



SWM CRC Probation Service Guide

Services offered by SWM CRC under the
CJA 2003, LASPO and ORA 2014

February 2017

About this guide

This guide is designed to give magistrates, judges and others summary information about the services offered by Staffordshire and West Midlands Community Rehabilitation Company (SWM CRC), in relation to the sentences available under the Offender Rehabilitation Act 2014, the Legal Aid, Sentencing and Punishment of Offenders Act 2012 and the Criminal Justice Act 2003.

It does not, however, cover provision for the under 18s.

This guide does not purport to be an authoritative guide to the law but represents the views of SWM CRC.

It does not seek to replace detailed guidance from the Sentencing Council and your legal adviser.

Glossary

Probation Practitioners spend their professional career nurturing, managing and monitoring change in others. This is the foundation of the Target Operating Model (TOM), which is **Our Plan to Change Lives** and reduce reoffending. To obtain an electronic copy of Our Plan to Change Lives, please email communications@rrp.gse.gov.uk. The following are new terms from Our Plan to Change Lives, some of which are referenced throughout this guide.

Accommodation Fund

A specific ring-fenced pot of money available via the Housing and Welfare Team, which can be used to secure sustainable accommodation for those with the greatest need.

Case Worker

A member of the Resettlement Team (see below).

Community Support Worker (CSW)

A paid position, CSWs are involved with the delivery of service user rehabilitation activities and support as part of Reducing Reoffending Teams (see above). They will have a major role in promoting engagement, undertaking assertive outreach with service users with the most complex needs.

Community Volunteer

Members of the public who volunteer their time to assist service users to engage with services in the community.

Customer Services Centre (CSC)

Customer Services will provide a customer contact and front line administrative support function that provides resolution, enquiry and administrative services to all customer groups. The new service will deliver a centralised function in two locations designed to respond to the needs of the business, service users, our partners and the public.

Multi-Disciplinary Team

Multi agency teams, including inter-agency working approaches such as Integrated Offender Management (IOM).

Peer Advisor

A serving prisoner working with Resettlement Teams and working towards NVQ Level 3 in Information Advice and Guidance. These are paid through prison schemes.

Peer Mentor

Peer Mentors are current service users assisting with the delivery of group Interventions as part of their own desistance journey, as well as to support other service users.

Performance Delivery Manager (PDM)

This is the new name for Senior Probation Officers, or team managers. The PDM will have overall responsibility and accountability for Reducing Reoffending Teams (see below) that they directly line manage. Their role is to oversee the performance and practice of their teams, with a view to delivering the best possible outcomes and reducing reoffending.

Probation Practitioner

Probation Practitioner is anyone who supervises a service user. This will replace the terms Probation Officer, Offender Manager, Case Manager and Probation Service Officer. This may also be referred to as 'Responsible Officer', as per the legal definition (see below).

Reducing Reoffending Team

A generic term for cross-partnership teams made up of RRP colleagues (CRC, Ingeus, CGL, St Giles) that use the blend of their collective experience and strength across the partnership to reduce reoffending. Includes teams specialising in Case Management as well as Interventions.

Resettlement Team

CRC teams based in our Resettlement Prisons. Made up of Case Workers, Resettlement Unit Manager (RUM), Administrator, Peer Trainer and Peer Advisors.

Responsible Officer

Responsible Officer is a legal definition for the part of the Probation Practitioner role which involves the assessment, planning and co-ordination of activities and requirements for service users. This is to ensure that the sentence of the Court is completed within the specified time frames, with an overall focus on managing risk and rehabilitation.

Service User

The new term for offenders who use our services.

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1.0

The Community Order and its Requirements

What is it?

Under the Criminal Justice Act 2003 (CJA 2003), the different community sentences previously available for adults were replaced by a single Community Order with a range of 12 possible requirements. Courts are able to choose different requirements to make up a bespoke Community Order.

In December 2012, the Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act added the Foreign Travel Prohibition requirement.

In February 2015, the Rehabilitation Activity Requirement (RAR) was introduced as part of the Offender Rehabilitation Act 2014 (ORA 2014). The RAR replaces the Supervision and Specified Activity requirements for all relevant sentences for offences committed on or after 1st February 2015.

How does it work?

Each order, whether sentenced under the CJA 2003 / LASPO / ORA 2014, must contain at least one of the 13 requirements. The order can run for up to three years. There is no minimum duration, but some of the requirements have a minimum number of hours that must be imposed.

1.0

The Community Order and its Requirements

Deciding on the requirements

Requirements may be combined subject to:

- their being compatible
- their suitability to the service user
- the service user's religious beliefs or times of work and education not being compromised
- the overall restriction on liberty or punitive content being commensurate with the seriousness of the offending (that is, the seriousness of the current offence(s) and any recent and relevant previous convictions).

Advice on suitable combinations of requirements, and the availability of electronic monitoring to secure compliance, will be provided by SWM CRC.

The Sentencing Council guidelines indicate the number and type of requirements that may be appropriate for different seriousness levels. For low seriousness cases they say that "in most cases only one requirement will be appropriate and the length may be curtailed if additional requirements are necessary".

This guide offers descriptions of the services offered by SWM CRC under the CJA 2003, LASPO and ORA 2014.

The descriptions include suggestions for duration at the different seriousness or treatment need levels. This is SWM CRC's interpretation of what could be included and is based, where available, on the Sentencing Council guidelines.

1.0

The Community Order and its Requirements

The descriptions also include suggested main purposes. Courts will of course wish to make their own judgment on a case-by-case basis.

It is expected that a Court will indicate its initial purpose of sentencing from the statutory list below.

- the punishment of service user
- the reduction of crime (including its reduction by deterrence)
- the reform and rehabilitation of service user
- the protection of the public
- the making of reparation by service user to persons affected by their offence.

1.0

The Community Order and its Requirements

Breach of a Community Order

Following a breach of a Community Order the Court must do one of the following:

- amend the order to make it more onerous, for example by adding a requirement or by extending the duration of an existing requirement. The Court can extend the duration of a particular requirement by a maximum of six months, even if this means it will extend beyond the three year limit for an order
- revoke the order and re-sentence the service user as if they had just been convicted
- impose a fine of up to £2,500 as an alternative to other sanctions (for breaches on or after 3 December 2012)
- if the original offence was not punishable with imprisonment but the service user has willfully and persistently failed to comply with the order, revoke the order and sentence the service user to a custodial sentence of up to 6 months

Where the order was made by the Crown Court (and that Court directed that failures to comply should be dealt with by the magistrates court) the magistrates court dealing with the breach may instead remand the service user in custody or release them on bail to appear before the Crown Court.

The Court cannot:

- **take no action**
- **issue a warning**
- **allow the order to continue unchanged.**

2.0

Suspended Sentence Orders

The CRC will be involved if, for persons assessed as posing a low or medium risk of harm, the Suspended Sentence has an “order” element. I.e. a Suspended Sentence Order (SSO) is made instead of just a Suspended Prison Sentence.

The practical delivery of the SSO by SWM CRC will be the same as that for Community Orders (see section on Community Orders). However, the SSO is different in two important aspects :-

- the nature of the sentence itself and the two key components this is made up of
- the consequences for the person of enforcement by the CRC following non-compliance or further offences committed during the period that the SSO is active.

Concerning the first point, the Suspended Sentence is made up of the “operational period” i.e. the period for which the custodial sentence imposed is suspended and the supervision period. This is the “order” bit of the sentence and determines how long the person is subject to supervision by the CRC.

This “order” element can contain a number of requirements (see below *), which will need to be specified at the time of sentence. The CRC will be responsible for the oversight and/or delivery of these.

2.0

Suspended Sentence Orders

Concerning the second point, breach of the sentence will still be dealt with by the CRC referring back to the Court (same as for a Community Order for non-compliance or further offences committed, or both).

However, as a prison sentence has already been imposed (at the point of original sentence but then suspended), the disposals for breach can include “activation” i.e. serving in whole or in part, the prison sentence originally suspended.

*Suspended Sentence Order may include one or more of the following requirements:

- Accredited Programme requirement
- Rehabilitation Activity Requirement
- Alcohol Treatment requirement
- Senior Attendance Centre requirement
- Curfew requirement
- Drug Rehabilitation requirement
- Exclusion requirement
- Mental Health Treatment requirement
- Prohibited Activity requirement
- Residence requirement
- Unpaid Work requirement (CRC)
- Foreign Travel Prohibition requirement.

3.0

Services offered by SWM CRC under CJA 2003, LASPO and ORA 2014

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3.12 Foreign Travel Prohibition

3.1

Unpaid Work

Main purposes

Punishment + Reparation + Rehabilitation

What is it?

It is a requirement on the service user to work unpaid for a total number of hours as specified by the Court. The number of hours must be specified between 40 and 300. The offender must start their work within 7 days, work every week and complete within 12 months. Unemployed service users will be worked intensively which will mean attending four times per week. 20% of the hours undertaken should include education, training and skills development. The accreditation of this whilst on Unpaid Work will help deliver the service user's rehabilitation through improved employability.

Additional information

The Court must be satisfied that the service user is suitable to perform work, especially with regard to the service user's physical health and availability.

Seriousness levels

Low — 40 to 80 hours

Medium — 80 to 150 hours

High — 150 to 300 hours

3.2

Accredited Programmes

Main Purpose

Rehabilitation

What is it?

An accredited programme is a series of group based activities aimed at working with offenders to reduce re-offending. The programmes have a strength based approach to support desistence from crime. Accreditation shows that these programmes are evidence based and congruent with the 'What Works' literature. Programmes vary in length and complexity and mode of delivery and are targeted according to risk and need.

The responsible officer has a wide discretion as to the appropriate programme to follow. It is for the court to designate the number of hours which may be undertaken.

The programmes currently on offer within SWM CRC:

- Thinking Skills Programme (TSP) – addresses general offending
- Drink Impaired Drivers' Programmes (DIDs) – addresses issues of drinking and driving
- Resolve - addresses violence; emotional and instrumental
- Building Better Relationships (BBR) – addresses issues of domestic violence
- Building Skills for Recovery (BSR) – addresses substance misuse, drugs and alcohol, linked to offending.

Accredited Programme requirements can be added to a Community Order, Suspended Sentence Order and can be given as a licence condition upon release from prison.

3.2.1

Thinking Skills Programme (TSP)

Programme aim

To develop problem-solving skills and apply these skills to offending behaviour, in order to help service users stop offending. Thinking Skills will help service users identify and manage their risk factors, to develop personally-relevant strategies and to achieve goals that support relapse prevention.

Who is suitable?

- TSP targets male and female service users aged 18 years and over who are medium risk of re-offending and above, and have **OGRS score of 25 and above**
- TSP does not target or exclude participants with particular offending histories.

Who is not suitable?

- people whose offending is not linked to poor cognitive skills
- service users with serious mental health problems
- service users who cannot learn in a group setting
- current sex offenders.

The programme involves

19 sessions in total.

Initial one-to-one session

Three modules (Self Control, Problem Solving and Positive Relationships) each consisting of five group sessions and a single one-to-one session.

3.2.1

Thinking Skills Programme (TSP)

Group sessions focus on skills to change behaviour such as problem-solving, anti-social attitudes, tackling pressures to offend, victim awareness, moral reasoning, self-management and social interaction. These are then applied to aspects of offending and situations in which they occur.

The Thinking Skills Programme works on a rolling basis so service users can join a group approximately every three to four weeks on one of the three modules.

Additional information

- OGRS 25% or above
- 3 modules of 5 group work sessions each, and 4 individual sessions
- twice a week daytime or evening.

3.2.2

Drink Impaired Drivers Programme (DIDP)

Programme aim

To reduce the risk of future drink-related driving offences.

Who is suitable?

Servicer users, both men and women who:

- have one or more drink driving offences, including failure to provide a specimen
- have an **OGRS score of under 50**.

Who is not suitable?

- those with five or more previous convictions for excess alcohol – consider BSR or another programme
- dependant drinkers unless stabilised in treatment.

The programme involves

An introductory session, an individual session followed by 14 weekly or twice-weekly groupwork sessions of two hours; focused on structured learning to develop pro-social skills, effective decision making and detailed knowledge about the effects of drinking and driving.

Additional information

- OGRS 50% or under
- 14 programme sessions of 2 hours each
- once a week daytime or evening.

3.2.3

Resolve

Programme aim

To help service users:

- gain a better understanding of themselves and why they are sometimes aggressive or violent
- practice new ways of thinking, to help them get on better in life, without using violence
- gain a better understanding of how their emotions affect them, and practice ways to feel more in control of their emotions
- identify their strengths and how to use these to improve their life
- learn and develop skills to improve their relationships with other people.

Who is suitable?

Male service users who:

- have a current violent offence
- pose a medium to high risk of re-offending
- have been assessed as suitable in an SDR / FDR and have **OGRS score of 50 and above.**

Who is not suitable?

- service users with serious mental health problems
- service users who are alcohol dependant.

The programme involves

26 sessions of group and individual sessions of up to 2.5 hours.

3.2.3

Resolve

Additional information

- OGRS 50% or above
- RoSH medium and above
- OVP 30-59%
- 23 group sessions and 4 individual sessions with a facilitator
- once / twice / three times daytime
once / twice evening.

3.2.4

Building Better Relationships (BBR)

Programme aim

To help service users:

- learn more about the types of behaviour that damage relationships
- see how their personal beliefs play a part in the violent behaviour they use toward their partner(s)
- find and build on their personal strengths and use these to improve their relationships.

Who is suitable?

Male service users:

- with an index offence for Intimate Partner Violence or Aggression, against a female partner. (IPV is defined as “actual, attempted or threatened to harm”) or disclosure of IPV within the last two years, and willing to discuss in a group
- assessed at **medium risk or above using the Spousal Assault Risk Assessment (SARA) guide.**

Who is not suitable?

- men whose level of denial or partner blame would prevent their active participation in the programme
- types of domestic violence other than male against a female intimate partner
- substance abuse and/or mental health issues that would prevent active participation in the programme.

3.2.4

Building Better Relationships (BBR)

The programme involves

- 24 group and 6 one to one sessions
- the programme is split into three stages: initial one-to-one sessions, the Foundation module and 3 further modules forming the core programme; My Thinking; My Relationships; and My Emotions. Each stage must be successfully completed before moving onto the next
- contact with the victim and/or current partner by an Intimate Partner Contact Worker. Group members are expected to co-operate with this process and complete a release of information form, which allows them to participate in the BBR programme.

Additional information

- DV Index offence RoSH medium or SARA medium and above
- Non DV Index offence episode(s) of DV within 24 months before remand and SARA high risk
- 24 group and 6 one-to-one sessions with facilitators
- once or twice a week, day or evening.

3.2.5

Building Skills for Recovery (BSR)

Programme aim

BSR aims to reduce offending behaviour and problematic substance abuse with the eventual goal of recovery. This is achieved by exploring both previous and current substance use, in addition to learning skills to prevent relapse. It is the formulation of a personal recovery toolkit.

Who is suitable?

Male and female service users:

- who are problematic users of one or more substances, including those dependant upon alcohol only
- who have been assessed as a medium to high risk of re-offending and have an **OGRS score of 50 and over**
- for whom substance misuse increases the likelihood of any type of crime.

Who is not suitable?

Service users with serious mental health problems.

The programme involves

A more individualised response than the programme it replaces; Offender Substance Abuse Programme (OSAP). Service users complete a core of 16 group and individual sessions, plus additional sessions based upon need.

Additional information

- OGRS 50% or above
- minimum of 16 group and 3 individual sessions
- twice a week, usually daytime only.

3.3

Rehabilitation Activity Requirement (RAR)

Main purposes: Rehabilitation + Reparation

What is it?

Section 15 of the Offender Rehabilitation Act 2014 created the RAR, which replaces the Supervision and Specified Activity Requirements for offences committed on or after 1st February 2015. SWM CRC has been delivering interventions which can be delivered as part of the RAR from this date. A RAR consists of the delivery of non-accredited Structured Interventions on a one-to-one or group basis to support service user rehabilitation.

The court sets the duration of the RAR (as long as the order is in force) and the maximum number of days to be undertaken.

Additional information

All other requirements within a Community Order and Suspended Sentence Order remain available.

Accredited Programmes should still be made as a separate requirement and not incorporated into a RAR requirement. The Court must be satisfied that compliance is feasible. The consent of the service user is not necessary.

Seriousness levels

OGRS	Guideline days range	Length of Order
Low: 0 - 49%	10 - 20 days	6 - 12 months
Medium: 50 - 74%	15 - 35 days	9 - 18 months
High: 75% +	20 - 60 days	12 - 36 months

Please refer to the National ORA Guidance issued by NOMS that states the number of RAR days should be dependant on rehabilitative need, of which OGRS are indicative.

3.3.1

Foundations of Rehabilitation

Programme aim:

Foundations of Rehabilitation is a modular intervention that utilises a strengths-based approach to target desistance. The intervention is group-based and builds on values, strengths and individual life goals. The core aims of the programme are:

- desistance from crime - Initiating and sustaining desistance
- active citizenship - Vocation, rights and responsibilities, sense of agency, enhanced social contribution and pro-social behaviour
- wellbeing - Physical, psychological and social.

Who is it suitable for?

Foundations of Rehabilitation looks to address general offending behaviours and is suitable for all service users, based on individual need. It can be delivered in three levels of intensity across all modules named Connect, Grow and Thrive (6 sessions per module).

- **Connect** = low level intensity (6 sessions)
- **Connect + Grow** = medium level intensity (12 sessions total)
- **Connect +Grow +Thrive** = high level intensity (18 session total).

3.3.1

Foundations of Rehabilitation

Who is it not suitable for?

It is not suitable for men with less than 25% OGRS, or those with severe mental health or learning difficulties.

The programme involves

Foundations of Rehabilitation is a group work intervention building on values, skills and experiences to support desistance from crime. Groups are delivered as workshops, focussing on a range of topics designed to develop personal, social and community capital and support the desistance process. Drawing on an emerging evidence base, Foundations of Rehabilitation highlights the importance of stable social support networks.

Connect - this is the first stage of the programme with a primary focus on engagement, supporting/building motivation, safety and understanding the nature of the individual's journey of desistance. Some sessions include Mindfulness, My Life Story, Social Recognition and Road to Desistence).

Grow - this stage draws upon the modern cognitive behavioural therapy (CBT) approaches (such as Thoughts, Feeling & Behaviours, Thinking and Behaviour cycles, Skills for life and Support Networks) and continues to focus on motivation and vision whilst increasing resilience and self-management skills.

3.3.1

Foundations of Rehabilitation

Thrive - is designed to fully prepare service users for re-entry or reintegration and to equip them with the skills to sustain their journey of desistance. Service users become equipped to view the world from a different perspective, with compassion, empathy and a purpose (including Acceptance and Commitment Therapy, My Values and Building Resilience).

Initial referral process:

FoR	Connect (Low)	C + G (Medium)	C + G + t (High)
Number of sessions	6	12	18
Male OGRS	25 - 100	25 - 100	50 - 100
Female OGRS	0 - 100	0 - 100	0 - 100

3.3.2

Substance Misuse Brief Intervention

Programme aim

The programme is a 6 - 9 session brief intervention programme for low level alcohol, cocaine, cannabis and novel psychoactive substance (NPS) use. The programme aims to educate service users about the harmful effects of substance misuse and equip them with the practical tools to decrease, better manage, cease substance misuse or access structured treatment.

Who is it suitable for?

For those offending as a result of their substance misuse – specifically the use of novel psychoactive substances (NPS), cannabis, cocaine or alcohol.

Substance Misuse is assessed as problematic (has a lower level negative impact on life either social, financial, psychological, physical or legal) that would benefit from brief intervention but is not yet at the level that would require structured treatment:

- for alcohol users: problematic but non-dependent use – Guide AUDIT Score 8-19
- for drug users: problematic but non-dependent use of NPS, cocaine or cannabis
- motivated and willing to engage.

3.3.2

Substance Misuse Brief Intervention

Who is it not suitable for?

- those who meet the criteria for an Alcohol Treatment Requirement (ATR), see section 3.10; or a Drug Rehabilitation Requirement (DRR), see section 3.9
- dependent users of drugs or alcohol who need access to structured treatment with specialist treatment services
- those with severe or enduring mental health issues which have not been treated or stabilised.

The programme involves

Education and awareness: specific awareness of cannabis, cocaine, novel psychoactive substances (NPS) and alcohol; their affects on physical health, risks, impact on self and community and the implications, utilising peer support.

Change: cycle of change, building self esteem, assertiveness skills, and goal setting, motivation to change.

Future: support networks, longer term goals, triggers and cravings and how to overcome these.

Guideline days

6 - 9 sessions

3.3.3

Anger Management

Main purpose

The aim is to provide a brief non-accredited intervention to service users who do not meet the criteria for Accredited Programmes around the issues of anger management, temper control and thoughts, emotions and behaviour. It provides Service Users with the key tools and strategies to address their anger management issues and allow them the opportunity of practicing these strategies in a safe and closed environment.

Who is it suitable for?

For a service user to be eligible for a referral to the Anger Management intervention they must meet the following criteria:

- be a male service user
- to have been assessed as having anger management issues related to their index offence and/or where it is having a negative impact on their lifestyle
- have at least some issues (score 1 or 2) with aggressive/controlling behaviour or temper control in their latest assessment.

Who is it not suitable for?

- female service users
- no current domestic violence offences
- not to be subject to an accredited Anger Management programme requirement.

3.3.3

Anger Management

The programme involves

This intervention consists of 6 individual group work sessions offered as a closed programme. There is a pre-intervention exercise for service users to complete with their Probation Practitioner - 'Measuring Change Questionnaire'.

The six sessions will focus on:

1. Introduction
2. Triggers
3. Arousal
4. Thoughts, Emotions and Behaviours
5. Communication Styles
6. Application of Skills and Goal Setting.

Guideline days

6 days

3.3.4

Women's Services

Main purposes

Rehabilitation

What is it?

A range of interventions delivered by local women's specialist services are available from April 2016. These programmes are designed to improve outcomes that are commonly associated with female desistance.

Change Programme (10 Sessions)

This is the core offer for identified women. The programme is designed around strengthening outcomes that support desistance and increasing personal resilience. The content of the programme comprises of a suite of sessions that will be tailored to the identified priority areas of the individuals referred for a total of 10 sessions.

The Change Programme covers a range of themes including self esteem, emotions management, boundaries, communication skills and healthy relationships awareness. It is recognised that some women will need a more focussed intervention for some areas and the programmes below are available to address the following identified needs.

Healthy Emotions Programme (5 sessions)

This programme is targeted at women who need a focused intervention to improve emotional wellbeing in order to exert change in their life.

3.3.4

Women's Services

Healthy Relationships Programme (5 sessions)

This programme will include content specific to promoting healthy relationships and improving personal safety from current and past partner relationships. This is the only programme that will be completed, within women's organisations, by those with Low OGRS and DV.

Positive Parenting (5 Sessions)

This programme will prioritise women where child concern issues are identified and in appropriate child protection cases. However, it could also be suitable for women where it is shown that strengthening parenting skills will have an impact on their desistence.

These programmes are designed to have a flexible method of delivery in order to accommodate individual and geographical needs. Therefore, whilst it is anticipated that there will be a focus on group-based delivery, this may vary in rural locations and where there are specific needs that need to be supported. The recommended delivery method will be selected by the women's service provider following review of referral information.

Who is it suitable for?

NPS cases: suitable for female service users.

CRC cases: the above interventions are suitable for females who present a medium to high risk of re-offending with two of the following identified vulnerabilities:

3.3.4

Women's Services

Vulnerabilities:

- child concern
- child protection
- identified risk of DV victim
- self harm
- risk of sexual exploitation
- sex worker
- mental health
- alcohol/drug misuse and/or homelessness

The Healthy Relationships Programme is also available to women who represent a low risk of re-offending but where there is an identified risk of being victim of domestic violence.

Who is it not suitable for?

- male service users
- CRC cases: females who do not meet the eligibility criteria
- all cases: where there is a specific risk of harm issue identified relating to children, staff or others, an individual assessment will be made on a case-by-case basis to ensure that these can be effectively managed in the local delivery setting.

3.3.5

Education, Training & Employment

Programme aim

The new Education, Training & Employment (ETE) programme has been designed to support service users back into sustainable employment and/or training, with the ultimate aim of reducing reoffending. The service is delivered through one-to-one and group engagements by dedicated ETE Advisors and has direct access to employment, apprenticeships, traineeships and functional skills programmes.

What does the programme offer?

This programme will be delivered by the CRC ETE team in conjunction with Ingeus UK. The ETE team will work with a service user for up to 6 months via dedicated ETE Advisor support. During this time service users will be assessed and offered appropriate access to a number of group workshops and one-to-one interventions.

The range of workshops available include:

- benefits of work and changing direction
- recognising your strengths and career planning
- disclosure
- importance of positive communication and what your body language says about you
- interview skills
- CV workshop.

3.3.5

Education, Training & Employment

What does the programme offer?

- high quality application forms and making application forms
- phone confidence
- using social media to job search and get the job you want.

Depending on their readiness, differing intensities of support will be offered to service users during their progression back into employment and/or training. Service users who progress to the Ingeus Candidate Pool (employer selection pools) will also be able to access a further 6 months of employment services support. All service users who progress into employment, apprenticeships or traineeships during their time on the programme will also receive up to 13 weeks in work support to ensure they have every opportunity to remain in work. Functional skills assessments and referrals will be made to Ingeus Skills where appropriate. This service is attached to the wider ETE delivery model at the point of entry.

Who is suitable?

Service users that have been assessed as being unemployed and available for work (including but not limited to: non benefit claimants, JSA claimants, and work related ESA claimants).

3.3.5

Education, Training & Employment

Length of engagement

10 to 20 days / Engagement sessions within a period of up to 6 months.

Initial referral process

The Probation Practitioner calls the newly formed customer service team on 0800 200 6565, who will take detailed requirements and schedule an initial appointment with an ETE Advisor.

3.3.6

Engagement Toolkit

Programme aim

The aim of the Engagement Toolkit is to identify and break down barriers to engagement both at the start and during a service user's journey with the SWM CRC. It will improve communication and help develop a meaningful relationship between the service user and their Probation Practitioner.

Who is suitable?

The Engagement Toolkit is designed to be used with ALL service users on a one to one basis and can be adapted for any special needs. It is intended that its use will be threefold:

1. at the start of an order/licence (and potentially prior to release)
2. when it is felt that someone's compliance is deteriorating; and
3. in order to re-engage someone after they have breached.

The programme involves

The Engagement Toolkit involves looking at the expectations of both the service user and the Probation Practitioner, preferred learning styles and building confidence in the service user of what to do when barriers to compliance arise.

Initial referral process

Not applicable. Will be delivered one-to-one by Probation Practitioner with their own service users.

3.3.7

Transition and Hope

Programme aim

This stand-alone session is designed to encourage a service user to engage more fully with their order, and probation services more broadly, by providing a role model and exemplar in the form of a Peer Mentor who is either still on their order/licence or who has recently completed. This session is intended to complement the induction and the Engagement activity available under the RAR, by exploring the benefits of engaging and compliance with probation services.

Who is suitable?

This session is intended to be suitable for all service users, with priority placed on the following groups:

- young adults (U25)
- first time conviction
- those with a history of non-engagement
- women.

Service users should be identified as having a level of motivation to engage in a group, and do not have any issues precluding them from participating in a group environment.

3.3.7

Transition and Hope

The programme involves:

The session is intended to be delivered to a group of service users by two Peer Mentors with support from a responsible member of staff. The session will use mentors' own stories as an example of how and why a service user can make the most of their time with probation services. It will include an overview of the types of services that are on offer and how to ask for help when required. It will also explore potential barriers to engagement and offer strategies to overcome the same. Note that this is intended to be in a generalised way and the session is not designed to explore individual circumstances.

3.3.8

Pathway to Independence

Programme aims:

- to support the transition from adolescence into young adulthood by creating a Pathway to Independence
- to provide support to address hurdles that can get in the way of the key milestones associated with adulthood
- to explore key issues faced by young adults and how this can impact on offending/non-offending behaviour
- to provide tools and techniques to positively manage key life experiences and milestones faced during young adulthood, and the opportunity to practically apply these in a safe environment.

Who is suitable?

- initially targeted at young adult males
- young adults aged 18-24 on a Community/Suspended Sentence Order which includes a RAR
- young adults aged 18-24 on licence/Post-Sentence Supervision.

Who is it not suitable for:

All young adult males would initially be expected to complete Pathway To Independence as a start to their RAR. Exceptions would be made on an individual basis by the Responsible Officer.

3.3.8

Pathway to Independence

The programme involves 6 sessions:

1. Communication, assertiveness and saying 'no'

To explore methods of communication, how to effectively assert yourself, and dealing with others (saying 'no').

2. Social networks, peer influence and role models

To explore the concept of a social network, why it is important and who is in it, and the positive and negative impact of peer influence.

3. Appropriate relationships

To explore common relationships and what is appropriate, identify role models, and explore image and identity (how others see you).

4. Impulsivity, thrill-seeking and boundaries

To explore activities which can be perceived as reckless or thrill-seeking and the consequences of these. Understand the reasons for boundaries and how to deal with them appropriately.

5. Health and well-being and coping strategies

To be aware of the different aspects of health and wellbeing, and identify positive and negative coping strategies and why we use these.

6. Moral reasoning, community and victim awareness (restorative approaches)

To view situations from a range of perspectives, and explore the concept of community and citizenship.

3.3.9

Getting a home, keeping a home (including Tenancy Sustainment)

Programme aim:

The programme is a four-session rolling programme designed to aid rehabilitation, improve social inclusion and reduce reoffending in service users by encouraging self-development and confidence in addressing their housing and welfare needs. It aims to equip service users to be in a better position to be able to address basic needs to secure stable housing, by educating service users on housing options and providing tools needed to sustain a tenancy.

Who is it suitable for?

Any service user who has experienced problems associated with housing and/or debt related issues which are linked either directly to their offending or by not addressing these issues will further increase their risk of offending.

For example:

- repeat periods of homelessness linked to under-developed social skills and tenancy management
- perpetrators of anti-social behaviour resulting in homelessness
- those vulnerable to financial problems which may lead to risk of offending.

The programme is recommended as a four-session programme, but is based on individual need and can therefore be offered as stand-alone sessions.

3.3.9

Getting a home, keeping a home (including Tenancy Sustainment)

Who is it not suitable for?

The programme is not simply about information, advice and guidance and is therefore unsuitable for service users wanting housing or benefits advice. (For example: those just needing assistance to complete a housing application form). It is also unsuitable for service users in crisis with an immediate housing need. (For example: those who are Rough Sleeping).

The programme involves:

Four stand-alone group work sessions offered as a rolling programme:

- Nowhere to live
- How to maintain a tenancy (rights and responsibilities)
- Benefits and work (how it impacts on your housing options)
- Managing a personal budget (the cost of not paying your rent).

The programme includes exercises to explore approaches to problem-solving and decision making and case studies to practically apply these techniques. Signposting information is provided on other sources of support following the sessions.

Housing and welfare support

For those with more immediate and/or complex needs, one-to-one support can be offered by the Housing and Welfare team. In some circumstances this type of support can be offered as part of a RAR.

3.3.10

Compliance Intervention for Female Offenders

Programme aim

This Structured Intervention is designed to encourage female offenders to attend and actively engage in rehabilitative work. It can be useful where women have previously missed appointments and are facing breach proceedings. It can also be used as a direct alternative to a custodial sentence, or other requirements which may be unsuitable.

Its purpose is to engage or re-engage female offenders to move away from crime. It is outcome-focussed and helps set individual goals designed to improve compliance and assist them in making positive life choices.

Who is suitable?

This intervention is for female service users only.

Initial referral process

Not applicable as currently delivered on a one-to-one basis by Probation Practitioners. May be available in groups in the future.

Guideline days

6 - 8 days

3.3.11

Structured Intervention to Address Domestic Abuse (SIADA)

Main purposes

SIADA is designed to be used with men who are not suitable for the Building Better Relationships (BBR), see section 3.2.4; or are unable to access the programme, e.g. because they cannot speak sufficient English.

Activity aims:

The manual contains exercises which aim to enable the service user to identify and make the changes he needs to stop his abusive behaviour towards his partner, ex-partner or future partner.

Who is suitable?

The target group is men who have been in (or are currently in) intimate heterosexual relationships.

Men who are low risk or who are not suitable for the BBR programme. This latter category could also include medium and high risk men.

Who is not suitable?

- female service users
- service users in same sex relationships
- men who have physically abused children (unless also part of a pattern of partner abuse)
- service users who have been convicted of domestic violence or abuse who are suitable for the BBR groupwork programme.

3.3.11

Structured Intervention to Address Domestic Abuse (SIADA)

The programme involves:

The SIADA workbook contains a series of up to 21 sessions (dependant on risk and need), designed to be delivered with men who have committed an act of domestic violence or abuse. The programme is delivered on a one-to-one basis or within a small group setting depending upon circumstances.

Legal framework

SIADA should be used as part of a RAR due to additional work that will be undertaken by the Probation Practitioner e.g. liaising with social services if there are child protection issues. The programme is expressed in days up to a maximum of 16.

Guideline days

8 - 16 days

3.3.12

Victim Awareness

Programme aim

Good quality victim awareness/victim empathy work is a critical part of rehabilitation. This Structured Intervention enables service users to better understand the motivations for their offending behaviour, including their capacity to move to a non-offending lifestyle. It helps service users to understand the repercussions of their behaviour and begin to acknowledge and express the impact on others.

Who is suitable?

Victim Awareness can be delivered to all service users, regardless of whether there is a direct or indirect victim.

Initial referral process

This intervention can be delivered by Probation Practitioners on a one-to-one basis or they can be referred into group activity in local offices.

Guideline days

8 - 16 days

3.3.13

Benefit Fraud

Programme aim

This Structured Intervention is for those convicted of a benefit fraud offence. It is designed to:

- address the impact of their offending behaviour, including the cost and impact to the general public
- educate individuals and dispel the myths and misconceptions surrounding benefit fraud, thereby reducing the risk of further offending behaviour.

Who is suitable?

Those with a current conviction for a benefit fraud offence.

Initial referral process

Not applicable as currently delivered on a one-to-one basis by Probation Practitioners. May be available in groups in the future.

Guideline days

6 - 8 days

3.4

Prohibited Activity

Main purposes

Protection + Reducing Crime

What is it?

This specifically prohibits a specified activity (behaviour) for the duration of the requirement. At Court the subject of a Prohibited Activity requirement will be advised when:

- it takes effect
- how long it is effective for
- what it requires of the service user

Additional information

Communication with police and other stakeholders should be clear so they are aware of the detail of the Prohibited Activity requirement and its duration. This is particularly important so that any enforcement in relation to not adhering to the requirement can be followed through.

The court must consult with an officer of the NPS or CRC before imposing an order, but it need not be recommended by them for the court to do so.

3.5

Exclusion

Main purposes

Punishment + Protection

What is it?

The service user may not enter a specified place or places for a period of up to two years. The exclusion can be limited to particular periods specified and at different places for different periods or days.

Usefully supported by:

A RAR may be appropriate to support and reinforce desired changes in behaviour.

Additional information

Please check with SWM CRC whether this requirement and electronic monitoring are available in your area. Before making an Exclusion order, the Court should consider the practicality of monitoring and enforcing the order.

Seriousness levels

Low — a few months

Medium — about six months

High — up to 24 months

3.6

Curfew

Main purposes

Punishment + Protection

What is it?

The service user must remain at a specified place for certain periods (between two and 16 hours in any one day, or up to 12 hours for offences committed before 3 December 2012) and limited to up to 12 months from the order being made. The curfew can be at different places and/or different periods on different days. The Court must impose electronic monitoring unless it is not available or the Court considers it inappropriate.

Usefully supported by:

A RAR may be appropriate at a high level of seriousness to support desired changes in behaviour. May also be used alongside an Unpaid Work requirement.

Additional information

The Court must obtain and consider information about the place of curfew, including information about the attitude of persons likely to be affected by the enforced presence of the service user.

Seriousness levels

Low — a few weeks

Medium — two to three months

High — four to 12 months

3.7

Residence

CJA 2003 – Residence Activity Requirement

For those to be sentenced under the requirements of the Criminal Justice Act 2003, a residence requirement is available as part of a Community Order or Suspended Sentence Order.

Main purposes

Rehabilitation + Protection

What is it?

The service user must reside at the place specified, either an Approved Premises (probation hostel) or a private address. The court can allow a service user to live at other locations on agreement with the responsible officer.

Additional information

Consideration has to be given as to what the requirement is wanting to achieve as this requirement does not require the service user to be at the home address at specified times (that would be a Curfew requirement). Residence in a hostel or institution must be supported by SWM CRC or the NPS. The Court must consider the home circumstances of the service user.

Seriousness levels

Medium – High (up to 36 months)

3.8

Mental Health Treatment

Main purpose

A Mental Health Treatment requirement (MHTR) is intended to be a rehabilitative requirement which supports an individual to address their mental health needs to support a reduction in re-offending. A Mental Health Treatment requirement is available to the Courts as a sentencing option for offences committed on or after 4th April 2005. The requirement directs a service user to engage with treatment as part of a Community or Suspended Sentence Order and can be used in relation to any mental health issue including personality disorders.

What is it?

The service user is required to undergo treatment by or under the direction of a Medical Practitioner and/or Chartered Psychologist with a view to the improvement of the service user's mental condition.

The type of treatment is not defined and can cover a wide range of interventions, options in a community setting can include Community Mental Health Teams, GP practices and voluntary organisations.

Assessment can be made from a broad mental health community including Community Mental Health Teams and Community Psychiatric Nurses.

The key aspect of a MHTR is that it is consensual and that GP registration is required before the order is made.

Commissioning of mental health services which would deliver the intervention are now undertaken by Clinical Commissioning Groups so may come from a range of providers such as Community Mental Health Teams, voluntary sector, GP practices or mental health trusts.

The court must determine the period or periods of the requirement.

3.8

Mental Health Treatment

The requirements of the CRC are to :

- fund and deliver service user management of MHTR for medium and low risk cases
- refer issues of breach or non-compliance to NPS for breach proceedings
- provide information about current provision and barriers to effective delivery to NPS to inform future service commissioning.

Usefully supported by:

A RAR (see section 3.3) may be appropriate to provide additional support, except where treatment is residential.

Additional information

The Court must be satisfied that:

- the mental condition of the service user is such as requires and may be susceptible to treatment, but does not warrant the making of a Hospital or Guardianship order
- the service user is willing to comply
- treatment can be arranged.

The court must specify one of the following treatments:

- as a residential patient in a hospital or care home
- as a non-resident at a specified institution
- under the direction of a specified medical practitioner or psychologist (or both)

Treatment need

Medium — High (six to 36 months)

3.9

Drug Rehabilitation

Main purpose: Rehabilitation

What is it?

A requirement to engage in treatment with an externally commissioned treatment provider to address dependency or propensity to misuse illegal drugs. The intention of treatment may be to reduce use and/or work towards abstinence and recovery. Drug tests will be delivered by the treatment provider as part of the requirement. Results should be viewed within an overall assessment of treatment progress.

Usefully supported by:

A Rehabilitation Activity Requirement (RAR) will usually be appropriate alongside a Drug Rehabilitation requirement (DRR) where other rehabilitative needs exist alongside drug misuse. A stand-alone DRR would only be appropriate where drug misuse is the primary rehabilitative need to be addressed to reduce re-offending and no other significant rehabilitative needs exist.

Court reviews are mandatory for all DRRs of 12 months or more. Court reviews can be added to DRRs of less than 12 months; these should only be used where it adds significant value in relation to motivation and likelihood of compliance.

3.9

Drug Rehabilitation

Exceptional criteria for Court Reviews under 12 months:

- if the service user has breached their DRR, a Court Review could be added to the existing requirement to address compliance (in addition to a punishment element, e.g. a Curfew)
- if a service user has been sentenced to a number of shorter DRRs in a short period of time, a further DRR could be proposed with DRR reviews, again in order to improve compliance.

Frequency of reviews should be determined by treatment need and will focus primarily on treatment progress alongside test results.

DRR criteria:

- local treatment provider agrees to provide treatment (prior to sentencing)
- must have a dependency on or propensity to misuse illegal drugs which requires treatment (ie. daily or almost daily use, may experience withdrawals, unable to cease physically and/or psychologically without treatment)
- service user consents to treatment
- can be used for any illegal drugs that are testable and treatable (only substances which are controlled drugs covered by the Misuse of Drugs Act 1971; cannot be used where substance is legal)

3.9

Drug Rehabilitation

- drug treatment is likely to have an impact on reducing re-offending (does not have to be linked to current offence).
- must be recommended by an officer of the NPS or the CRC

Length and intensity:

Length and intensity of treatment should be determined by treatment need. The majority of DRRs can be managed within 6 months; however, shorter or longer requirements may be suitable depending on treatment need. There is no longer a requirement for defined intensity bandings and treatment should be delivered at an intensity to meet treatment need.

Shorter DRRs: 3 - 6 months

- less entrenched users of Class A drugs (not opiates)
- dependent cannabis users.

6 month DRR

Majority of DRRs can be managed within 6 months

Longer DRRs: 6 months +(ideal max 12 months)

- can only be used with agreement of local treatment service
- reserved for those with the most complex treatment needs.

3.10

Alcohol Treatment

Main purpose: Rehabilitation

What is it?

A requirement to engage in treatment with an externally commissioned treatment provider to address dependency on alcohol. The intention of treatment is to reduce use and/or work towards abstinence and recovery.

Usefully supported by:

A Rehabilitation Activity Requirement (RAR) will usually be appropriate alongside an Alcohol Treatment requirement (ATR) where other rehabilitative needs exist alongside drug misuse. A stand-alone ATR would only be appropriate where alcohol is the primary rehabilitative need to be addressed to reduce re-offending and no other significant rehabilitative needs exist.

ATR Criteria:

- local treatment provider agrees to provide treatment (prior to sentencing)
- dependency on alcohol (AUDIT 20+ as a guide to this)
- service user consents to treatment

3.10

Alcohol Treatment

Length and intensity

Length and intensity of treatment should be determined by treatment need. The majority of ATRs can be managed within 6 months; however, shorter or longer requirements may be suitable depending on treatment need.

Shorter ATRs – 3-6 months:

Dependent but less entrenched alcohol users likely to respond to a shorter period of treatment. Those in treatment for first time.

6 month ATR:

Majority of ATRs can be managed within 6 months.

Longer ATRs – 6 months+ (ideally max 6 months):

Can only be used with agreement of local treatment service. Reserved for those with the most complex treatment needs.

3.11

Senior Attendance Centre (SAC)

What is it ?

A Senior Attendance Centre (SAC) requirement is the only community sentence requirement specifically targeted at young adults. The requirement can be imposed as part of a Community or Suspended Sentence Order and as part of a Default (Fine) order.

A SAC requirement is ideal for young adults who pose lower levels of risk. They are for male and females between the ages of 18-24. Young adults who have committed sexual and violent (other than minor) offences are not suitable.

The Court can impose a SAC requirement of up to 36 hours. The young adult has to attend a local Senior Attendance Centre and participate in a programme of intervention which is organised into three-hour weekly sessions.

Main purposes

The aims of the SAC programme are to:

- **punish** through the restriction of a young adult's liberty
- **develop** young adults' interpersonal and problem solving skills and a sense of individual and social responsibility
- **support and guide** a young adult to avoid future offending and set personal goals
- **inform** a young adult about key areas that will strengthen desistance
- **connect** a young adult to opportunities and resources within their local community to enable them to avoid future offending.

The programme includes a strong focus on reparation. It is particularly relevant for offences involving peers, mishandling social situations, poor emotional control,

3.11

Senior Attendance Centre (SAC)

possession of weapons and drugs are particularly suited to the SAC programme. For example: Public order (s4), Criminal Damage, Common Assault, Driving offences, Possession of offensive weapons, Possession of drugs, Non-payment of fines.

Additional information

The programme is delivered in three-hour sessions.

The programme aims to address common areas of need often experienced by young adults who offend. This includes sessions focusing on:

- ETE (Education, Training and Employment)
- substance misuse
- health and well-being
- reparation
- living skills
- peer influence and assertiveness

SWM CRC Senior Attendance Centres are based in Birmingham and Stoke-on-Trent. The service user must be able to travel to and from the SAC within 90 minutes.

Seriousness levels

Senior Attendance Centres are ideal for young adults who pose a low-medium level of risk and have committed less serious offences. We would advise orders are made of 12, 24 or 36 hours based on offence seriousness and need.

Stand-alone requirements provide a comprehensive programme of intervention for this group. A SAC requirement should **not** usually be imposed together with a Rehabilitation Activity Requirement, as the latter is for young adults who have higher levels of need and risk.

3.12

Foreign Travel Prohibition

Introduced as part of the Legal Aid Sentencing and Punishment of Offenders Act 2012 provisions, these are requirements which can be attached to Community Orders and Suspended Sentence Orders (these are distinct from Foreign Travel Orders contained within the Sexual Offences Act 2003).

Main purposes: Punishment + Protection

What is it?

Note: these provisions only apply to offences committed on or after 3 December 2012. This requirement is defined as:

“a requirement prohibiting the offender from travelling, on a day or days specified in the order, or for a period so specified:-

- (a) to any country or territory outside the British Islands specified or described in the order
- (b) to any country or territory outside the British Islands other than a country or territory specified or described in the order, or
- (c) to any country or territory outside the British Islands”.

So, it can prohibit the service user from travelling to named countries, prohibit foreign travel except to specified places, or prohibit foreign travel altogether. The prohibition can be on particular dates/days or general. Such a requirement cannot last for longer than 12 months.

Assessment

The appropriateness of such prohibitions, within the circumstances of the defendant, should be considered by National Probation Service colleagues, within the Pre-Sentence Assessment or a specific request can be made for consideration to be given.



Staffordshire &
West Midlands
Community Rehabilitation Company



If you have any feedback about this guide, such as additional information you would like to see included, please email:
communications@rrp.gse.gov.uk

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