



Policy name: Pre-release and Resettlement Policy

Reference: N/A

Issue Date: 11 October 2022

Implementation Date: 1 April 2023

Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled: AI 05/2018 / PI 07/2018 - Through the Gate (TTG) Instructions and Guidance on Schedule 7.

Introduces amendments to the following documents: N/A

Action required by:

<input type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input checked="" type="checkbox"/>	Heads of Group
<input checked="" type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input checked="" type="checkbox"/>	Probation Service	<input type="checkbox"/>	Under 18 Young Offender Institutions
<input checked="" type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Mandatory Actions: All groups referenced above must adhere to the Requirements section of this Policy Framework, which contains all mandatory actions.

For Information: By the implementation date Regional Probation Directors, Prison Group Directors Heads of PDUs, Governors¹ of Public Sector Prisons and Contracted Prisons must ensure that their local procedures do not contain the following: Reference to Enhanced Through the Gate (eTTG) staff or procedures. Reference to Community Rehabilitation Companies (CRC) or The National Probation Service (NPS) can be used in relation to legacy cases until OMiC is levelled up.

Regional Probation Directors and Prison Group Directors must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

Section 6 of the Policy Framework contains guidance to implement the mandatory requirements set out in Section 3 of this Policy Framework. Whilst it will not be mandatory to follow what is set out in this guidance, clear reasons to depart from the guidance should be documented locally. Any questions concerning departure from the guidance can be sent to the contact details below.

In this document the term Governor also applies to Directors of Contracted Prisons

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How will this Policy Framework be audited or monitored:

- The policy framework document will be reviewed annually
- Service Level Measures – SLM22 POM to COM handover, pre-release OAsys (currently shadow measure til April 23)
- Outcomes post release for SL14 and SL15 re accommodation and SL16 employment
- BCST1 and 2 Completion monitored via ONR BCST data
- Monthly implementation and delivery reports from regions submitted to Resettlement Team
- RPDs will manage via performance and quality assurance framework
- Resettlement and pre-release delivery in prisons will be monitored as part of HMIP Inspections and by GIAA

Resource Impact: To enable RPDs to deliver the requirements set out in the policy framework additional resource was required.

Under the new resettlement approach we have recommended pre-release teams move to a mixed model with work allocated to Probation Service Officer (PSO) (Band 3) and case administrator (Band 2). The benefit would be savings against the current approach where all pre-release work transferred to PSOs and provides an opportunity for recruitment into specific roles, allowing PSO's to carry out appropriate pre-release work in custody and free up PSOs resource in the community.

Because of the critical nature of the staffing situation across pre-release teams and wider probation service we would have been at risk of not being able to deliver pre-release activity unless we had taken a different approach to that of the current model. Moving towards a mixed staffing profile would allow RPDs the flexibility to recruit into vacancies and free up more resources to service the Short Sentence Function work / OMiC model which must be carried out by PSO / POs.

Funding for the pre-release roles has been provided to RPDs from within the 2022/2023 Spending Review allocation so the costs are already accounted for.

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Deputy/Group Director sign-off: Jim Barton, SRO – Probation Reform and Electronic Monitoring Programmes

Approved by OPS for publication: Sarah Coccia and Ian Barrow, Co-Chairs, Operational Policy Sub-board, August 2022

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1. Purpose

- 1.1 Under the Probation Reform Programme, the approach to how we provide resettlement services has changed. On 26th June 2021, the NPS and CRCs unified to become the new Probation Service. All CRC contracts ended (including the requirement to provide services against the previous Enhanced Through the Gate (ETTG) specification) and responsibility for delivering resettlement activity transferred to the Regional Probation Directors (RPDs) and to Commissioned Rehabilitative Service (CRS) providers (commissioned by RPDs).
- 1.2 Resettlement covers all aspects of preparing people in prison for their release back into the community and helping to reduce their likelihood of reoffending.
- 1.3 This policy framework identifies the activities to be carried out by the Pre-release Teams (PRT), working alongside probation and prison staff and the Commissioned Rehabilitative Services (CRS) to deliver the in-custody pre-release element of Resettlement.
- 1.4 Offender Management in Custody (OMiC) will continue to be the model and process for managing cases during the custodial part of the sentence, for Prison / Probation Offender Management (POM) work and for making links with Community Probation Practitioners also known under OMiC as Community Offender Managers (COMs). This document is aimed primarily at pre-release staff and their colleagues working in a custodial setting where the OMiC terminology is more familiar. Therefore, for the purposes of this document the Community Probation Practitioner is referred to as the Community Offender Manager (COM).
- 1.5 The approach to pre-release preparation is intended to address the issues identified in Her Majesty's Inspectorate of Prisons/Probation (HMIPP) reports on resettlement and Through the Gate services. The approach aims to retain and build on good practice developed through the implementation of ETTG. It also takes the lessons learned from the ETTG evaluation to enhance resettlement services, ensure alignment with other key programmes, remove duplication and focus on supporting individuals to achieve improved outcomes in the communities where they are released, enabling smooth transition from prison to community.
- 1.6 In June 2018, the Government published the Female Offender Strategy. The Strategy aims to improve outcomes for women at all points of the justice system, taking a gender and trauma informed approach that builds on the evidence of what works. This approach takes into account their individual and often complex circumstances and needs.
- 1.7 Pre-release activity will ensure the needs of women in prison are at the centre of the work being done around them and provide continuity of support. A golden thread is building a relationship of trust; supporting women to feel safe, engage with services and develop hope in their capacity to make changes.
- 1.8 The new approach to resettlement has taken into account the learning from the early adopters, Wales and the Yorkshire and the Humber regions in developing this policy framework and the supporting Guidance.

2. Outcomes

- 2.1 The Probation Reform Programme's Target Operating Model (TOM) introduced changes to the pre-release approach in line with the overarching principal of assess, protect and change. As part of the 'change' element of the Model, the COM will have increased requirement to reach into the prison to support resettlement planning and will have the support from the pre-release staff to do this.
- 2.2 The approach builds on best practice developed by Enhanced Through the Gate (ETTG) teams and is designed to support effective resettlement.
- 2.3 This document will provide clarity of individual roles and responsibilities for delivery of pre-release services established in the TOM.
- 2.4 Clarity of roles and responsibilities will remove duplication of roles and tasks between the prison service, probation service and suppliers of interventions, resulting in delivery of a more coherent and effective service. It will assist in delivering against the performance metrics introduced in the TOM regarding resettlement activity and rehabilitative goals, such as accommodation.
- 2.5 There will be a focus on further enhancing the relationships between the COM and people in prison, building on the existing contact required of COMs from point of handover. This approach provides a consistent contact for all pre and post release activities from this point and should be tailored with locally based interventions providing enhanced access to resettlement provision whether in resettlement or non-resettlement prisons.
- 2.6 The new Commissioned Rehabilitative Services (CRS) contracts are designed to support people in prison and those subject to Probation supervision in the community to address the needs linked to their offending and to achieve the stability they need to do so. These services will support sentence management activities completed by the COM and pre-release staff in the prison.
- 2.7 CRS Accommodation Providers of Commissioned Rehabilitation Services (CRS) will deliver pre-release support based in the community where individuals are released to, this will be for all people in prison whether released from the women's estate, a resettlement or non-resettlement prison. However, CRS providers based within a resettlement prison will not be meeting the needs of the whole prison population but working with those who will be released to that area.
- 2.8 For people being released to areas outside of this geography or released from non-resettlement prisons, this support will be delivered via visits or by phone/video rather than by staff based in the prison. Contact with out of area CRS providers will be facilitated by pre-release teams embedded in resettlement prisons in consultation with the COM.
- 2.9 The CRS offer is different across the women's estate. All women's prisons have a resettlement function, so will have Women's CRS providers present in them. For women who are released out of their geographical area they may need to access CRS services from providers based in their home area.

- 2.10 The CRS Accommodation, Social Inclusion (mentoring and through-the-gate support) and holistic Women's services are currently available to sentenced people prior to release. Accommodation and Women's services will also in future be available to unconvicted and unsentenced people in prison (these are expected to be in place by autumn 2022). Finance, benefit and debt services are also expected to be available to all people in reception prisons by autumn 2022. Wider CRS services are available to all sentenced individuals released from prison.
- 2.11 The extension of the pre-release assessment to all people in prisons will support a comprehensive assessment for those with complex needs, including those with protected characteristics and any specialist assessments such as adult social care assessments.

3. Requirements

The Pre-Release Function

- 3.1 Unless otherwise agreed by the Regional Probation Director (RPD) and Prison Group Director (PGD), all resettlement prisons including the women's estate and locals, will have an embedded pre-release provision which will provide pre-release support services to the people in prison. The teams will be managed by or otherwise linked to a Probation Delivery Unit (PDU).
- 3.2 An in-reach pre-release service in non-resettlement prisons will be maintained at a frequency which meets the pre-release needs of the population as agreed between the RPDs and PGDs.

Role of the Pre-release Teams

- 3.3 All Probation Regions will identify a Resettlement Lead who is responsible for implementing the requirements set out in this policy framework across the prisons in their region.
- 3.4 A designated Senior Probation Officer will be responsible for delivering the requirements set out in this policy framework in the prisons in their area.
- 3.5 The embedded pre-release teams (PRT) are responsible for assessing and identifying immediate resettlement needs for all people, including **unconvicted and people out of area**, on entry to custody in line with the resettlement pathways.
- 3.6 The minimum service the pre-release teams provide will be to assess under BCST2 and undertake specialist immediate needs work around accommodation and debt, liaise with the COM or Short Sentence Function (SSF) as allocated and provide a point of contact for CRS suppliers seeking to engage with the individual.
- 3.7 For out of area cases pre-release staff will liaise with the responsible COM or SSF as appropriate and provide a point of contact for CRS suppliers seeking to engage with the individual in resettlement planning.
- 3.8 Pre-release activity for convicted and unconvicted people in prison will include the following stages (Full details of the pre-release tasks can be found in Appendices 1, 2 and 3 of this document)

- The BCST 1 will be completed by a Band 4 Supervising Officer within 72 hours of reception.
- The PRT will complete BCST2 within 5 working days of receiving the completed BSCT1.
- The PRT will complete post BCST assessment follow up work (Ongoing)

Those assessed as high risk will usually be subject to longer sentences and be managed under OMIC. This includes an allocated POM who will provide support during the custodial period and a COM who will be a point of contact before handover between POM and COM at 7 ½ months. High risk cases will be managed through OASys with pre-release activity the responsibility of the COM. Some high risk cases may receive short sentences however responsibility for pre-release planning still sits with the COM. The COM can refer to the PRT to complete a CRS referral as required, where this happens agreed tasks must be recorded on nDelius.

For individuals in the parole process, a check in advance of potential release date to confirm the release plan in place would include the same activities set out in Appendices 1,2 and 3 as appropriate.

If there are any concerns about prisoner safety, if there are any risks to themselves or others, PRT will contribute to safeguarding in custody by sharing information with the POM or directly with prison safety or safeguarding teams. PRT should also open an ACCT if they think it's necessary. The POM will be responsible for handing ACCT information over to probation services based in the community. Where a POM has not been allocated PRT should share information directly with the COM.

Wales Early Adopter Resettlement Model

3.9 In December 2019 Wales unified their Offender Management services meaning that OMIC is levelled up and COMs are responsible for all cases at 7.5 months to release (for sentences of over 10 months left to serve). The Early Adopter Resettlement Model in Wales for Welsh men started at the same time, the model differs from the national framework in the following areas:

- BCST 2 and pre-release assessments (BCST3) are no longer used to assess immediate resettlement needs and pre-release activity,
- A Guided Interview document is used by resettlement probation practitioners which informs the completion of an OASYS layer 3 completed by the COM.
- BCST2 remains in use for out of area and unallocated remand cases.
- In Wales the CORRE Hub (Centralised Operational Resettlement Referral and Evaluation) is used to ensure timely referrals to CRS providers and other agencies as required by the pre-release plan, COMs do not refer direct using the Refer and Monitor tool.

Yorkshire and the Humber (Y&tH) Early Adopter Resettlement Model

3.10 As an early adopter region Y&tH designed a hybrid approach to delivering pre-release and short sentence function services which saw the development of Community Integration

Teams (CIT). The Community Integration Teams are based in the reception prisons in the region and in the Probation Delivery Units.

- The Community based CIT are responsible for managing short sentences (under 20 months) and the IOM cohort.
- The CIT based in prisons are responsible for delivering day 1 activities as outlined in the Target Operating Model (BCST2 assessments, low level finance benefit and debt advice, services to the unconvicted and services to women). In addition, the custody-based teams completed CRS referrals on behalf or in collaboration with the COM.
- Prison based CIT teams work collaboratively to coordinate pre-release planning and will support COMs to plan the person in prison's resettlement plan.
- The model also aims to deliver in-reach pre-release activity in resettlement prisons in order to assist and support the COMs prepare the person in prison for release.

Working with people serving short sentences

- 3.11 A Short Sentence Function is being implemented across all regions with a phased implementation starting in June 22. The enhanced provision aims to provide a responsive, prompt and flexible service for adults, including women, serving short prison sentences who will be allocated directly to the community under the OMiC model.
- 3.12 Individuals with 10 months or less left to serve at point of sentence are case managed by a COM, with support provided by a POM. (This is applicable to legacy NPS cases only – legacy CRC cases will continue to be managed by the prison until 12 weeks pre-release until OMiC levels up).
- 3.13 Short Sentence Functions will consist of staff who will work with all people on probation with 10 months or less to serve in prison.
- 3.14 The core objectives are to sustain any support already in place in the community, improve their engagement with, and fast track their access into, new services. Short sentences should be viewed as parts of a longer journey not a series of separate events, where possible, maintaining continuity of professional relationships throughout. A golden thread of building and maintaining trust must run throughout; supporting individuals to feel safe, engage with services and develop hope in their capacity to make changes.
- 3.15 Regional Probation Directors are responsible for determining how to establish the Short Sentence Function within each region. The staff can be based in the community, in prisons or working across both locations.
- 3.16 Pre-release teams play a vital role in supporting the SSF teams by:
- Completing identification of immediate resettlement needs – via BCST
 - Sustaining services already in place – e.g. supporting access to DWP to claim housing benefit, support contacting landlords to inform in prison and potential release dates, support contact substance misuse providers in community to sustain engagement
 - Work with unconvicted to sustain services already in place and plan for potential release either unconvicted or sentenced
 - Supporting people in prison held out of area to maintain contact with Probation Practitioners.

- The delivery of short sentence support work for women will primarily be done by pre-release teams embedded within women's prisons who will provide the link between the woman in prison and her COM and CRS provider in her home area.

The Commissioned Rehabilitative Services

- 3.17 The new Commissioned Rehabilitative Services (CRS) contracts are designed to support people in prison and those subject to Probation supervision in the community, to address the needs linked to their offending and to achieve the stability they need to reduce their offending. Those services which are delivered pre-release, the Accommodation, Personal Wellbeing (mentoring through the gate) and Women's contracts (and, once available, Finance, Benefit and Debt), will continue post-release and attendance at appointments with CRS Suppliers will, where relevant, be part of mandatory Licence appointments. This continuity of support is a key element of the CRS provision. People leaving prison who are referred to the CRS by COMs or pre-release staff under the direction of the responsible COM will receive support prior to release and for accommodation this will be delivered by suppliers based in the areas to which they will return. Note - CRS referrals cannot be made by POMs.
- 3.18 CRS Accommodation Suppliers will be based in the resettlement prisons within the geographical area they cover. For people being released to areas outside of this geography or released from non-resettlement prisons, this support will be delivered via visits or by phone/video rather than by staff based in the prison. (As well as preparing people for release and following up duty to refer or offender pathway referrals to Local Authorities, CRS providers will undertake activity to close down tenancies etc upon reception where this is required) or maintain housing arrangements where appropriate and possible.)
- 3.19 Embedded Pre-release teams in resettlement prisons will **only** be required to facilitate the CRS contact for people being released outside of the geographical area the regional CRS provider covers. Once contact has been established between the person in prison and the CRS provider it is not the pre-release team's responsibility to make the arrangements for CRS to visit them (either in person or via video link), this can be arranged directly between the CRS provider and the prison. For non-resettlement prisons the existing OMiC process applies (refer to OMiC Guidance and Policy which can be found on EQIUP).
- 3.20 The CRS offer is different across the women's estate. All women's prisons have a resettlement function, so will have Women's CRS providers present in them. Details of Women's CRS services can be found in Appendix 5. For women who are released out of their geographical area they may need to access CRS services from providers based in their home area. In these circumstances the pre-release teams will be able to provide a point of contact for CRS suppliers seeking to engage with the individual.

Referrals to Commissioned Rehabilitative Services

- 3.21 COMs or pre-release staff under the direction of the responsible COM, will make referrals to CRS services providers for Women's Services, Accommodation and Personal Well Being (mentoring) pre-release – if the intervention is commencing from prison pre-release and (if necessary) continuing post-release. Referrals will be made through the Refer and Monitor

tool an Intervention digital service. (Referrals for other services can also be made to be actioned post release, but these pre-releases contracted services should be identified and prioritised). This applies to all prison leavers from resettlement and non-resettlement prisons. Note - CRS referrals cannot be made by POMs.

- 3.22 For men's services, COMs or pre-release staff under the direction of the responsible COM, will make referrals to CRS services providers. For those serving a short custodial sentence Probation Practitioners should seek to make one referral which captures immediate accommodation needs at the point of reception and potential pre-release needs. For those serving longer sentences it may be necessary to make one referral to address immediate accommodation needs at the point of reception and a subsequent referral to capture pre-release accommodation needs once known. Note - CRS referrals cannot be made by POMs.
- 3.23 Women's CRS have been commissioned as a holistic service, meaning one specialist provider will work with women on all their identified needs (ETE; Accommodation; Finance, Benefit and Debt; Dependency and Recovery; Emotional Wellbeing; Lifestyle and Associates; Social Inclusion, and Family and Significant Others). Only Accommodation and Social Inclusion will commence pre-release. When a woman is referred for Accommodation and/or Social Inclusion pre-release, is serving a short sentence, and has additional identified needs which will be addressed after release, these should all be included in the same, single referral. The Provider will not start working on these additional needs until the person is released.
- 3.24 Accommodation providers are required to have a physical presence in resettlement prisons. RPDs, PGDs and Governors will need to facilitate suppliers' availability to see people in prison by providing access to desks, IT, appropriate space to meet people and key training, or consider whether there will need to be a process to arrange visits with support from prison staff. What will be critical is offering a flexible responsive service to ensure equity of service for all people in prison.
- 3.25 Local arrangements within establishments such as access to in-cell telephony and "email a prisoner" will determine the options for contacts between out of area cases service providers and people in prison.
- 3.26 A summary of the pre-release elements of the Accommodation, PWB and Women's Services CRS contracts is included in the Resettlement and Pre-release Guidance Document.
- 3.27 Additional to a referral to the CRS Accommodation services, if it looks unlikely that settled accommodation will be secured by release date, the COM must also refer to HMPPS temporary accommodation provision which is suitable to the prison leaver's risk and need level. The Community Accommodation Service (CAS) consists of Approved Premises for high-risk offenders, Bail Accommodation and Support Service (BASS) for those on bail or released on Home Detention Curfew, and the CAS3 transitional accommodation service, providing up to 84 nights' accommodation to prison leavers at risk of homelessness with support to move on to settled. The COM is responsible for a referral to the Homeless Prevention Taskforce for CAS3 provision. Full CAS3 operational guidance is available on Equip.

4. Guidance

Detailed guidance can be found in the supporting Pre-release and Resettlement Guidance Document

Resettlement Packs

- 4.1 The resettlement booklet and leaflet have been designed to help people leaving prison prepare for release and to try to offset anxiety relating to the transition to the community. We have worked closely with people with lived experience to develop the booklet and leaflet which are aimed to promote self-learning, engagement in purposeful activity and support practitioners in delivering pre-release activity. They are designed to be a national resource and can be used to supplement rather than replace existing regional or local products.

Booklet – Is a resource for staff working in pre-release / resettlement and includes advice and tips to support people who are working with probation and prison staff planning for their release. The chapters are based around the resettlement pathways and includes information for FNOs. The pack also includes contact details for national support services following release.

Resettlement Leaflet – Is aimed at people leaving prison who have not had the opportunity to engage with pre-release activity, such as people released from Court. The leaflet includes tips and contact details for national support services.

Further information on when the resettlement packs will be available, where to find the resettlement packs and how they should be used can be found in the Guidance Document that accompanies this policy framework.

Use of technology for remote pre-release contact

- 4.2 In-person contact will always be the preferred way of making contact however the use of technology is available where in-person contact cannot reasonably be achieved. Prison Governors will have discretion to use different methods and technology to facilitate contact between probation practitioners and individuals on probation being prepared for release, to overcome difficulties where people are based in prisons a distance from their home area and for effective demand management. Where possible, consideration should also be given to using video infrastructure to facilitate pre-release contact between the prisoner and other local resettlement services, to establish early relationships to build upon post-release to support ongoing engagement with resettlement support. This could include providing access to telemedicine services in prisons to engage with community providers pre-release, such as contacts from CRS provider, housing, job centre, healthcare, drug treatment and other support services.

Permission will be given to the COM to request attendance of agencies working with or intending to work with prisoners through this method.

Roles and Responsibilities of Pre-Release Officer Working in Adult Male Prisons

For the purposes of this document the Community Probation Practitioner is referred to as the Community Offender Manager (COM).

1. General Responsibilities

- Facilitate communication between COMs, Commissioned Rehabilitative Services (CRS), Prison Offender Managers (POMs), Key workers to support pre-release planning activity throughout sentence including:
 - Responding to prison applications
 - Requests from Local Authorities
 - CRS Referral queries
- Complete BCST2 immediate resettlement needs assessment, carry out follow up actions, in consultation with COM, including signposting to specialist services where appropriate.
- Following completion of the BCST2 assessment (immediate resettlement needs and pre-release planning) the pre-release team will consult with the COM and advise of identified resettlement needs. The COM will be responsible for the CRS referral in line with sentence planning to include the CRS provision that is needed pre and post release. Pre-release teams can support the transaction of this activity when required.
- Provide immediate resettlement needs and pre-release support for all people in prison **including the unconvicted (including high risk)**. The minimum will be to assess under BCST2 and undertake specialist immediate needs work around accommodation and debt, carry out follow up actions, in consultation with COM, including signposting to specialist services where appropriate.
- Provide immediate resettlement needs and pre-release support **for out of area people** in prison (including high risk). The minimum will be to assess under BCST2, undertake specialist immediate needs work around accommodation and debt, liaise with the COM or SSF as allocated. Carry out follow up actions, in consultation with COM, including signposting to specialist services where appropriate and provide a point of contact for CRS suppliers seeking to engage with the individual. Once contact has been established between the person in prison and the CRS provider it is not the pre-release team's responsibility to make the arrangements for CRS to visit the them (either in person or via video link), this can be arranged directly between the CRS provider and the prison.
- For recalls – complete BCST and provide support in preparation for re-release.
- For individuals in the parole process, a check in advance of potential release date to confirm the release plan in place would include the same activities set out in Appendices 1,2 and 3 as appropriate.
- Review BCST2 12 week pre-release plan for all Low and Medium risk (including out of area cases) on behalf of COM, activity includes:
 - Reviewing pathways to make sure all information is up to date and all actions are underway or been completed.
 - Facilitating out of area CRS contact, Local Authority contact for out of area
 - In consultation with COM / Pre-Release Officer, support CRS Referral for access to emergency accommodation

- Making referral to in custody DWP work coach for benefits application prior to release
- Those assessed as high risk will usually be subject to longer sentences and be managed under OMIC. This includes an allocated POM who will provide support during the custodial period and a COM who will be a point of contact before handover between POM and COM at 7 ½ months. High risk cases will be managed through OASys with pre-release activity the responsibility of the COM. Some high risk cases may receive short sentences however responsibility for pre-release planning still sits with the COM. The COM can refer to the PRT to complete a CRS referral as required, where this happens agreed tasks must be recorded on nDelius.
- Contribute to sentence planning with COM
- Ongoing liaison with COM/POM/Keyworkers following assessments/contact or work.
- Liaise with internal prison partners (New Futures Network, Prison Banking Leads, healthcare, co-financing initiatives and / or accelerator prison initiatives)
- Attend OMiC handover meetings as required
- Contribute to public protection meetings via POM,
- Contribute to and by exception attend ACCT meetings and Pre-release panels
- Contribute to safeguarding in custody via POM or directly with prison safety teams by sharing any concerns about prisoner safety and open an ACCT if they think it's necessary
- Contribute to safeguarding via POM who will be responsible for handing ACCT information over to probation services based in the community. Where a POM has not been allocated PRT should share information directly with the COM.
- Contribute to and by exception attend Interdepartmental Risk Management Team (IRMT) meetings – via POM
- Support access to Resettlement Packs when rolled out to all regions in Autumn 22

2. Unconvicted People in Prison

Pre-release Teams are responsible for the following activity:

- Complete BCST2 immediate resettlement needs assessment, carry out follow up actions, in consultation with COM (if allocated), including signposting to specialist services where appropriate (accommodation & FBD when available)
- Notify duty POM if any public protection issues identified
- Notify Duty POM if any safeguarding issues identified.
- Facilitate access to person in prison where CRS (accommodation & FBD when available) providers are located out of the geographic area of the prison.
- Refer to local support services (accommodation providers etc) in event of immediate release.

- Liaise with prisons substance misuse teams to sustain existing local support services; for example if a PiP has been working with local drug / alcohol support services.
- Planning for anticipated release prior to any court appearance, including preparing a contingency plan.

OMiC Key workers

- All people in the male closed prison estate will be allocated a Key Worker under OMiC'. Key workers (Band 3 Prison Officers in PSPs) will hold a small caseload of around six prisoners.
- They will meet weekly (or fortnightly in certain establishments) and provide supportive challenge to prisoners, to motivate them to use their time in custody to best effect. The introduction of key workers will provide a consistent individual with whom prisoners can establish a relationship, build trust and receive encouragement.
- Key work is the foundation of our new offender management model in custody. Key work builds on the foundations of Five Minute Intervention (FMI) and seeks to develop constructive, motivational relationships with individuals in prison, supporting them to make appropriate choices, giving them hope and responsibility for their own development.

3. Pre-release Pathway Assessment Activity

Accommodation: Identify and action any immediate accommodation needs in preparation for specialist support via CRS.

- scope, identify and discuss housing needs and options, following up on any immediate needs.
- Confirm housing status and where required in consultation with COM progress housing referrals and assist with application processes.
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.
- Facilitate out of area CRS contact, Local Authority contact for access to accommodation.
- In consultation with COM, support CRS Referral for access to emergency accommodation where appropriate

Duty To Refer (DTR) / Application for Assistance (AFA): Support the COM by identifying the need for DTR (England) or AFA (Wales), confirm location and connection to local area. In consultation with COM, where required, complete the DTR/AFA

Employment, Training and Education (ETE):

- Identify and discuss employment, education and training related options, including advice or signposting on the impact of benefits.

- Offer advice and in consultation with COM signpost to ETE specialist services, including in custody services such as DWP Work Coaches and New Futures as required.
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Finance, Benefit and Debt (FBD): Identify and discuss options for dealing with financial management and debt.

- Identify and action any immediate needs and signpost to specialist services as required.
- Receive and action any PiP applications post assessment and refer to Prison Banking Administrator or specialist services liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed including referral to in custody DWP work coach for universal credit applications prior to release.

Personal Wellbeing: Identify and discuss any experiences relating to personal wellbeing which could include domestic abuse or sex work.

- In consultation with COM discuss support and options available, signpost to specialist services as required.
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed

Personal and Social Health (PSH) needs: Identify Personal and Social Health needs.

- Discuss PSH options and services and signpost to PSH services.
- Signpost to Healthcare for registration with a GP service.
- On behalf of the COM liaise with Local Authority Social Care Teams as required
- On behalf of the COM liaise with Local Authority Care Leavers Teams as required
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Roles and Responsibilities of Pre-Release Officer Working in the Women's Prisons Estate

For the purposes of this document the Community Probation Practitioner is referred to as the Community Offender Manager (COM).

1. General Responsibilities

- Facilitate communication between COMs, Commissioned Rehabilitative Services (CRS), Prison Offender Managers (POMs), Key workers to support pre-release planning activity throughout sentence including:
 - Responding to prison applications
 - Requests from Local Authorities
 - CRS Referral queries
- Complete BCST2 immediate resettlement needs assessment, carry out follow up actions, in consultation with COM, including following signposting to specialist services where appropriate.
- Following completion of the BCST2 assessment (immediate resettlement needs and pre-release planning) the pre-release team will consult with the COM and advise of identified resettlement needs. The COM will be responsible for the CRS referral in line with sentence planning to include the CRS provision that is needed pre and post release. Pre-release teams can support the transaction this activity when required.
- Provide immediate resettlement needs and pre-release support for all people in prison **including the unconvicted (including high risk)**. The minimum will be to assess under BCST2 and undertake specialist immediate needs work around accommodation and debt, carry out follow up actions, in consultation with COM, including signposting to specialist services where appropriate.
- Provide immediate resettlement needs and pre-release support **for all out of area people** in prison (including high risk). The minimum will be to assess under BCST2, undertake specialist immediate needs work around accommodation and debt, liaise with the COM or SSF as allocated. Carry out follow up actions, in consultation with COM, including signposting to specialist services where appropriate and provide a point of contact for CRS suppliers seeking to engage with the individual. Once contact has been established between the person in prison and the CRS provider it is not the pre-release team's responsibility to make the arrangements for CRS to visit the them (either in person or via video link), this can be arranged directly between the CRS provider and the prison.
- For recalls – complete BCST and provide support in preparation for re-release.
- For individuals in the parole process, a check in advance of potential release date to confirm the release plan in place would include the same activities set out in Appendices 1,2 and 3 as appropriate.
- Review BCST2 12 week pre-release plan for all Low and Medium risk (including out of area cases) on behalf of COM, activity includes:
 - Reviewing pathways to make sure all information is up to date and all actions are underway or been completed.
 - Facilitating out of area CRS contact, Local Authority contact for out of area
 - In consultation with COM / Pre-Release Officer, support CRS Referral for access to emergency accommodation

- Making referral to in custody DWP work coach for benefits application prior to release
- Those assessed as high risk will usually be subject to longer sentences and be managed under OMIC. This includes an allocated POM who will provide support during the custodial period and a COM who will be a point of contact before handover between POM and COM at 7 ½ months. High risk cases will be managed through OASys with pre-release activity the responsibility of the COM. Some high risk cases may receive short sentences however responsibility for pre-release planning still sits with the COM. The COM can refer to the PRT to complete a CRS referral as required, where this happens agreed tasks must be recorded on nDelius.
- Contribute to sentence planning with COM
- Ongoing liaison with COM/POM/Keyworkers following assessments/contact or work.
- Liaise with internal prison partners (New Futures Network, Prison Banking Leads, healthcare, co-financing initiatives and / or accelerator prison initiatives)
- Attend OMiC handover meetings as required
- Contribute to public protection meetings via POM,
- Contribute to and by exception attend ACCT meetings and Pre-release panels
- Contribute to safeguarding in custody via POM or directly with prison safety teams by sharing any concerns about prisoner safety open an ACCT if they think it's necessary.
- Contribute to safeguarding via POM who will be responsible for handing ACCT information over to probation services based in the community. Where a POM has not been allocated PRT should share information directly with the COM.
- Contribute to and by exception attend Interdepartmental Risk Management Team (IRMT) meetings – via POM
- Support access to Resettlement Packs when rolled out to all regions in Autumn 22

2. Unconvicted People in Prison

Pre-release Teams are responsible for the following activity:

- Complete BCST2 immediate resettlement needs assessment, carry out follow up actions, in consultation with COM (if allocated), including signposting to specialist services where appropriate (accommodation & FBD when available)
- Notify duty POM if any public protection issues identified
- Notify Duty POM if any safeguarding issues identified.
- Facilitate access to person in prison where CRS (accommodation & FBD available from Summer 22) providers are located out of the geographic area of the prison
- Refer to local support services (accommodation providers etc) in event of immediate release.

- Liaise with prisons substance misuse teams to sustain existing local support services; for example if a PiP has been working with local drug / alcohol support services.
- Planning for anticipated release prior to any court appearance, including preparing a contingency plan.

OMiC Key workers

- People in the women's prison estate who are eligible will be allocated a Key Worker under OMiC. Key workers (Band 3 Prison Officers in PSPs) will hold a small caseload of around six prisoners.
- They will meet weekly (or fortnightly in certain establishments) and provide supportive challenge to prisoners, to motivate them to use their time in custody to best effect. The introduction of key workers will provide a consistent individual with whom prisoners can establish a relationship, build trust and receive encouragement.
- Key work is the foundation of our new offender management model in custody. Key work builds on the foundations of Five Minute Intervention (FMI) and seeks to develop constructive, motivational relationships with individuals in prison, supporting them to make appropriate choices, giving them hope and responsibility for their own development.

3. Pre-release Pathway Assessment Activity

Accommodation: Identify and action any immediate accommodation needs in preparation for specialist support via CRS.

- scope, identify and discuss housing needs and options, following up on any immediate needs.
- Confirm housing status and where required in consultation with COM progress housing referrals and assist with application processes.
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.
- Facilitate out of area CRS contact, Local Authority contact for access to accommodation.
- In consultation with COM, support CRS Referral for access to emergency accommodation where appropriate

Duty To Refer (DTR) / Application for Assistance (AFA): Identify the need for DTR (England) or AFA (Wales), confirm location and connection to local area. In consultation with COM, complete the DTR/AFA.

Employment, Training and Education (ETE): Identify and discuss employment, education and training related options, including advice or signposting on the impact of benefits.

- Offer advice and in consultation with COM signpost to ETE specialist services, including in custody services such as DWP Work Coaches and New Futures as required.

- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Finance, Benefit and Debt (FBD): Identify and discuss options for dealing with financial management and debt.

- Identify and action any immediate needs and signpost to specialist services as required.
- Receive and action any PiP applications post assessment and refer to Prison Banking Administrator or specialist services liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed including referral to in custody DWP work coach for universal credit applications prior to release.

Personal Wellbeing: Identify and discuss any experiences relating to personal wellbeing which could include domestic abuse or sex work.

- In consultation with COM discuss support and options available, signpost to specialist services as required.
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.
- Facilitate consultation with COM and Women's Safety Worker, around necessary safety planning where appropriate.

Personal and Social Health (PSH) needs: Identify Personal and Social Health needs.

- Discuss PSH options and services and signpost to PSH services.
- Signpost to Healthcare for registration with a GP service.
- On behalf of the COM liaise with Local Authority Social Care Teams as required
- On behalf of the COM liaise with Local Authority Care Leavers Teams as required
- Receive and action any PiP applications post assessment liaising with COM as required.
- Review BCST2 12 week pre-release plan for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Roles and Responsibilities for the Pre-Release Administrative function

For the purposes of this document the Community Probation Practitioner is referred to as the Community Offender Manager (COM).

- Extract daily receptions and allocate BCST2 for new receptions to pre-release officer, including reallocating any incomplete assessments following transfer. (refer to OASys Guidance BCS probation Administration)
- Contribute to, update and maintain any agreed set of local management reports for management oversight/quality assurance purposes.
- Progress requests for information to COM on behalf of pre-release officer
- Monitor and progress referrals to CRS and specialist services on all cases as necessary.
- Checking progress of referral to GP by Healthcare.
- Extract daily discharge list for next 12 weeks.