



Ministry
of Justice



HM Prison &
Probation Service

Policy Name: Probation Professional Register

Reference: N/A

Re-issue Date: 28 March 2024

Implementation Date: Interim policy date April 2023. This interim policy will be further reviewed within twelve months (from March 2024) to provide for the professional registration requirements of this policy to become mandatory.

Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled from full implementation date: PI 31/2014 – Authorisation as “Officer of a Provider of Probation Services”

Action required by:

x	HMPPS HQ		Governors
x	Public Sector Prisons		Heads of Group
x	Contracted Prisons	x	The Probation Service
	Under 18 Young Offender Institutions	x	Other providers of Probation and Community Services
	HMPPS Rehabilitation Contract Services Team	x	Area Executive Directors

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

For Information: Regional Probation Directors and other senior probation managers must ensure that any local procedures that include PI 31/2014 are replaced by this framework.

Regional Probation Directors, and other senior managers 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 includes procedures to implement the mandatory requirements set out in Section 4 of this Policy Framework.

Any questions concerning this framework can be sent to the contact details below.
ProfessionalAgendaFeedback@justice.gov.uk

How will this Policy Framework be audited or monitored: Regional Probation Directors will be responsible for conducting regular reviews within their areas of business to ensure that the required outcomes of this framework are being achieved. This will include information relating to the protected characteristics under the Equality Act 2010. In addition, HMPPS will have a corporate audit programme that will audit against the requirements to an extent and at a frequency determined from time to time through the appropriate governance.

Resource Impact: There is an ongoing resource impact to ensure that the information held in the reporting from SOP (essentially the professional register) is correct in each region. While this sits with individuals to follow guidance to check and amend their own records where appropriate, there continues to be a role for regional corporate services to make sure information held for the workforce in its region is correct and to allow central collation of high-level metrics. Support will be provided centrally from the Probation Professional Register team, with assessment through implementation of when this support could be withdrawn. Resource impact will be updated for full implementation based on the evaluation.

Contact: ProfessionalAgendaFeedback@justice.gov.uk

Deputy/Group Director sign-off: Ian Barrow, Executive Director, Probation Services

Approved by OPS for publication: Ian Barrow, Joint Chair, Operational Strategy Sub-board, February 2023

Revisions

Date	Changes
28 March 2024	While this remains an interim policy, changes have been made to bring into scope those in roles where there is an essential requirement to hold the probation officer qualification as part of their job description and for whom registration will be mandatory on full implementation

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1. **Purpose**

- 1.1 This policy introduces a professional register and professional standards for probation qualified staff. The purpose of the register is to recognise the competence and commitment of probation qualified staff to high standards of professionalism and provide assurance to HMPPS, government and our stakeholders/partners that those individuals authorised to assess and manage the risk of people on probation have the right qualifications, knowledge and skills to do so.
- 1.2 Once this Policy Framework is fully implemented it will be mandatory for all staff who have an essential requirement to have a probation officer qualification in their job description or in Statutory Guidance to maintain registration. These groups will also be able to use the title Registered Probation Officer. There will also be an opportunity for other staff holding a recognised probation qualification to join the register on a voluntary basis. They would be required to maintain adherence to professional standards, including the CPD requirements.
- 1.3 All directly and non-directly employed staff are expected to meet high standards of professional and personal conduct. All staff are personally responsible for their conduct and behaviour. This policy framework aims to ensure that the register is designed to create confidence that the probation service has a workforce who have the required qualifications and capability for their role.
- 1.4 In the initial phase, the register captured those probation officers in roles that essentially require the probation qualification as defined in the Statutory Guidance. Since October 2023, registration has been extended to additionally capture those roles where there is an essential requirement in the job description to hold a probation officer qualification. While the registration provisions are not yet mandatory, all other requirements as set out previously in Probation Instruction 31/2014 on loss of authorisation to practise remain mandatory. This Policy Framework does not currently cover probation services officers due to ongoing work in relation to the requisite qualifications.
- 1.5 Staff in the central Professional Register Team will continue to monitor the roll out of the register and professional standards, including evaluating the quality of data and impacts and determine any necessary revisions to this policy framework. The evaluation will also seek to confirm that implementation of the mandatory requirements will be appropriate from Autumn 2024.

2. **Evidence**

- 2.1 The Offender Management Act 2007 (OMA) gives authority for individuals to act as 'officers of a provider of probation services'¹. The probation service must ensure that staff are authorised as 'officers' and that they have the requisite skills, learning and qualifications to undertake their role. Section 10 of the OMA sets out that 'the Secretary of State may publish guidelines about any qualifications, experience or training required to perform the work of an officer of a provider of probation services'. These guidelines are set out in the [Statutory Guidance: Core probation roles and qualification requirements - GOV.UK \(www.gov.uk\)](#).
- 2.2 This policy framework reflects the ambition set out in the Probation Workforce Strategy Probation Workforce Strategy 2023-2025 ([publishing.service.gov.uk](#)) to support and

¹ [Offender Management Act 2007 \(legislation.gov.uk\)](#)

develop the people working in the probation service, with the ambition to reach a position and benefits longer term where recognition is acknowledged through [...] the probation register, with confidence in stakeholders evidently high.

- 2.3 This Policy Framework supports our commitment in the HMPPS Business Strategy in aiming to build 'an open, learning culture' through a focus on continuous professional development and providing existing staff with opportunities to improve skills, knowledge and experience.
- 2.4 Recent research into the professionalism of the probation service points to the development towards professional registration and supports its focus as 'rooted in a recognition of the need to re-professionalise staff through knowledge, education, and training, and to engage them in an evidence-base' and so help 'create a positive service identity into which new staff can be socialised'.²

3. **Outcomes**

3.1 This policy seeks to ensure:

- Staff are aware of the requirements of professional registration including the professional standards, what registration means for them, and actions needed to maintain registration.
- Staff are vetted to the required level for their role.
- Implementation of a professional register for probation qualified staff that holds a record of required qualification and adherence to professional standards including completion of mandatory and required continuous professional development.
- The professional register correctly holds qualification and registration information of probation qualified staff captured by the requirements of this policy.
- Accurate reporting of the professional register and adherence to professional standards, providing assurance to HMPPS and the SoS that all appropriate checks have been undertaken on individuals engaged and authorise as 'officers or providers of probation services'.
- Where, via the correct policies; Performance-Management-Policy-April-2022.docx (sharepoint.com); Conduct and discipline policy - Probation Service: PI 34/2014 (sharepoint.com); Outside activities policies - Probation Service - PI 38-2014.doc (sharepoint.com); the Civil Service Code (www.gov.uk) a decision has been reached to withdraw or temporarily suspend authorisation, including dismissal or exclusion from working for the probation service, that this is reflected on the professional register.

4. **Requirements**

4.1 Probation Service Regional Probation Directors must ensure that all relevant staff are aware of and comply with, the mandatory requirement within this Policy Framework.

² Professionalism in Probation , Dr Matt Tidmarsh. HMI Probation, Academic Insights 2022/11

- 4.2 Line managers will assure themselves and the business that the professional behaviour and conduct of their staff meets the requirements set out in this policy framework and the expectations under the professional standards through the routine checks and balances already provided for throughout the rolling year of performance management and supervision discussions between a manager and member of staff.

Criteria for professional registration

- 4.3 On full implementation it will be mandatory for staff working in the roles specified at Table 1 of the Statutory Guidance and/or where there is an essential requirement in the job description to hold a probation officer qualification, to ensure that their information relating to their probation officer qualification and membership status is accurately recorded on SOP and that they adhere to the minimum requirements as set out at 4.4.

- 4.4 As a minimum, and to continue to be registered on the probation professional register, staff must:

- a. Have the appropriate and relevant qualifications, training and experience pursuant to any statutory guidance issued by the Secretary of State under Section 10(2) of the OMA.
- b. Maintain adherence to the Probation Professional Standards as set out in the guidance below by completing the mandatory and any required learning in your current role.
- c. Not be currently or recently engaged in conduct likely to call into question their integrity or to damage public confidence in the delivery of probation services in accordance with conduct and discipline and poor performance policies and social media guidance.
- d. Not be excluded from working for HMPPS as set out in PI 60/2014 Vetting function: <https://www.gov.uk/government/publications/vetting-function-exclusion-of-personnel-on-grounds-of-misconduct-pi-602014>.
- e. Not had authorisation withdrawn if they have previously breached the organisation's staff code of conduct as set out at paragraph 4.8 – 4.15 of this Policy Framework.
- f. Hold the required level of enhanced security vetting.

- 4.5 A staff member's registration will become 'inactive' when they leave the employment of the probation service but may be reactivated on return to the service and then an ongoing demonstration of the required qualifications and requirements set out in this policy framework.

Probation Professional Standards

- 4.6 It will be mandatory for those probation qualified staff to adhere to the probation professional standards:

- I act with honesty and integrity to maintain high standards of professional ethics and values.

- I recognise and value each person as an individual by championing their voice and promoting inclusivity throughout all my engagements with others. I will act if I see that this is not happening.
- I am responsible and accountable for the decisions I make and actively drive the effective delivery of high-quality services to protect the public by assessing and managing risk.
- I seek new opportunities to enhance and continuously improve the practice I provide to ensure it is of high-quality, personalised and responsive.
- I behave respectfully and fairly towards people on probation, partner agencies, stakeholders, members of the public and my colleagues.
- I collaborate and share information with colleagues, partner agencies, stakeholders and people on probation to connect the system to support public protection and changing lives.
- I am committed to maintaining and developing high standards of professional expertise, practice and service delivery through continuous professional development.

4.7 More detailed guidance at Annex A on the professional standards provides high level examples to help guide staff and managers to how you might demonstrate these standards in your practice. This is particularly intended to support managers who have overall oversight of staff's practice as suggested behaviours to meet each standard are provided.

Criteria for loss of authorisation

4.8 All staff are expected to meet high standards of professional and personal conduct and adhere to the Civil Service Code. Failure to maintain the required standards can lead to disciplinary action, which may ultimately result in dismissal. However, not every breach of the required standards will necessarily lead to formal disciplinary action and each case will be dealt with on an individual basis and within the remit of the appropriate policy frameworks – for example conduct and discipline or managing poor performance. This Policy Framework **does not** seek to replace such action or policies.

4.9 Authorisation to practise as a probation officer and full membership of the professional probation register [when these requirements are mandatory] can be withdrawn or suspended if the individual's professional and/or personal conduct calls into question their suitability and/or fitness to carry out the relevant statutory functions in accordance with the OMA requirements. Loss of authorisation may occur if an individual does not meet the requirements of professional registration as set out in paragraph 4.4 of this policy. The Probation Service commissioning manager should also consider whether to suspend authorisation temporarily pending investigation and any subsequent capability and or disciplinary process.

4.10 At the end of the relevant performance or disciplinary process, the commissioning manager will need to consider whether the finding and outcomes are such as to call into question the individual's suitability and/or fitness to carry out the relevant functions in accordance with the OMA requirements, and so as a consequence might lead to loss of authorisation. This will include the scope and duration of the withdrawal. Loss of authorisation must be detailed to the individual following the hearing in the Outcome Letter, examples of which are set out in the appropriate policy document.

- 4.11 Any outcomes will be dealt with through the policies under which action has been taken. This is likely to be either under the poor performance or conduct and discipline policy. If so, the Probation Service must withdraw (or confirm the withdrawal) of the individual's authorisation as an 'officer' by way of a consequence and this must be detailed in the Outcome letter. In cases where individuals have been dismissed for Gross Misconduct the behaviour has been found to be so serious that it has fundamentally impacted on the employment relationship so that the employment relationship can no longer continue, consideration should be given as to whether withdrawal of the authorisation is mandatory and permanent, taking into account the individual circumstances of the case and specifically protected characteristics.
- 4.12 Where a disciplinary or capability hearing is to take place and the circumstances are sufficiently serious that there is a strong likelihood, if the hearing were to find against the member of staff, of permanent or temporary loss of authorisation the following will apply:
- The member of staff is entitled to ask that their trade union representative or work colleague be replaced by a legal representative at the individual's own expense.
 - If such a request is made the expectation is that it should normally be approved, provided that there is no unnecessary delay in dealing with the disciplinary matter.
 - The final decision as to whether the request for legal representation in such circumstances is approved will be for the disciplinary hearing panel.
- 4.13 There will be no separate right of appeal in relation to the decision in respect of legal representation nor can it form the basis of a separate grievance under the respective grievance policy of the employers. In accordance with the ACAS Code of Practice on Disciplinary and Grievance procedures it is important for disciplinary matters to be dealt with expeditiously and for there to be no unnecessary delay. For the avoidance of doubt this paragraph does not apply to decisions to suspend authorisation temporarily pending an investigation. Nor does it apply to any subsequent capability and/or disciplinary process where the authorisation is suspended temporarily, and the outcome of the hearing could not lead to permanent loss of authority to practise as a probation officer.
- 4.14 The investigation officer of a disciplinary panel must provide the names of the individual whose authorisation has been withdrawn to the Approvals and Compliance Team (ACT) using the Loss of Authorisation Report / Exclusion Form (Annex B), with a copy of the outcome letter. The commissioning manager must also inform the individual of the decision and of their rights to appeal of loss of authorisation which will be under the policy that they have been dismissed under.
- 4.15 Where appropriate line managers will amend the individual's status on SOP from 'full' registration to blank status and write in the relevant commentary to reflect a loss of authorisation as a consequence of disciplinary or capability action. As per the guidance that will be available on myHub. [N.B. this may be subject to change, dependent on future digital amendments to SOP]

Corporate exclusion list

- 4.16 A decision to exclude can only follow a decision to dismiss or a resignation under the relevant circumstances set out in the exclusion policy. This must be taken as a separate decision from Loss of Authorisation to practise and must be clearly stated on the Loss of Authorisation / Exclusions form sent to Security Group ACT.
- 4.17 Where such issues result in exclusion from working within HMPPS, in addition to the processes set out in the exclusions policy, managers must ensure that the professional membership status of that employee be marked within SOP to reflect this. [N.B. this may be subject to change, dependent on future digital amendments to SOP]

Reporting requirements

- 4.18 It will be the responsibility of individuals to ensure that their records held in SOP are accurate. Heads of Corporate Services will work within their regions to introduce a process to ensure that the registration details and records are accurate for those staff in roles for which registration is mandatory. This work will be supported by the central Probation Professional Register team.

Non-directly employed staff

- 4.19 Non-directly employed (NDE) staff are employed by the agency that they work with, not HMPPS, and are therefore not required to adhere to the same policies and Probation Instructions as directly employed staff. That said, all non-directly employed staff are expected to meet high standards of professional and personal conduct, as set out in the behaviours and professional standards at Annex A.
- 4.20 A quality assurance framework is in place for agency workers and this framework outlines the structured processes for the recruitment, management and supervision of NDE workers. This includes:
- Continuous professional development requirements
 - Compliance to codes of conduct and discipline
 - Storing and updating learning records on MyLearning
 - Developments to the current Quality Assurance process completed by agency workers to encompass professional registration requirements
 - Adherence to the Probation Professional Standards (Annex A)

5. Constraints

- 5.1 Regional Probation Directors must ensure that the requirements of the GDPR UK are adhered to in the implementation of this policy in that it relates to individuals' sensitive personal information.

6. Guidance

Policy Framework Guidance Section

- 6.1 Guidance on the process in relation to professional registration is set out in Equip and shows the links through to other policy frameworks and instructions as set out in this policy framework.
- 6.2 Information relating to those staff in roles set out in Statutory Guidance and who have previously provided evidence of their qualifications was transferred into SOP records from MyLearning prior to the initial implementation of this policy framework. While the central Professional Register Team will work to ensure data quality as far as is possible, it is also incumbent on staff to ensure this information is held correctly on their SOP record, as set out above. This continues to be the case for those who have an essential requirement in their job description to hold the probation qualification.

Newly Qualified Officers

- 6.3 Newly qualified probation officers must update SOP to reflect confirmation of qualification, and professional membership status in accordance with SOP guidance. The line manager will be required to approve this through SOP. Guidance is provided on MyHub.

Returning members of staff into roles for which registration will be mandatory

- 6.4 Those staff who return into roles essentially requiring a probation officer qualification, and where a record of evidencing their qualification is not already captured within SOP, must show such evidence to their new line manager and update SOP with the appropriate qualification and professional membership status. Staff must follow the processes set out in Equip and MyHub.

Professional standards

- 6.5 The seven probation professional standards and examples of behaviours that indicate adherence to those standards is set out at Annex A. The standards are discreet to probation qualified staff and act to overarch those policies, codes, and frameworks across HMPPS and the civil service. As such they are underpinned by The Civil Service Code - ; HMPPS Values and Vision; HMPPS Culture Code and support the Professional Standards Statement set out in PI 34/2014 Conduct and Disciplinary policy.
- 6.6 The behaviours indicated by the probation professional standards do not require an additional level of scrutiny or checks but should reflect those conversations already happening between an individual and their manager through performance management and supervision meetings. That said, the requirement to demonstrate continuous professional development is a new focus for staff and supports the open learning culture for the probation service in which individuals have time and space to reflect on and champion their own learning and develop their areas of expertise.

The mechanism to demonstrate Continuous Professional Development

- 6.7 The CPD framework sets out expectations of types of development activity relevant to level of competence. to ensure staff remain up to date in the knowledge and skills across the core curriculum areas which underpin their role. This incorporates both the mandatory and

required learning for the current role as well as development for future roles and personal development.

- 6.8 The CPD framework and the learning strategy recognise that staff learn in different ways and that there is a wide range of activities that can be undertaken to ensure individuals remain up to date with their skills in relation to core curriculum areas. Whilst individuals may undertake different learning and development activity to meet their individual needs, the focus should be on that ensuring that there is ongoing development across the core curriculum areas and that it is applied to practice. The application of learning to practice is demonstrated through and reflected upon through reflective practice supervision sessions.
- 6.9 The learning record for staff is held on myLearning. When staff undertake learning outside of myLearning, they should update their learning record to ensure a comprehensive record of their individual learning. As part of the performance management policy learning and development should be discussed in the regular conversations. This draws on evidence from management oversight and from reflective practice. Regular conversations are spaces for the overarching conversation about individual learning needs for current and future roles.

Reflective Practice Supervision Standards (RPSS)

- 6.10 We want professional registration to support the open learning culture and place importance on how reflective practice is a fundamental part of ongoing professional development, enhancing practice. However, staff subject to RPSS must also have completed SEEDS2 training for either practitioners or managers and getting to this position will take time. For this reason, while we have identified completion of RPS as a key way to maintain the CPD requirement of the professional standards, we will consider when this element of the professional register will become mandatory. However, we do encourage staff to work with their line managers to ensure completion of the relevant section of SOP to record RPSS sessions.

Probation Professional Standards

The following sets out the seven Probation Professional Standards of conduct, performance, values and ethics that govern you as a probation professional. These standards set out what you as a probation professional must know, understand and be able to do when carrying out your role.

Below the standards we have provided illustrations and examples of the sorts of behaviours that might demonstrate adherence to each standard, but this is not an exhaustive list. The following is intended to support you in understanding the standards and demonstrate them in your practice. You must continue to adhere to the professional standards to maintain your registration on the Probation Professional Register.

I act with honesty and integrity to maintain high standards of professional ethics and values.

- I adhere to the Civil Service Code.
- I respect and listen to others' opinions.
- I report anything that goes against this standard to my line manager or outside of my line management chain, where appropriate, by sharing information and recording in the correct place.

Additional guidance: you must not act in a way that could undermine public confidence or bring the Probation Service into disrepute. You must not discredit the service on or off duty such as through the inappropriate use of social media. You should report any conflict of interest. You should protect any information that you have obtained through your role.

I recognise and value each person as an individual by championing their voice and promoting inclusivity throughout all my engagements with others. I will act if I see that this is not happening.

- I respect and acknowledge diversity and difference.
- I nurture a safe environment within the workplace to facilitate championing all voices.
- I meaningfully involve people in their assessments.
- I do not discriminate, harass, victimise or bully in any way.

Additional guidance: you demonstrate through record keeping that you have considered the voices of People on Probation. You are aware of unconscious bias, working in a way that mitigates this manifesting in the workplace. You must not be a member of an organisation that promotes racism, or political groups that can lead to violence and hatred of certain groups.

I am responsible and accountable for the decisions I make and actively drive the effective delivery of high-quality services to protect the public by assessing and managing risk.

- I use professional curiosity and judgement to make decisions.
- I use information from a range of appropriate sources to inform assessment and analyse risk.
- I learn from new research to improve service, analyse and manage risks.

- I act as a professional by being autonomous, by making decisions and recording them.
- I attend learning, forums or reading about new research related to assessment and analysis of risk; and incorporate this into my practice.

Additional guidance: you seek opportunities to improve the service you provide to People on Probation. You take personal responsibility for ensuring your practice is in line with all standards. You accurately document information and decision making, maintaining clear records and audits.

I seek new opportunities to enhance and continuously improve my practice to ensure it is of high-quality, personalised and responsive.

- I am familiar with the principles of desistance and use these methods in my practice.
- I use opportunities to learn from others, identifying areas for improvement and incorporate changes into my own practice.
- I am responsive to feedback from managers, People on Probation and other colleagues.
- I record that I am working with individuals to enhance their engagement and responsiveness for best possible change to take place.

Additional guidance: you incorporate current effective practice approaches and updated methods in your practice with People on Probation and discussion with others. You demonstrate that you are following procedures.

I behave respectfully and fairly towards People on Probation, partner agencies, stakeholders, members of the public and my colleagues

- I maintain a professional and respectful manner at all times.
- I respond to situations with inclusivity, objectivity, fairness and being unbiased.
- I ensure that my relationships with People on Probation are professional at all times.
- I am aware of any misrepresentation or exploitation in my interactions with others.

Additional guidance: you are able to discuss examples of how you have treated others with fairness and respect. This could be with a Person on Probation or a colleague within or outside the organisation. You do not use offensive language.

I collaborate and share information with colleagues, partner agencies, stakeholders and People on Probation to connect the system to support public protection and changing lives.

- I share my knowledge, skills and expertise with others.
- I collaborate and negotiate with colleagues to achieve positive outcomes.
- I share information honestly with People on Probation to encourage positive change and support public protection.
- I demonstrate that I can balance protection of the public with the needs of the individual by case discussions in meetings with my manager.

Additional guidance: you work to the Probation values of Protect, Assess and Change. You support people to change whilst assessing their risk to the public. You keep all information secure,

showing awareness of any unauthorised disclosure of information, improper drafting / amendments of reports, records or licence conditions.

I am committed to maintaining and developing high standards of professional expertise, practice and service delivery through continuous professional development.

- I take ownership of my professional development, undertaking activities relevant to my skill set, job role and performance as set out in the CPD framework.
- I use supervision sessions to discuss how I can maintain and develop high standards of practice within my own role.
- I will keep up to date with the mandatory (statutory) learning and any required learning I need to undertake my current role.
- I reflect on my learning experiences and on how I apply the learning to my practice.
- If I am in a role subject to Reflective Practice Supervision, I use this as a space to reflect on the impact of my learning experiences on my practice.

Additional guidance: you reflect on learning and how you can apply it in your own practice. You regularly and proactively review and addressing your development needs as they change over time, to ensure your practice remains up to date.

Form for Loss of Authorisation and/or Exclusion

This form must be completed in every case where a decision has been made to withdraw the authorisation of an officer as a provider of probation services (loss of authorisation) and /or excluded them from working from HMPPS

Once completed this report must be:

- *Sent to Security Group, Approvals and Compliance team, electronically via e-mail to the team's mailbox at Recruitment-decisions@justice.gov.uk marked: OFFICIAL - SENSITIVE - WITHDRAWAL*
- *A hard copy of the report form with signatures must be retained locally for audit purposes.*
- *A copy of the Outcome Letter must be sent with this form to ACT*

Personal Details of Individual (<i>this section must be completed in all cases</i>)	
Surname (enter in box)	
Forename (enter in box)	
Title (enter in box)	
National Insurance Number (AANNNNNNA) e.g. ZZ123456D	
Date of Birth (Enter DD MON YYYY) e.g. 23 Jun 1984	
Name of Main Contractor; Probation Service	
Job Role (enter in box)	
Location of Business Unit	
Audit Trail	
Will the Police be informed? Y/N	
Has authorisation been withdrawn pending investigation?	
Has a formal investigation taken place? If so, what is the investigation number?	
Does the individual work in or have access to Authority systems/information If so, please provide a list?	

Reason for Loss of Authorisation

Provide a (brief summary of events including policy under which action has been taken – e.g. poor performance/conduct/discipline)

Outcome

Does the member of staff remain employed by HMPPS?	
Is the member of staff being re-deployed?	
Is this member of staff losing their Authority to Practise?	
Is the member of staff being removed from the Professional Register? (Line manager must update SOP).	
Is this member of staff being excluded from working in HMPPS?	
Length of Loss of Authorisation period / Exclusion period?	
Duration of withdrawal proposed- temporarily (pending investigation), immediately (Dismissal), permanently, (Gross Misconduct) and End Date of this period.	

Signed by Line Manger and RPD

Full Name Line Manager (enter in box)	
Job Role	
Signature of Line Manager Contractor, Sub Contractor, Voluntary Organisation	
Date	

Authorised by (RPD for Probation Service)	
Date	
What to do next	

When you have completed, please send a copy via e-mail to the Approvals and Compliance mailbox, with a copy of the outcome letter:

Recruitment-decisions@justice.gov.uk

For correspondence, their address is:

Security Group, Approvals and Compliance Team
HMPS Shared Service Centre
PO Box 3037 Newport Gwent
NP20 9BB

When you have completed, please print and retain a copy locally.