guidance, including the guidance on Reporting and offender management except where it has been directly affected by this interim guidance. The Reporting and Offender Management Guidance is linked to that for Immigration bail

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 **2.0**
- published for Home Office staff on **25 January 2021**

Related content

[Contents](#)

Immigration bail

Reporting and offender management

Identifying individuals for face-to-face reporting

This page tells you about who may be required to report face to face during the ongoing Coronavirus situation.

Setting up, recommencing or reviewing face-to-face reporting

Cases identified for priority face-to-face reporting

Responsibility for identifying priority cases for face-to-face reporting currently sits with respective casework teams, however Reporting and Offender Management (ROM) teams play an important part in ensuring the process is followed.

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 other security cases. 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 – including delivery of a Detention on Reporting (DOR)
- (d) those identified for removal

It should be noted that the following categories – those where there is evidence of a risk of causing harm to themselves or others and those who currently have, or have previously presented with, vulnerabilities and may require support or guidance - have been removed from the priority categories for face to face reporting.

If an individual does not fall under categories (a) to (d), the individual should not recommence or be set up on face-to-face reporting during the current COVID national measures. We will continue to keep reporting under review as measures change.

For those already on face-to-face reporting, should representations or evidence be submitted and the individual does not fall under categories (a) to (d), reporting must be temporarily suspended and the individual placed on telephone contact unless there are exceptional circumstances.

Additional considerations

We should consider on a case by case basis all new cases for face to face reporting or representations received from those already reporting in line with Immigration Enforcement's Business Recovery Priorities for face to face reporting (a) to (d) and Public Health guidance.

It is expected that those in the 'Extremely Clinically Vulnerable' category will not report face-to-face at this time unless there are exceptional circumstances which mean that such reporting is justifiable. In such cases, this must be evidenced and documented on CID/Atlas.

In cases where those who report present evidence that they reside with someone who is 'Extremely Clinically Vulnerable,' consideration must be given to the risk of harm, absconding, case status and progression and such factors should be weighed-up against the extent of the evidence provided and any known vulnerabilities, medical conditions, risk and any other material factors when deciding if a person should resume or continue reporting.

In cases where those currently reporting who are in the 'Clinically Vulnerable' category (as defined in Public Health Guidance) present evidence or representations, consideration should again be given to the risk of harm, absconding, case status and progression and such factors should be weighed-up against the extent of any known vulnerabilities, medical conditions, risk and any other material factors when deciding if a person should resume or continue reporting.

There is [Government and Public Health guidance relating to the new national restrictions](#).

It is expected that those making representations in relation to suspending face-to-face reporting, or those on reporting, contact their reporting centre providing reasons why they cannot attend or report will, where reasonably possible, provide appropriate evidence to support their position. This may include a letter from their GP, consultant or other medical practitioner, or for example from Test & Trace. However, there may be a number of situations where it is not possible to provide evidence or evidence is limited given the current pandemic. When considering such requests, decision makers must take this into consideration as well as any other medical conditions or grounds given for not reporting that are relevant.

Individuals not identified for face-to-face reporting

If an individual does not fall under the above categories (a) to (d) above, the individual should not recommence or be set up on face-to-face reporting unless there are exceptional circumstances.

ROM and caseworker process

ROMs will ensure cases are checked prior to setting up reporting and where a case is identified that does not meet the reporting criteria, the case will be referred back to

the appropriate casework unit for review in line with this interim guidance. Casework units must re-review these cases and respond within 10 working days where possible. For all cases that do not fall under the categories listed above, a senior caseworker or manager must approve the setting up of reporting and ensure the justification is evidenced in CID (Person Notes)/Atlas as per double key guidance. Consideration must again be given to the risk of harm, absconding, case status/progression and weighed up against the extent of any known vulnerabilities.

Should representations or evidence be submitted by either the reportee or their representatives requesting reporting be suspended, ROMs will suspend all cases that do not fall under (a) to (d) above without referral to the appropriate casework unit. Cases that do fall under (a) to (d) above, will be passed to the appropriate casework unit to be considered in line with this interim guidance. A senior caseworker or manager must approve any continuation of face-to-face reporting and ensure the justification is evidenced on CID (Person Notes)/Atlas within 10 working days of referring the case where possible.

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 following the above process and timescales.

COVID Tier System - Changes to local, regional or national restrictions

Where local, regional, or national changes to COVID restrictions are announced, procedures are in place that set out the process to follow when considering any impact on face to face reporting as a condition of bail. The procedures detail the role of local senior managers, IE COVID / Business Recovery the National ROM team and HOLA where appropriate who will consider / review latest public health advice and relevant changes to regulations before reaching a decision. Where face to face reporting is temporarily suspended, those reporting will revert to telephone contact. The same procedures set out the process to follow when face to face reporting resumes.

Related content

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