

KEEPOUT

The Crime Diversion Scheme



HMP Coldingley

User Information Pack

It is important that you read and understand the information contained in this User Information Pack. It will ensure that the young people in your group gain maximum benefit from KeepOut – the Crime Diversion Scheme.

You are asked to use the questions at the back of the pack as a checklist before applying to bring a group of young people to a KeepOut event.

We look forward to engaging with you and delivering positive outcomes for young people through these interactive and creative workshops.

KeepOut Trustees and team

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User Information Pack

“The CDS scheme demonstrates a striking and unique culture of prisoner self-direction and self-discipline.”

Having observed prisoners deliver the workshops, this was the view of the 2006 Independent Review commissioned by the charity’s Trustees.

WHAT IS KEEPOUT THE CRIME DIVERSION SCHEME?

KeepOut – the Crime Diversion Scheme (Registered Charity No 1097124) is unique in that it is managed by our staff but delivered by dedicated teams of Category C male prisoners at HMP Coldingley in Bisley, Surrey, and female prisoners at HMP Send near Ripley, Surrey.

The Scheme was started in 1996 by a prisoner nearing the end of his life sentence. It was created with the aim of informing and supporting young people. Every year, the Scheme works with around 1,300 young people from across the south east aged between 13-17 (inclusive) at HMP Coldingley and 14-17 (inclusive) at HMP Send.

There are two main drivers that the Scheme works to:

- the prevention of crime amongst young people
- the rehabilitation of offenders

The majority of young people attending the Scheme have been identified as being at risk of offending. Many of those who visit the Scheme and attend its workshops are already committing offences and are known to police, youth offending teams and courts. A smaller percentage of young people are referred to the Scheme as a last step measure before a custodial sentence is enforced.

For the young people attending the Scheme it is a wake-up call to a possible road that lies ahead for them. The workshops demonstrate the harsh reality of prison life and prisoners give a detailed account of how they ended up inside. Young people take part in a range of interactive and creative exercises and discussions, aimed at helping them to choose a life without crime. The aim of the session is to show young people the reality of crime and the consequences for them, their families and the victims.

HOW ARE PRISONERS INVOLVED IN THE SCHEME?

The unique part of the Scheme is that it is the prisoners themselves who work with the young people. The benefits for the prisoners are enormous; they gain valuable skills and may receive recognised NVQ qualifications that could hold real value when seeking paid employment after release. Prisoners experience an excellent opportunity to break the cycle of offending by giving back to society through this unique set of interventions.

The Scheme allows prisoners to develop their communication, creative and interpersonal skills through facilitating the events for young people. The Scheme also helps prisoners to develop self-esteem, self-confidence and for many it provides direction in life for the first time. The Scheme itself allows prisoners to rehabilitate as they guide and advise the young people against making the same choices they did.

WHAT SERVICE DOES KEEPOUT OFFER?

It is a service based on a tried and tested model of delivery, and a recognised example of effective partnership into practice. The Scheme offers a weekly programme of one-day workshops targeted at young people who are either in the criminal justice system or at risk of entering it. The partnership is enhanced by the involvement and support of Surrey Youth Justice Service, which assists in the training and development of prisoners involved in the delivery of a sequence of workshop programmes.

The prisoner team, KeepOut paid staff, Surrey Youth Justice staff, training providers and user group leaders all work together. Collaboratively, they provide a responsive service, tailored to meet the varying needs of those young people who attend.

Each week, the Scheme offers interactive one-day workshops inside prison, which are delivered by the prisoner team with the support of the KeepOut paid staff.

The programme we offer is aimed at young people who are already engaged in a programme of intervention or prevention. The visit to the prison should be part of a planned programme of learning – we give priority to these groups.

We ask that young people should not have attended a KeepOut event in the past.

Before they apply to attend a workshop, **we require group leaders to carry out a needs assessment based on the behaviours of their young people** and list them on the application form, indicating whether they are low, medium or high risk. This enables the Operations Manager to steer the group to the workshop that provides the most appropriate level of intervention. This also provides the prisoner team with shared information they can use to customise the programme and make it more fit for purpose.

WHAT ARE THE WORKSHOP OPTIONS THAT THE SCHEME CAN OFFER TO MEET THE BEHAVIOUR NEEDS OF YOUNG PEOPLE?

Option 1 – Who is this workshop aimed at?

Aimed at young people whose behaviour needs have been assessed as low risk, who require **short term standard intervention, information and guidance**.

What can those who attend this workshop event expect?

The programme for the day focuses on three main areas:

- personal responsibility
- victim empathy
- consequences of their behaviour.

Prisoners share their life experiences in personal testimonies. Participative interactive activities and discussions are held between the prisoner team and young people.

What are the expected outcomes?

- Demonstrates to young people the harsh realities of a life of crime and the consequences to them, their families and victims
- Young people learn from experienced adults the effect of their behaviours on others
- Confronts them with the penalties they face if they decide to be involved in anti-social or offending activities
- Allows them to discover alternative ways to avoid becoming involved in unacceptable behaviours.

Option 2 – Who is this workshop aimed at?

Aimed at those young people whose behaviour needs have been assessed as medium risk who are disengaged and require **enhanced intervention, information and guidance**.

What can be included in this workshop?

The event can be tailored around specific issues identified through the needs assessment.

The following are some areas that can be covered:

- alcohol misuse and alcohol prevention
- participation in gangs and gang culture
- offensive weapons
- anti-social behaviour
- vehicle crime
- sexual exploitation
- domestic violence.

Prisoners use personal experiences in presenting to the young people. Some of these young people learn for the first time the consequences of their behaviours. The workshop aims to provide them with accurate information, so they can make more informed choices about the activities in which they participate and how to KeepOut!

What are the expected outcomes?

- Enables young people to take stock of their offending behaviours and the potential consequences to both themselves, their peers, families and the wider community
- Encourages them to be more responsible individuals within the society in which they live
- Delivers more understanding of the implications of being involved in certain activities
- Signposts them to ways of not getting involved in specific activities that can lead to offending.

Option 3 - Who would this course be offered to?

Aimed at young people with multiple problems who **require intensive intervention and sustained support**, who are middle to high risk and have committed a serious offence.

The Scheme is not offering these courses at present but can develop exclusive offending behaviour programmes to specific groups over an agreed period of time.

These provide an even higher level of intervention and can:

- reinforce the core messages identified in workshops 1 and 2
- customise specific elements of the programme to focus on identified needs of the overall group and the individuals within it.

What are the expected outcomes?

- Gives young people a longer period of time to reflect
- Enables them to develop and revisit issues raised in the sessions
- Provides leaders and young people with an opportunity to develop an agreed action plan that can be reviewed and revisited
- Hopefully diverts young people from either continuing to commit crime or re-entering criminal justice system
- Motivates them to participate in society as mature and responsible citizens.

HOW DOES THE SCHEME WORK TOGETHER WITH THE SURREY YOUTH JUSTICE SERVICE (SYJS)?

Within this framework, the KeepOut prisoner teams also work in two Surrey prisons assisting Surrey Youth Justice Service in the delivery of its programmes. This includes the CAN DO programme, aimed at young people with serious and persistent offending and who present a high risk of harm and re-offending. Referrals for this group are through SYJS staff only.

Confidentiality is assured within the following guidelines:

- Personal information regarding prisoners and young people is confidential to the KeepOut team, not the individual
- Personal information may be shared with the KeepOut Operations Manager for support and guidance when required
- Personal information will only be shared with other agencies after written consent forms are signed
- Written notes on young people are to be kept in a locked cabinet and available for the review of the KeepOut staff team and the young person only.

Confidentiality will only be broken when:

- There is a risk of serious harm to self or others
- There is a suspicion or information of harm to young people
- There has been, or is likely to be, a breach of prison security
- A client discloses detailed incriminating information concerning a current or past serious offence that has not been reported previously to the police.

A copy of the KeepOut Confidentiality Policy is fully explained at the beginning of each event. (Annex A)

WHAT IS REQUIRED FROM USER GROUPS BEFORE THEY ATTEND AN EVENT?

Before you bring a group to a KeepOut event, one member of your accompanying staff must have previously attended a KeepOut User Group event. These are run when required on the first Monday of the month from 10.00–1200 hours at HMP Coldingley. They give an overview of the event with explanations and demonstrations of exercises and techniques used. To attend a User Group event, please contact the KeepOut Operations Manager by email (jo.green@crimediversionscheme.org.uk).

HOW SHOULD GROUP LEADERS PREPARE YOUNG PEOPLE BEFORE AN EVENT?

To ensure young people gain as much benefit as possible from their visit, they should be involved in a preparation session before attending an event. A pre-event questionnaire (Annex B) should be completed by all young people. These should be handed to a KeepOut member of staff by your Group Leader at the beginning of an event.

At the end of an event a post-event questionnaire (Annex C) should be completed by each young person.

KeepOut reserves the right to refuse future bookings if your organisation fails to comply with appropriate preparation and evaluation sessions.

WHAT IS THE BOOKING PROCEDURE FOR ATTENDING AN EVENT?

To book to attend an event, please follow this procedure:

- a.** Your organisation ensures a member of staff accompanying a group has previously attended a KeepOut User Group event (*see above*).
- b.** Your organisation emails the Event Request Form (Annex E) to the KeepOut Operations Manager. This form also confirms that all accompanying members of staff have a current enhanced Criminal Records Bureau (CRB) check.
- c.** The KeepOut Operations Manager sends a confirmation email to your organisation and requests information for a Police National Computer (PNC) check from all staff attending an event.
- d.** Police National Computer (PNC) check details are forwarded to the KeepOut Operations Manager.
- e.** Your organisation obtains parental/guardian consent for all young people due to attend an event (Annex F).
- f.** Your organisation conducts a pre-event session with all young people due to attend an event – this must include the distribution and discussion of the Notice to young people (Annex G).
- g.** One week before attending the event your organisation must complete and forward the Attendance list (Annex H) to the KeepOut Operations Manager by email.
- h.** On the day of the event your group are to arrive at HMP Coldingley at 1030 hours where a KeepOut member of staff will greet you at the entrance. Copies of the Pre-event questionnaires are to be handed to the KeepOut member of staff.
- i.** All adults must bring photo ID such as a passport or driving licence to gain admittance to the prison.

- j. Group Leaders are to ensure that all valuables including money and mobile phones are taken from young people prior to them entering the prison. These should be placed in one of the prison lockers – individual lockers will not be available.
- k. Everyone entering HMP Coldingley will be searched and anyone carrying prohibited items (Annex G) may be refused entry. On occasions, the security staff will be on duty with their dogs to check for possession of drugs.
- l. In the event of an incident which may delay the arrival of your group, the Group Leader is asked to contact HMP Coldingley on 01483 804300.

WHO IS RESPONSIBLE FOR THE BEHAVIOUR OF A GROUP ATTENDING AN EVENT?

Group Leaders and accompanying workers have full responsibility at all times for the behaviour and conduct of their group. The supervision and management of the group is your responsibility within the prison compound, the car park area as well as when you have been admitted to the main prison premises. If the behaviour of the group is inappropriate, the group can be refused entry to the prison or be asked to leave. It is extremely important that all groups comply with this aspect of the Scheme's criteria.

WHAT DO GROUPS NEED TO PROVIDE FOR LUNCH?

Coffee, tea and soft drinks are provided by KeepOut. You are advised to bring lunch for each person. Sandwiches must have been purchased and in sealed packaging, i.e. not home-made. No fruit, drinks, crisps or foil.

WHAT IS THE DRESS CODE FOR ATTENDING AN EVENT?

Please ensure all young people in your group are modestly dressed. School uniform is not appropriate for any young person attending an event. No hoods or hats are to be worn.

If an incident dictates that the Scheme has to cancel an event, a member of staff will contact the Group Leader as soon as possible to inform them of the cancellation and to rearrange the visit. Events will only be cancelled as a last resort.

If an organisation cannot attend an event due to unforeseen circumstances, the Group Leader is requested to contact the Operations Manager as soon as possible to inform them of the cancellation and to rearrange the visit where possible.

Annexes:

- A.** Confidentiality Policy
- B.** Young Person's Pre-Visit Self Assessment Form
- C.** Young Person's Post-Visit Self Assessment Form
- D.** Event Evaluation Form for Group Leader/Staff
- E.** Event Request Form
- F.** Parental/Guardian of Young Person's Consent Form
- G.** Notice to young people attending the KeepOut Scheme
- H.** Visiting Youth Groups – attendance list

QUESTIONS TO CONSIDER

In preparation for attending a KeepOut event you need to consider the following questions:

1. Do I understand what the Scheme does?
2. Do I understand why young people should attend an event?
3. Do I understand how prisoners are involved with the Scheme?
4. Do I understand what service the Scheme offers?
5. Do I understand how confidentiality will be supported by the Scheme?
6. What am I required to do before bringing young people to an event?
7. How should I prepare young people before they attend an event?
8. Do I understand the booking procedure for taking young people to an event?
9. Do I understand who has responsibility for young people attending an event?
10. What do I need to provide for lunch during an event?
11. Do I understand the dress code for young people attending an event?
12. Do I understand the event cancellation policy?

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CONFIDENTIALITY POLICY

Please read and sign this policy and return to a KeepOut member of staff

Confidentiality is assured within the following guidelines:

- Personal information regarding prisoners and young people is confidential to the CDS team, not the individual.
- Personal information may be shared with the CDS Operations Manager for support and guidance when required.
- Personal information will only be shared with other agencies after written consent forms are signed.
- Written notes on young people are to be kept in a locked cabinet and available for the review of the KeepOut staff team and the young person only

EXCEPTIONS:

Confidentiality will only be broken when:

- There is a risk of serious harm to self or others.
- There is a suspicion or information of harm to young people.
- There has been, or is likely to be, a breach of prison security.
- A client discloses detailed incriminating information concerning a current or past serious offence that has not been reported previously to the police.

The KeepOut Confidentiality Policy is explained fully during rules and boundaries at the beginning of each event by a member of the KeepOut staff team.

Please sign below to acknowledge you understand the Scheme's Confidentiality Policy:

NAME: **DATE:**

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YOUNG PERSON'S PRE-VISIT SELF ASSESSMENT FORM

This form is to help us understand your thoughts and feelings before the event. You will be asked to complete another form after the event. Please be as open and as honest as possible – there are no right or wrong answers and this form is only so we can make sure the content of our work is right for what you need; the answers are confidential to KeepOut staff. These forms are simply YOUR chance to help us keep making a difference. We hope they may help you make the most of the day.

PERSONAL DETAILS

First Name:	Age:
Male/female:	Date of Birth:
User group/organisation:	Date:
.....	HMP:
Ethnic origin:	

Please use this template to assist in answering the question for ethnic origin:

- A1. ASIAN INDIAN
- A2. ASIAN PAKISTAN
- A3. ASIAN BANGLADESH
- A9. ASIAN OTHER

- B1. BLACK CARIBBEAN
- B2. BLACK AFRICAN
- B9. BLACK OTHER

- M1. MIXED WHITE/BLACK CARIBBEAN
- M2. MIXED WHITE/BLACK AFRICAN
- M3. MIXED WHITE/ASIAN

- W1. WHITE BRITISH
- W2. WHITE IRISH
- W9. WHITE OTHER

1. I know about the consequences of offending and anti-social behaviour

strongly agree agree not sure disagree strongly disagree

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2. I understand the realities of prison life

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

3. I believe every crime has a victim

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

4. I have a choice whether to offend or not

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

5. I am responsible for my own actions and reactions

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

6. I think drinking alcohol and taking drugs affects my behaviour

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

7. I think it's OK to hurt other people, if you've been hurt in the past

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

8. I am likely to offend or re-offend in the future

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

9. I think an event like this will help me look at my behaviour

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

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YOUNG PERSON'S POST-VISIT SELF ASSESSMENT FORM

By completing this form you will be providing valuable information to help support our service, creating best practice for young people in the future. We welcome any suggestions. Please be as open and as honest as possible – there are no right or wrong answers and this form is only so we can make sure the content of our work is appropriate to what you need; the answers are confidential to KeepOut staff.

PERSONAL DETAILS

First Name:	Age:
Male/female:	Date of Birth:
User group/organisation:	Date:
.....	HMP:
Ethnic origin:	

Please use this template to assist in answering the question for ethnic origin:

- A1. ASIAN INDIAN
- A2. ASIAN PAKISTAN
- A3. ASIAN BANGLADESH
- A9. ASIAN OTHER

- B1. BLACK CARIBBEAN
- B2. BLACK AFRICAN
- B9. BLACK OTHER

- M1. MIXED WHITE/BLACK CARIBBEAN
- M2. MIXED WHITE/BLACK AFRICAN
- M3. MIXED WHITE/ASIAN

- W1. WHITE BRITISH
- W2. WHITE IRISH
- W9. WHITE OTHER

1. I know about the consequences of offending and anti-social behaviour

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

2. I understand the realities of prison life

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

3. I believe every crime has a victim

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

4. I have a choice whether to offend or not

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

5. I am responsible for my own actions and reactions

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

6. I think drinking alcohol and taking drugs affects my behaviour

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

7. I think it's OK to hurt other people, if you've been hurt in the past

strongly agree agree not sure disagree strongly disagree

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8. I am likely to offend or re-offend in the future

strongly agree agree not sure disagree strongly disagree

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9. I think an event like this will help me look at my behaviour

strongly agree agree not sure disagree strongly disagree

--	--	--	--	--

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EVENT EVALUATION FORM FOR GROUP LEADER/STAFF

Name:	Number of young people that you brought to the event today:
User Group/Organisation:	Date: HMP:

By completing this form you will be providing valuable information to help KeepOut evaluate our service providing best practice for young people in the future. Thank you for your time.

Following your visit today do you feel that: *(please circle the most appropriate answer)*

1) Young people will better understand the consequences of offending and anti-social behaviour

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

2) Young people will better understand the realities of prison life

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

3) Young people will better understand that every crime has a victim

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

- 4) Young people will better understand that they have a choice whether or not to offend**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree
- 5) Young people will better understand that they are responsible for their actions and reactions**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree
- 6) Young people are more aware of the consequences of drinking alcohol whilst under age**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree
- 7) Young people will better understand that they cannot take out past hurts on society**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree
- 8) Young people are more aware of their potential risk of committing further offences**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree
- 9) Young people are less likely to offend in the future**
- a) strongly disagree
 - b) disagree
 - c) not sure
 - d) agree
 - e) strongly agree

10) Young people are more aware that if they had support of some kind they would be less likely to commit further offences

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

11) Young people have gained information to help them make more informed choices regarding their offending or anti-social behaviour

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

12) Please share one important observation that you heard from a young person in today's event

.....

.....

.....

13) Does an event like this help young people examine their offending behaviour?

- a) strongly disagree
- b) disagree
- c) not sure
- d) agree
- e) strongly agree

14) How did you first hear about KeepOut – The Crime Diversion Scheme?

- a) Advert on internet
- b) Passed on information by a third party
- c) Can't remember
- d) User-pack information
- e) Young person gave information to me

KeepOut thank you for completing this form

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PARENT/GUARDIAN OF YOUNG PERSON'S CONSENT FORM

The young person named below is attending a KeepOut event at:

HMP COLDINGLEY

He/she will be made aware of the establishment rules whilst inside the prison and he/she will be expected to conduct himself/herself accordingly.

Required prescription medication should be given to the Group Leader who will notify the KeepOut staff member on arrival.

He/she will be required to sign the KeepOut confidentiality policy.

As his/her parent/guardian you are required to sign this consent form before the visit.

PARENT/GUARDIAN OF YOUNG PERSON'S CONSENT FORM

I give my consent for _____ (name)

to attend a KeepOut event at: HMP COLDINGLEY

Signed _____ Date _____

(Please print name) _____

Parent/Guardian

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Notice to young people attending the KeepOut Scheme

While you are visiting KeepOut at HMP Coldingley you will be expected to conform to the Prison Security Regulations. The rules that affect you are:

1. No chewing gum
2. No mobile phones or pagers
3. No cameras
4. No cigarettes or tobacco, lighters or matches
5. No drugs or alcohol (*prescription medication should be given to your Group Leader who will notify the KeepOut staff of your needs*)
6. No weapons/scissors, nail files,
7. No hats or hoods to be worn
8. No foil
9. Sandwiches must have been purchased and in sealed packaging, i.e. not home-made or in foil
10. No money

While you are in the prison you will be our guest and your behaviour will reflect on us. Please be polite and co-operative to the prison staff who are doing their job to ensure your safety.

Show respect to other visiting groups.

Discrimination on any grounds will not be tolerated.

These visits are only made possible by the co-operation of the prison authorities.

**Please be aware that if you stick to these rules you are
keeping this scheme safe for others to attend.**

Thank you for working with us.