

# KEEP OUT

The Crime Diversion Scheme



## Annual Review

For the year ended 31 March 2014

Registered Charity No. 1139114 | Company No. 07170069

# Message from Dame Penelope Keith President of KeepOut – The Crime Diversion Scheme

As President of KeepOut the highlight for me in 2013-14 was the establishment and formal launch of the scheme at HMP Brixton.

The other KeepOut operational locations at HMP Send, HMP Lewes and HMP Coldingley have all seen continued growth in the number of events and programmes offered to enhance the development of the prisoner teams and to provide opportunities for engagement with young people either within the criminal justice system or at risk of entering it.

I am proud to be associated with a charity that consistently demonstrates its commitment to delivering its charitable objectives and strategic targets as set out by Directors and staff in the KeepOut 2014-2019 Strategic Plan.

**Dame Penelope Keith DBE DL**



## Report of the Management Committee

You will read elsewhere in this Annual Report of the activities and achievements that have taken place in the last year. These activities are driven by the key strategic aims below that the KeepOut Directors have agreed for 2014-2019.

- To help young people who participate in the scheme avoid either entering or re-entering the criminal justice system.
- To assist the process of resettlement and rehabilitation of prisoners working on the scheme.
- To increase the number of young people who participate in the scheme and the number of prisoners working on it.

It has been another successful and productive year for KeepOut. Most significantly we opened our fourth scheme at HMP Brixton. Opening a new scheme is a real team effort with most of our staff playing some role in its creation. I wish to acknowledge the sustained support we receive from the Governor, Ed Tullett, and his Deputy, Emily Martin. Without the support from senior management in all the prisons KeepOut would not function.

Credit must be given to the relentless enthusiasm, professionalism and determination of our staff who are so ably led by Angela Palmer, the Chief Executive. As a small, but expanding, charity we are reliant on the hard work and commitment of our staff. Over the last year they have continually demonstrated the ability to problem solve, use their initiative and build effective relationships with key partners.

Recognition must also go to James Marlow, our fundraiser. Being a growing charity we constantly look to him to identify and secure funds to deliver and improve our existing schemes and also expand into new locations. We are thankful for the

continued financial support we received from all of our funders and work hard to demonstrate the value generated by their contributions.

I am in the fortunate position as chair to be well supported by a capable and passionate Board of Directors who give their time and energy to help steer and direct KeepOut. As Directors we are fortunate to have the continued support of our Patrons, Rob Douglas, Sir Denis O'Connor and Lord Justice Roger Toulson.

Lastly we were delighted with the recognition in the New Years Honours of our President, Dame Penelope Keith, for her service to the Arts and Charity. Dame Penelope continues to be an outstanding ambassador of our work.

During the course of 2014/15, the staff and Directors will focus on the following priorities:

- Continue to strengthen delivery of KeepOut events and the necessary support functions
- Establish the Regional Manager post
- Commission evaluation of the scheme
- Secure accredited learning for all prisoners
- Explore statutory funding opportunities
- Revisit the provision for women/female young people
- Identify locations to start new schemes

If you have supported KeepOut in any way this year- as a funder, volunteer, employee, partner, Patron or Director – please accept my personal thanks. As Chair, it continues to be a privilege to be involved with such a successful charity.

Jerry Kirkby – June 2014

# Review of 2013-2014

## Achievement and performance

We have had a successful and eventful year with the staff team working tirelessly together to deliver a quality service, whilst at the same time implementing the annual business plan targets set by the Directors. KeepOut has maintained a strong working relationship with our partners, including the Prisons and Youth Offending Teams, and has adapted and adjusted to the challenges which have been faced.

Five additional staff members have been appointed to join our professional highly motivated and enthusiastic operational team. At HMP Lewes Megan Everett started in January 2013 as a Support Worker replacing the attached Prison Officer. In March Sarah Buchanan was appointed as the part-time CAN DO Support Worker. Both new staff members have settled in well and are welcome additions to the team.

At HMP Brixton Katie D'Souza took up her post as Operations Manager in June 2013 joined by Bethan Dalton as the Support Worker. In November Katie left on maternity leave and was replaced on a one year fixed term contract by Vanessa Geffen.

As a new KeepOut location it was important that the momentum started by Katie was sustained. Vanessa and Katie worked together for a month to ensure a seamless handover with the least possible disruption. All managed the transition well. Vanessa has taken over the role of Operations Manager in an efficient and effective way and has quickly established herself with the prisoner team, KeepOut colleagues and the user network.

All locations have continued to recruit and train new prisoner team members, deliver a quality service, continue the culture of review and improvement in light of lessons learnt, and strengthen further KeepOut relationships with partners.

The following is a précis of some of the achievements in 2013-2014:

- Established and opened the scheme at HMP Brixton as KeepOut fourth location.
- Piloted the CAN DO programme and agreed to roll out in light of lessons learnt in next financial year with the Pan Sussex Youth Offending Service.
- Produced the Annual Evaluation report and commissioned a feasibility study on further evaluation of both prisoners and young people.
- Sought and gained approval from Directors for a KeepOut Regional Manager post to be appointed from within the existing Operational Manager Team in order to maintain quality and strengthen the operational staffing structure.
- Agreed with Directors and West Sussex Youth Support and Development Service a jointly funded part-time post to deliver and develop CAN DO programme for high need young people.
- Researched and reviewed KeepOut provision for girls and young women in order to report back to Directors with recommendations on a proposed way forward.
- Explored statutory funding opportunities and successfully applied for new funding e.g. the Police Crime Commissioner's Fund.
- Continued to review and update policies and procedures so that they remain relevant and fit for purpose in the constantly changing environment in which we work.





## HMP LEWES

### Achievements

- Successfully managed move from original well established working location to a new space identified by the prison. As with all moves it was challenging but the staff and prisoner team have now settled into their new home which has brought some additional benefits.
- In December 2013 after a few months of uncertainty and temporary staffing cover, appointment of civilian Support Worker to replace attached Prison Officer.
- Increased staffing support in April 2014 after appointment of a part-time CAN DO worker jointly funded with West Sussex Youth Support and Development Service.
- After review of pilot CAN DO programme delivered in summer 2013, implemented the lessons learnt and agreed rolling programme with Senior Managers from the Pan Sussex Youth Offending Teams.

### Statistics 2013-14

#### Young People

- 56 groups have brought young people to participate in the one-day interventions.
- 465 (376 young men and 89 young women) have attended one-day interventions.
- 7 extended programme sessions with 48 contacts with young people.
- 10 CAN DO sessions have been delivered with 67 contacts with young people.

#### Prisoners

- 11 prisoners worked on the scheme.
- 3 prisoners progressed to D category establishments and are working in the community.
- 2 prisoners awarded preparing to teach in the lifelong learning sector (PTLLS) qualification.
- 2 prisoners completed NVQ level 3 in Advice and Guidance with OCR.

## HMP COLDINGLEY

### Achievements

- The prisoner team at HMP Coldingley have continued to work with young people attending the KeepOut one-day intervention as well as higher risk young people who attended the Surrey Youth Support Service (SYSS) ten-week programme, CAN DO.
- Operational staff at Coldingley have supported the Brixton project writing and delivering training sessions for both the original and replacement prisoner team.
- Developed and planned the delivery of a 6 week programme, New Chapter, tailored to meet the needs of young people from a local Pupil Referral Unit. The programme is due to start 9th April 2014.
- The KeepOut team have hosted several visits including Lord and Lady Toulson and Hon. James Butler.

### Statistics 2013-14

#### Young People

- 76 groups have brought young people to participate in the one-day interventions.
- 573 young people have attended one-day interventions.
- 20 CAN DO sessions have been delivered with 48 contacts with young people.

#### Prisoners

- 13 prisoners worked on the scheme.
- 4 prisoners progressed to D category establishments and are working in the community.
- 2 prisoners studying with the Open University.



## HMP SEND

### Achievements

- Maintained stable prisoner team with the majority of the team members during the year working for KeepOut for longer than 9 months.
- Increased bookings and achieved annual target number of young people participating in one-day interventions.
- Encouraged and supported all KeepOut team members who have been selected to complete NVQ Level 2 in Advice and Guidance with St Giles Trust.
- Negotiated with the Prison a Community Worker so that KeepOut team members attaining ROTL (Release On Temporary Licence) status can continue to work for KeepOut. These new roles for those eligible prisoners has involved them going out of the prison to the gate on event days to assist the Support Worker to meet and greet the groups of staff and young people attending events and escort them into the prison.
- Established effective working together partnership with St Giles Trust and the Prison.
- Commenced the process of review and researching needs of girls and young women who attend KeepOut programmes.

### Statistics 2013-14

#### Young People

- 64 groups brought young women to participate in the one-day interventions.
- 395 young women attended one-day interventions.

#### Prisoners

- 10 female prisoners worked on the scheme.
- 3 prisoners attained ROTL status.
- 3 prisoners successfully gained parole and have been transferred to Open prisons.
- 6 prisoners completed their sentences and have been released.
- 5 prisoners completed level 3 Advice and Guidance qualification with St Giles Trust.

#### Information sessions for professionals

- 4 information sessions have been delivered by prisoner team and staff to 38 professionals interested in bringing young people to events.



## HMP BRIXTON

### Achievements

- Recruited and trained Prisoner team delivered the first event to young people on the 16th September 2013.
- Officially opened with a launch event on 25th October attended by approximately fifty people including our Founder Mick Hart, funders, staff and Directors, Brixton Governor, Deputy and senior staff, Prison Service Area Manager, as well as our President Dame Penelope Keith, and Patron Sir Denis O'Connor.
- Moved into new working location, 'Joshua's', in December 2013 after extensive refurbishment by the prison. The dedicated location provides an excellent learning space for prisoners and young people and working environment for staff.
- Re-opened after temporarily closing, events were cancelled from mid-February until the end of April 2014. A new team was successfully recruited and trained and we are now back on track offering one day events two or three days a week and planning further developments.
- Established a partnership with Lambeth Borough Council. A Steering Group has been established and KeepOut is planning to deliver a six-week pilot extended programme for medium risk young people identified by Lambeth Youth Offending Team before the end of the next financial year.
- Partnership agreed with St Giles Trust, to provide a tutor to support prisoner team members to achieve a Level 3 qualification in Advice and Guidance. This training programme starts in April 2014.



## SUPPORTING PRISONER REHABILITATION

All Operation Managers undertake exit interviews with KeepOut prisoner team members. This prepares them for the next phase of their rehabilitation, before either leaving prison or moving on to another secure estate establishment.

We continue to build and develop a list of known contacts and when possible signpost those prisoners who are interested to relevant new opportunities in the communities they are returning to.

When released we keep in contact and some prisoners get in touch with KeepOut staff for advice, or with concerns which are not specific to the Scheme's expertise, our staff are becoming more able to signpost them to appropriate known contacts or organisations relevant to their needs.

Mick Hart, Founder member of KeepOut whilst a serving prisoner in HMP Coldingley, has continued to act as an Ambassador for KeepOut undertaking visits to locations when requested and joining staff and Directors at major events.

The KeepOut Chief Executive, Angela Palmer, is proud to manage such a dedicated staff team who deliver such a well regarded quality service. She thanks them all for working so hard over the last year maintaining a cheerful professional disposition no matter what challenges we faced individually or as a team.

Her thanks go also to all those who actively support us; Directors, President, Patrons, Prison Governors, our partners (particularly Youth Justice Services across the Region) and user groups – without whom we would not have such a thriving scheme that benefits so many young people and prisoners.

Finally thanks also to our funders for continuing to believe in the KeepOut product and providing funding so generously in order that we are able to deliver the service.

## Statistics 2013-14

### Young People

- 37 groups have brought young people to one-day interventions.
- 255 young men have taken part in one-day interventions.

### Prisoners

- 19 prisoners worked on the Scheme (5 only started on 27/03/2014).
- 10 prisoners released.
- 5 prisoners signed up to work towards a Level 3 Advice and Guidance qualification.

### Information sessions for professionals

- 16 Information sessions attended by 162 professionals wanting to bring young people to events have been held, initially once a week but as the User Group base has increased are now held monthly.

## Trustees

|                       |                  |                  |
|-----------------------|------------------|------------------|
| <b>J Kirkby</b>       | Chair            |                  |
| <b>J Robertson</b>    | Hon. Treasurer   |                  |
| <b>Mrs M E F Webb</b> | Youth Magistrate |                  |
| <b>Mrs M Olrik</b>    | Human Resources  | Resigned 2/2/14  |
| <b>Dr E Arnull</b>    | Academic Reader  | Appointed 2/2/14 |
| <b>Mrs J King</b>     | Magistrate       | Appointed 2/2/14 |

|                      |  |
|----------------------|--|
| <b>Angela Palmer</b> | Chief Executive  |
| <b>James Marlow</b>  | Fundraising Officer  |
|                      | 07890 611 838  |
|                      | <a href="mailto:fundraising@crimediersionsscheme.org.uk">fundraising@crimediersionsscheme.org.uk</a> |

# Statement of Financial Activities

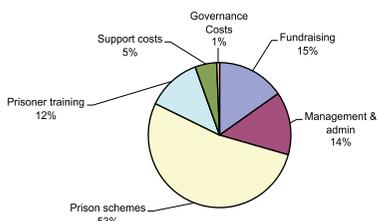
for the year to 31 March 2014

| Income and Expenditure                | 2013/14 |                | 2013/12 |                |
|---------------------------------------|---------|----------------|---------|----------------|
|                                       | £       | £              | £       | £              |
| <b>Incoming Resources</b>             |         |                |         |                |
| From all sources                      |         | 398,146        |         | 268,211        |
| <b>Resources Expended</b>             |         |                |         |                |
| Costs of generating funds             |         |                |         |                |
| Fundraising expenses                  |         | 50,722         |         | 47,824         |
| Charitable Activities                 |         |                |         |                |
| Management & admin                    | 46,550  |                | 43,877  |                |
| Prison schemes                        | 174,727 |                | 123,478 |                |
| Prisoner training                     | 40,704  |                | 29,600  |                |
| Facilities development                |         |                |         |                |
| Support costs                         | 16,170  |                | 10,272  |                |
|                                       |         | <u>278,151</u> |         | <u>207,227</u> |
| Governance costs                      |         | 2,187          |         | 2,523          |
| Total resources expended              |         | <u>331,060</u> |         | <u>257,574</u> |
| <b>Net movement in funds for year</b> |         | 67,086         |         | 10,637         |
| Total funds brought forward           |         | 16,727         |         | 6,090          |
| <b>Total funds carried forward</b>    |         | <u>83,813</u>  |         | <u>16,727</u>  |

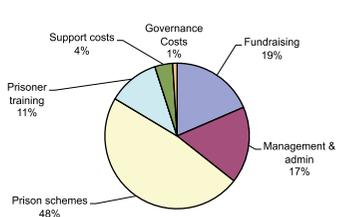
Balance Sheet at 31 March 2013 and 31 March 2014

|                                       | March 2014 |               | March 2013 |               |
|---------------------------------------|------------|---------------|------------|---------------|
|                                       | £          | £             | £          | £             |
| Fixed assets                          | 0          |               | 0          |               |
| Current assets                        | 92,484     |               | 95,024     |               |
| Creditors falling due within one year | 8,671      |               | 78,304     |               |
| Total assets less current liabilities |            | <u>83,813</u> |            | <u>16,720</u> |
| Charity Funds                         |            |               |            |               |
| Restricted funds                      |            | 68,630        |            | 15,649        |
| Unrestricted funds                    |            | 15,183        |            | 1,078         |
| Total Charity Funds                   |            | <u>83,813</u> |            | <u>16,727</u> |

Analysis of expenditure 2013/14



Analysis of expenditure 2012/13



[www.crimediversionscheme.org.uk](http://www.crimediversionscheme.org.uk)



# KEEP OUT

The Crime Diversion Scheme

**KeepOut** – The Crime Diversion Scheme  
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West Sussex  
RH12 9AS

Registered Charity Number 1139114  
A Company Limited by Guarantee  
Registered in England Number 07170069