

KEEP OUT

The Crime Diversion Scheme



USER PACK

INTRODUCTION TO THE PACK

It is important that the information contained in this pack is read by professionals who are referring young people to a KeepOut programme. The pack will assist in identifying appropriate young people and how to prepare for an event.

We hope you find this pack useful and look forward to working with you and your young people.

Please do not hesitate to contact KeepOut staff if you have any queries; they will be happy to advise you and support you through the booking process:

HMP Brixton	- 0208 588 6443 - norma.francis@hmpr.gsi.gov.uk
HMP Coldingley	- 01483 34 4541 - georgina.mudd@hmpr.gsi.gov.uk
HMP Send	- 01483 47 1191 - zoe.fowle@hmpr.gsi.gov.uk

Further information can be found on our website: www.crimediversionscheme.org.uk



Chief Executive, KeepOut

1. WHAT IS KEEPOUT THE CRIME DIVERSION SCHEME?

KeepOut the Crime Diversion Scheme was founded in 1996 by a prisoner nearing the end of his life sentence and currently operates in 3 locations across London and Surrey; HMP Brixton, HMP Coldingley and HMP Send.

We are the first crime diversion scheme to offer interventions that are delivered by serving prisoners and managed by civilian staff within UK prisons.

Our programmes are designed for young people aged 13 to 18 who are involved in anti-social behaviour, assessed as at risk of offending or already involved in the criminal justice system.

2. WHICH PROGRAMMES ARE AVAILABLE?

1-day Intervention

At each location we offer a free 1-day intervention which is approximately 4 hours long and focuses on three main themes - personal responsibility, consequences, victim awareness and empathy.

During the session prisoners use a variety of delivery methods such as testimonies, role-plays, interactive workshops, mentoring and discussions that cater for all learning preferences.

Young people are encouraged to take responsibility for their own actions and to challenge their own thinking around negative behaviour and attitudes toward crime.

Themed Sessions

We also offer 1-day themed sessions which are approximately 4 hours long and tailored to a specific need such as:

- peer pressure and identity
- gangs and gang association
- weapons: gun and knife crime
- violent crime and the consequences
- drugs: the law and consequences
- child sexual exploitation

Each session consists of workshops and activities designed to increase awareness and knowledge of the subject. The prisoners use their own personal experiences to highlight real life consequences not only for themselves but also their victims.

Themed sessions can be booked as individual sessions or combined as a longer intervention. KeepOut staff can provide further information.

3. WHAT IS THE CRITERIA FOR REFERRAL?

When you refer a young person to a KeepOut programme please ensure you follow the criteria below in order to identify a young person's suitability:

- a. 13 to 18 years of age (Brixton and Coldingley – males only/Send – females only)
- b. identified as having significant issues with anti-social behaviour, currently at risk of offending or reoffending
- c. the KeepOut session is part of a planned programme of intervention
- d. capable of working in a group setting for up to 4 hours
- e. supported by a worker so that follow on work can take place

4. WHAT ARE KEEPOUT INFORMATION SESSIONS?

Service users responsible for organising a visit to KeepOut must attend a KeepOut information session prior to booking. We also request that you encourage workers who are referring young people to attend an information session too as this will give them an understanding of the programme and how it will benefit their young people.

Information sessions are an opportunity to meet KeepOut staff and prisoner teams and observe demonstrations of some of the workshops delivered during events.

Information will also be given on the booking process and KeepOut staff will answer any questions relating to the day. The information you gain from the session will also help you with the planning and delivery of a preparation session for your young people before they attend (see paragraph 6).

These sessions are available at all our locations and delivered regularly throughout the year (usually monthly).

To book to attend an Information Session please contact:

HMP Brixton	- norma.francis@hmps.gsi.gov.uk
HMP Coldingley	- georgina.mudd@hmps.gsi.gov.uk
HMP Send	- zoe.fowle@hmps.gsi.gov.uk

5. HOW DO I BOOK?

Once you have attended an Information Session you will be able to book and visit any of our locations with a group of 6 to 12 young people.

Dates can be requested from KeepOut staff at each location (see contact details above). Once your booking has been confirmed KeepOut staff will email the following documents:

- a. Parental/Guardian consent form - it is essential that you use the KeepOut consent form as it contains information for parents/guardians that must be read and understood prior to a young person attending. Signed copies should be brought to the prison on the day of the visit.
- b. Attendance and behaviour list - this form is used to prepare the KeepOut team for your visit; it will provide information on why you have referred each young person and help towards tailoring the day for your group.
- c. Leaflet - contains information about the scheme and can be given to young people and their parents/guardians.
- d. Prohibited Items list – It is an offence to knowingly bring prohibited items into a prison. Young people and accompanying adults must be aware of items which are prohibited inside prison. You can use this document to prepare your young people and workers prior to attending.

Throughout the booking process KeepOut staff will be available to answer any questions.

6. HOW DO I PREPARE YOUNG PEOPLE FOR THEIR VISIT?

it is important that young people are well informed before they attend a KeepOut programme therefore we encourage all our service users to deliver a preparation session for them. Sessions can be delivered to the whole group or as 1-to-1 sessions depending on the needs of your young people. KeepOut staff will provide guidance during the information session on what you should consider including.

7. WHAT HAPPENS ON THE DAY OF THE VISIT?

Delay – User groups are expected to arrive in good time, however in the event of an incident which may delay your arrival an accompanying adult is required to contact the relevant location:

HMP Brixton	- 0208 588 6443
HMP Coldingley	- 01483 34 4318
HMP Send	- 01483 47 1191

ID - All accompanying adults 18 and over must bring photo ID – a passport or driving license is required to gain entry to the prison.

Arrival – When you arrive you should report to the prison staff at Reception. You will be asked for ID and young people will be checked against the attendance list. A KeepOut member of staff will pick you up from the waiting area.

Searches - Everyone entering the prison will be searched. Any member of the group in possession of prohibited items will be refused entry. Accompanying adults must ensure that all valuables, including money, are taken from young people prior to them entering the prison. Security staff may be on duty with their dogs to check for the possession of drugs and telephones.

Lunch and Refreshments - Packed lunches should be brought for each member of the group and carried in to the prison by an accompanying adult. Only shop bought sealed lunches are allowed; foil is prohibited. Coffee, tea and soft drinks are provided.

8. WHO IS RESPONSIBLE FOR MANAGING THE BEHAVIOUR OF YOUNG PEOPLE?

Accompanying adults are responsible for monitoring and managing the behaviour of their young people in all areas of the prison at all times. The prisoner teams are trained and experienced in managing low-level disruptive behaviour during events.

Should a young person's behaviour become too challenging KeepOut staff will liaise with you and make a decision as to whether the young person should be removed from the session and leave the prison. In this event it is important that a member of your staff is available to pick the young person up or stay with them for the duration of the event.

Prison Officers have the Power of Constable and in addition may use restraint, if deemed proportionate and necessary, as a last resort to prevent harm to the young person or others.

9. RISK ASSESSMENTS

A copy of the KeepOut risk assessment is available upon request for the location you are attending.

KeepOut staff are conversant with emergency procedures within the prison and will brief accompanying adults and young people at the beginning of the session on action to be taken in the event of an emergency.

10. WHAT IF A PROGRAMME HAS TO BE CANCELLED?

KeepOut staff and service users are required to liaise at the earliest opportunity if a session is likely to be cancelled. Wherever possible an alternative date will be agreed.