HM Prison & Probation Service

Ministry of Justice

Policy name: HMPPS Pre-Release Policy Framework

Re-Issue Date: 3 September 2026 **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:

☐	HMPPS HQ	☒	Governors
☒	Public Sector Prisons	☒	Heads of Group
☒	Contracted Prisons	☐	Contract Managers in Probation Trusts
☒	Probation Service	☐	HMPPS-run Immigration Removal Centres (IRCs)
☒	HMPPS Rehabilitation Contract Services Team	☐	Under 18 Young Offender Institutions
☒	Other providers of Probation and Community Services	☐	

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

For Information:

- BCST2 is decommissioned from 2 September 2026 and replaced by a Guided Interview.
- BCST1 process remains unchanged and will continue to be completed by a Band 4 Prisoner Officer.
- The Guided Interview is decoupled from BCST1, meaning it can be completed without waiting for the BCST 1 assessment.

By the implementation date Regional Probation Directors, Prison Group Directors, Heads of PDUs, Governors[1] of Public Sector Prisons and Contracted Prisons must ensure that their local procedures do not contain the following:

- Reference to BCST 2 or BCST 3

[1] In this document the term Governor also applies to Directors of Contracted Prisons.

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).

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.

How will this Policy Framework be audited or monitored:

- The policy framework document will be reviewed annually.
- Outcomes post release for SL14 and SL15 re accommodation and SL16 employment
- Guided Interview completion data.
- 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:

This Policy Framework applies only to establishments with a Pre-Release Team (PRT) resource. Pre-release activity will be delivered by probation-staffed Pre-Release Teams, with work allocated to Probation Service Officers (PSOs) and Case Administrators (Band 2) through either embedded or hybrid delivery models.

Where no PRT resource is available, existing local pre-release arrangements should continue, with responsibility for release planning remaining with the COM. These arrangements will continue unless alternative arrangements are exceptionally agreed by the relevant senior operational leads in prison and probation services (RPD and PGD).

Contact: **omicenquiries@justice.gov.uk**

Deputy/Group Director sign-off: Nick Poyntz, Deputy Director Courts and Custody Group

Approved by OPS for publication: Helen Judge, OPS Chair, September 2026

Revisions

	Changes
03/09 /2026	The Framework has been updated to reflect interim changes that will be introduced to Pre-Release Team processes form 1 September while a long-term new Custodial Sentence Management (CSM) model is developed for implementation in 2027 . These changes will apply across both the male and female custodial estate. From 1 September 2026, the main changes are: • BCST2 and BCST3 are being replaced by a new Guided Interview delivered by Pre-Release Teams (PRTs), while BCST1 remains unchanged. • Assessment and review processes have been updated, including new timescales for completing the Guided Interview (8 calendar days of arrival in reception) and moving to a 20-12 week pre-release review period. • Welsh arrangements have been clarified, with prisons in Wales continuing to use the Welsh Guided Interview process, which will also be used for prisoners returning to England from Welsh prisons following the decommissioning of BCST2. • Legacy policy, process and operating model references have been removed, and terminology has been updated throughout to reflect current arrangements and to simplify the policy. • Commissioned Rehabilitative Services (CRS) content has been refreshed to reflect current services, referral routes and responsibilities.

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1. Purpose

1.1. Pre-Release Team (PRT) processes are being updated from 1 September 2026 to support a more streamlined and effective approach to resettlement and release planning.

1.2. The changes apply across both the male and female custodial estate and are intended to simplify existing processes, reduce duplication, increase operational capacity, and strengthen information sharing between prisons, probation and partner agencies.

1.3. This policy framework sets out the requirements for the delivery of Pre-Release Team activity under the interim model. These arrangements will remain in place while a longer-term Custodial Sentence Management (CSM) model is developed and implemented.

1.4. 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.

1.5. 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).

1.6. 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.

1.7. The interim pre-release model has taken into account the learning from Wales in developing the Guided Interview and the supporting guidance.

2. Outcomes

2.1. The pre-release model and Guided Interview builds on learning from the National Pre-release review carried out in 2025 and is designed to support effective identification of needs, priorities and concerns relating to issues such as accommodation, debt, employment and other release planning needs.

2.2. This document will provide clarity of individual roles and responsibilities for delivery of pre-release services.

2.3. 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 regarding resettlement activity and rehabilitative goals, such as accommodation.

2.4. 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 and should be tailored with locally based interventions providing enhanced access to resettlement provision whether in resettlement or non-resettlement prisons.

2.5. Responsibility for release planning, risk management and ensuring appropriate arrangements are in place for release remains with the COM. Where PRT resource is available, they may support the delivery of referral and pre-release activity; however, accountability for ensuring this activity is completed remains with the COM.

2.6. The 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, support will be delivered via visits or by phone/video rather than by staff based in the prison. Pre-release teams embedded in a resettlement prison can support contact with out-of-area CRS providers, 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 are also available to unconvicted and unsentenced people in prison (. Finance, benefit and debt services are also available to all people in reception prisons. 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. In non-resettlement prisons, or where there is no embedded PRT provision, probation regions will provide an in-reach service linked to a Probation Delivery Unit (PDU) or local prison. Where no PRT resource is available, existing local pre-release arrangements should

continue, with responsibility for release planning remaining with the COM. These arrangements will continue unless alternative arrangements are exceptionally agreed by the appropriate senior operational lead from the prison and probation services (RPD and PGD).

Role of the Pre-release Teams

3.3. All Probation Regions will have a Resettlement Lead or equivalent 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 or Band 5 equivalent 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 needs, priorities and concerns relating to issues such as accommodation, debt, employment and other release planning 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 using the Guided Interview and undertake any identified referral and follow-up activity.

3.7. For out of area cases pre-release staff will liaise with the responsible COM as appropriate and provide a point of contact for CRS suppliers seeking to engage with the individual in release 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 offender supervisor within 72 hours of reception.
- The PRT will complete the Guided Interview within 8 calendar days of arrival in custody. In Wales there are no changes to the current timeline, and it will continue to be completed with 5 days.
- The PRT will undertake any identified referrals and follow-up activity. The PRT will complete a review 20-12 weeks pre-release prior to the CRD for people in prison assessed as posing a medium or low risk of serious harm.
- For prisoners assessed as posing a high risk of serious harm, PRTs should contact the allocated COM at the earliest opportunity to establish whether any referral or transactional support is required.
- 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 and 2 and 3 and appropriate.

Wales Resettlement Model

3.9. For prisons in Wales, there are no changes to current practice. PRTs should continue to use the Welsh Guided Interview, retaining the same timescales for completion and review prior to release, along with all associated referral process. Following the decommissioning of BCST2 from 2 September 2026, the Welsh Guided Interview process should also be used for prisoners returning to England from Welsh prisons.

The Commissioned Rehabilitative Services

3.10. The 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, Finance Benefit and Debt where services are available in the region. Accommodation, Personal Wellbeing (mentoring through the gate) and Women's contracts, 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.

3.11. CRS Delivery Partners are required to deliver CRS services in the resettlement / remand 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.)

3.12. 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.

3.13. 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

3.14. 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.

3.15. 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.

3.16. 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). Accommodation, Social Inclusion, Finance Benefit and Debt and Family and Significant Others will commence pre-release. When a woman is referred to the above services, is serving a short sentence, and has additional needs to be addressed after release these should all be included within a single referral. The Provider will not start working on these additional needs until the person is released.

3.17. Where a CRS delivery partner requires a physical presence in a prison 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.

3.18. 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.

3.19. 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.

Use of technology for remote pre-release contact

3.20. 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.

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

Appendix 1

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).

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
- Following completion of the initial Guided Interview, PRTs must undertake any identified referrals and follow-up activity. This includes referrals to prison services, Commissioned Rehabilitative Services (CRS) providers, external agencies, or signposting to specialist support.
- Where possible, PRTs should address identified issues directly. This may include facilitating contact with employers or landlords, facilitating access to prison- based services such as Prison ID and Banking Administrators, Healthcare and Drug and Alcohol Services, and supporting access to pre-release services not currently available through CRS.
- Referral activity should commence at the earliest opportunity once a need is identified. Where a referral cannot yet be progressed, the identified need must be recorded and reviewed at the appropriate stage of the sentence.
- Complete a summary section to record identified needs, referrals completed and any outstanding actions.
- Review the Guided Interview 20 - 12 week prior to CRD for all Low and Medium risk (including out of area cases), 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
    - Support CRS Referral for access to emergency accommodation
    - Making referral to in custody DWP work coach for benefits application prior to release.
- For recalled prisoners, PRTs are only required to complete the section of the Guided Interview reserved for recalled prisoners and provide support in preparation for re-release.
- For prisoners assessed as posing a low or medium risk of serious harm, PRTs should progress any necessary referrals activity and inform the COM of any referral made and any outstanding needs.

- For prisoners assessed as posing a high risk of serious harm, the PRT should contact the allocated COM, at the earliest opportunity to establish whether any referral or transactional support is required.
- Contribute to sentence planning
- 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 handover meetings as required.
- Contribute to public protection meetings via POM.
- Contribute to pre-release panels, discharge boards etc and by exception attend ACCT meetings.
- 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 where available.

Unconvicted People in Prison

Pre-release Teams

Pre-Release Teams are responsible for the following activity:

- For prisoners held on remand, the Guided Interview must still be completed to address identified needs. Where an individual is subsequently sentenced, PRTs should consider whether the change from remand to sentenced status results in any additional needs or referral requirements and progress any necessary activity to support ongoing release planning.
- Complete Guided Interview, and carry out follow up actions, including signposting to specialist services where appropriate.
- 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 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 drug and alcohol use teams, mental health services and other relevant support providers to maintain existing support arrangements including where a PiP is engaged with community-based services. Where complex or multiple needs

are identified, promote continuity of care to maintain access to treatment and support services during custody and following release.

- Planning for anticipated release prior to any court appearance, including preparing a contingency plan.
- Where an individual is subsequently sentenced, PRTs should consider whether the change from remand to sentenced status results in any additional needs or referral requirements and progress any necessary activity to support ongoing release planning.

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 Guided Interview 20- 12 week 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 Guided Interview 20- 12 week prior to CRD 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 Lead and / or FBD specialist services liaising with COM as required.
- Review Guided Interview 20-12 week prior to CRD 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 Guided Interview 20-12 week prior to CRD 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 Guided Interview 20-12 week prior to CRD for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Appendix 2

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).

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
- Following completion of the initial Guided Interview, PRTs must undertake any identified referrals and follow-up activity. This includes referrals to prison services, Commissioned Rehabilitative Services (CRS) providers, external agencies, or signposting to specialist support.
- Where possible, PRTs should address identified issues directly. This may include facilitating contact with employers or landlords, facilitating access to prison- based services such as Prison ID and Banking Administrators, Healthcare and Drug and Alcohol Services, and supporting access to pre-release services not currently available through CRS.
- Referral activity should commence at the earliest opportunity once a need is identified. Where a referral cannot yet be progressed, the identified need must be recorded and reviewed at the appropriate stage of the sentence.
- Complete a summary section to record identified needs, referrals completed and any outstanding actions.
- Review the Guided Interview 20- 12 week prior to CRD for all Low and Medium risk (including out of area cases), 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
    - Support CRS Referral for access to emergency accommodation
    - Making referral to in custody DWP work coach for benefits application prior to release.
- For recalled prisoners, PRTs are only required to complete the section of the Guided Interview reserved for recalled prisoners and provide support in preparation for re-release.
- For prisoners assessed as posing a low or medium risk of serious harm, PRTs should progress any necessary referrals activity and inform the COM of any referral made and any outstanding needs.

- For prisoners assessed as posing a high risk of serious harm, the PRT should contact the allocated COM, at the earliest opportunity to establish whether any referral or transactional support is required.

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 handover meetings as required.
- Contribute to public protection meetings via POM.
- Contribute to pre-release panels, discharge boards etc and by exception attend ACCT meetings..
- 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 where available.

Unconvicted People in Prison

Pre-release Teams

Pre-Release Teams are responsible for the following activity:

- For prisoners held on remand, the Guided Interview must still be completed to address identified needs. Where an individual is subsequently sentenced, PRTs should consider whether the change from remand to sentenced status results in any additional needs or referral requirements and progress any necessary activity to support ongoing release planning.
- Complete Guided Interview, and carry out follow up actions, including signposting to specialist services where appropriate.
- 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 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 drug and alcohol use 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.
- Where an individual is subsequently sentenced, PRTs should consider whether the change from remand to sentenced status results in any additional needs or referral requirements and progress any necessary activity to support ongoing release planning.

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 Guided Interview 20- 12 week 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 Guided Interview 20- 12 week prior to CRD 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 Lead and / or FBD specialist services liaising with COM as required.
- Review Guided Interview 20-12 week prior to CRD 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 Guided Interview 20-12 week prior to CRD 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 Guided Interview 20-12 week prior to CRD for Low and Medium risk to make sure all information is up to date and all actions are underway or been completed.

Appendix 3

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 Guided Interview for new receptions to pre-release officer, including reallocating any incomplete assessments following transfer. • 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 20-12 weeks prior to CRD.