

# KEEP OUT

The Crime Diversion Scheme

## USER PACK

It is important that information contained in this User Group Information Pack is read and understood. It will ensure that young people gain maximum benefit from attending an intervention delivered by KeepOut the Crime Diversion Scheme

Please use the frequently asked questions at the back of the pack as a checklist before requesting to bring a group of young people to a KeepOut event.

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

Further information can be found on our website:

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

## **KeepOut – the Crime Diversion Scheme** **User Group Information Pack**

### **What is KeepOut – the Crime Diversion Scheme?**

KeepOut is unique. It is the first crime diversion scheme to be delivered by dedicated teams of serving prisoners – managed by civilian staff – inside UK prisons. Prisoners are trained by KeepOut to deliver interventions for young people that inform, support and divert those between 13 and 17 who are either at risk of entering the criminal justice system or are already involved in criminal activity.

We currently operate in 4 locations; HMP Brixton in London, HMP Coldingley in Bisley, Surrey, HMP Send near Ripley, Surrey and HMP Lewes in East Sussex.

Founded in 1996 by a prisoner nearing the end of his life sentence, KeepOut has proven success in changing attitudes and behaviours. We now work with over 2000 young people each year. They travel from across the south-east to take part in KeepOut workshops.

Diverting young people from crime, in ways that rehabilitate prisoners, is what makes KeepOut unique.

### **Why should young people attend?**

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 the 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 reality of prison life and the prisoner teams give detailed accounts 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 is to show young people the reality of crime and the consequences for them, their families and their victims.

### **How do we work – with partners?**

KeepOut believes in powerful partnerships and in developing the links and creating the connections to make it all happen. Without the active support of our partners – HM Prisons and the Youth Support Services – the Scheme could not deliver so effectively on its objectives.

In each prison where KeepOut operates our partners play a crucial part in enhancing the services we provide. Their collaboration benefits the young people who are brought to the prisons to participate in – and learn from – the workshops and the prisoners who deliver them.

## **How do we work – with prisoners?**

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 can receive recognised qualifications that hold real value when seeking paid employment after release. The prisoners experience an excellent opportunity to break the cycle of offending by giving back to society through these unique interventions.

When prisoners share their personal experiences with the young people it helps them to reflect on their own previous offending behaviour and reinforces the lessons they have learnt. Since the Scheme started in 1996, over 500 prisoners have benefited from the KeepOut experience.

## **How do we work with – young people?**

KeepOut is a service based on a tried and tested model of delivery and a recognised example of effective partnership into practice. The Scheme offers workshops targeted at young people who are either in the criminal justice system or at risk of entering it. KeepOut sends a hugely powerful message to these young people. The prisoner team sets out the likely consequences if those attending the workshops continue to be involved in crime, or are thinking of becoming involved with criminal activity.

What better place to hear that message than in a prison – and to hear it from the people who have been deprived of their liberty. The prisoners speak with honesty and passion about the very negative consequences of their offending.

### **Interactive workshops**

When young people attend the interventions offered at HMPs Brixton, Coldingley, Lewes and Send they participate in interactive workshops. The prisoners who facilitate these workshops use tried and tested techniques and activities that young people find both informative, thought provoking and challenging.

### **Challenging attitudes to change behaviour**

The aim is for the prisoner teams to impart as much accurate information as possible, and so make the young people aware of the real implications of their decisions. The way in which prisoners give personal testimonies of their life stories and the triggers to their offending behaviour makes a lasting impression. Both within the sessions and afterwards, many young people demonstrate the positive impact that the visit has on both their attitudes and their behaviour.

## **What are the programme options that the Scheme can offer to meet the needs of young people?**

The professionally developed interventions offered are aimed at low and medium risk young people who are already engaged in a programme of intervention or prevention. The visit to the prison and the KeepOut event should be part of a planned programme of learning.

## Low Risk – One-day Intervention

These young people will either be involved in committing crime or have been identified as being at risk of becoming involved in criminal activity.

- This one-day intervention focuses on personal responsibility, victim empathy and consequences.
- The young people learn from prisoners about the effect of their behaviour on others and the penalties they face if they decide to be involved in anti-social or criminal activities.
- Young people will experience a broad range of delivery methods including group discussions, role play, prisoner testimonials, personal feedback, interactive games and exercises.

## Medium Risk – New Chapter 6 session programme

These young people, who might have already attended the KeepOut one-day intervention will be offered a 6 session programme covering topics based on their specific needs.

- This programme could focus on topics such as peer pressure; triggers to offending, alcohol and drug use; gang culture; weapon related crime; victim awareness.
- The young people are enabled to take stock of their offending behaviour and the potential consequences for themselves, their peers, families and the wider community. The programme encourages them to be more responsible individuals within society and the community in which they live. Our programme offers the opportunity to gain further understanding of the implications of being involved in criminal activity.
- Young people will experience a broad range of delivery methods including themed group discussions, role play, prisoner testimonials, personal feedback, interactive activities and exercises.

	HMP Brixton 1000 – 1500 hours	HMP Coldingley 1015 – 1500 hours	HMP Lewes 1000 – 1500 hours	HMP Send 1000 – 1500 hours
Monday	No Event	New Chapter programme	No Event	One day intervention
Tuesday	One day intervention	One day intervention	One day intervention	One day intervention
Wednesday	One day intervention	One day intervention	One day intervention	No event
Thursday	New Chapter programme	No event	New Chapter programme	Closed
Friday	No event	No event	No event	Closed

For further information on the New Chapter programme please contact the relevant KeepOut staff:

HMP Brixton	- <a href="mailto:vanessa.geffen@hmps.gsi.gov.uk">vanessa.geffen@hmps.gsi.gov.uk</a>
HMP Coldingley	- <a href="mailto:kerry.foster@hmps.gsi.gov.uk">kerry.foster@hmps.gsi.gov.uk</a>
HMP Lewes	- <a href="mailto:angela.blakemore@hmps.gsi.gov.uk">angela.blakemore@hmps.gsi.gov.uk</a>
HMP Send	- <a href="mailto:claire.tyrrell@hmps.gsi.gov.uk">claire.tyrrell@hmps.gsi.gov.uk</a>

### **What are Information Events?**

Staff who have not previously attended a KeepOut event are required to attend an Information Event. These are run subject to demand (usually monthly) and demonstrate to staff the exercises and techniques used during an event. Please contact the following for further information.

HMP Brixton	- <a href="mailto:norma.francis@hmps.gsi.gov.uk">norma.francis@hmps.gsi.gov.uk</a>
HMP Coldingley	- <a href="mailto:jason.lewis@hmps.gsi.gov.uk">jason.lewis@hmps.gsi.gov.uk</a>
HMP Lewes	- <a href="mailto:megan.everett@hmps.gsi.gov.uk">megan.everett@hmps.gsi.gov.uk</a>
HMP Send	- <a href="mailto:zoe.fowle@hmps.gsi.gov.uk">zoe.fowle@hmps.gsi.gov.uk</a>

### **What is the criteria for young people attending a KeepOut intervention?**

Young people must have been identified as either at risk of offending or already involved in the criminal justice system. KeepOut interventions are not suitable for general school groups.

Staff are required to assess the suitability of a young person to participate in a group setting within a prison for approximately 4 hours.

### **Who is responsible for the behaviour of a group attending an event?**

Group Leaders and accompanying staff have full responsibility at all times for the supervision and management of their young people within the prison compound, the car park area as well as when the group 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 staff understand and comply with this aspect of the Scheme's criteria.

## How to book

To book to attend an event please follow this procedure:

### STEP 1

Email the relevant prison location to request Information Event details or a booking:

HMP Brixton	- <a href="mailto:norma.francis@hmpps.gsi.gov.uk">norma.francis@hmpps.gsi.gov.uk</a>
HMP Coldingley	- <a href="mailto:jason.lewis@hmpps.gsi.gov.uk">jason.lewis@hmpps.gsi.gov.uk</a>
HMP Lewes	- <a href="mailto:megan.everett@hmpps.gsi.gov.uk">megan.everett@hmpps.gsi.gov.uk</a>
HMP Send	- <a href="mailto:zoe.fowle@hmpps.gsi.gov.uk">zoe.fowle@hmpps.gsi.gov.uk</a>

Include an indication of how many young people will attend and their level of risk.

A confirmation email will be sent by KeepOut staff which will include a User Group Information form for completion (initial bookings only).

### STEP 2

When a booking has been confirmed and before the date of your visit please ensure that parental/guardian consent is given for all young people due to attend an event ([User Information Pack Annex D](#)).

### STEP 3

To ensure young people gain as much benefit as possible from their visit they should be involved in a preparation session with their workers before attending an event. During this session a pre-event questionnaire (Annex B) should be completed by all young people (these should be handed to a KeepOut member of staff at the beginning of an event). Young people should also be made aware of the requirements (Do's and Don'ts) included in our Notice to Young People (Annex E).

#### STEP 4

No later than 7 days before attending, complete and forward the Attendance list ([User Information Pack Annex F](#)) to the appropriate contact by email:

HMP Brixton	- <a href="mailto:norma.francis@hmps.gsi.gov.uk">norma.francis@hmps.gsi.gov.uk</a>
HMP Coldingley	- <a href="mailto:jason.lewis@hmps.gsi.gov.uk">jason.lewis@hmps.gsi.gov.uk</a>
HMP Lewes	- <a href="mailto:megan.everett@hmps.gsi.gov.uk">megan.everett@hmps.gsi.gov.uk</a>
HMP Send	- <a href="mailto:zoe.fowle@hmps.gsi.gov.uk">zoe.fowle@hmps.gsi.gov.uk</a>

**On the day you are attending an event please follow this procedure:**

All adults **must** bring photo ID – a passport or photo driving license is required to gain entry to the prison.

Everyone entering the prison will be searched. Any member of the group carrying prohibited items ([User Information Pack Annex E](#)) will be refused entry. On occasions the security staff will be on duty with their dogs to check for possession of drugs and telephones.

Group leaders must ensure that all valuables, including money and mobile phones, are taken from the young people prior to them entering the prison. It is an offence to bring prohibited items into the prison.

Coffee, tea and soft drinks are provided. Groups must bring only sealed and purchased sandwiches for each person attending.

Pre event questionnaires and parental consent forms should be handed to a KeepOut member of staff upon arrival.

In the event of an incident which may delay the arrival of the group, the Group Leader is asked to contact the relevant prison:

HMP Brixton	- 0208 588-6443
HMP Coldingley	- 01483 344300
HMP Lewes	- 01273 785242
HMP Send	- 01483 471000

KeepOut reserves the right to refuse future bookings if organisations fail to comply with appropriate preparation and evaluation sessions.

## **FREQUENTLY ASKED QUESTIONS**

### **Do I need consent from parents/guardians to bring young people to an event?**

Yes, parental/guardian consent is required for all young people attending an event. Consent forms are at Annex D.

### **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 with staff before attending an event. During this session a pre-event questionnaire (Annex B) should be completed by all young people and these should be handed to a KeepOut member of staff by the Group Leader at the beginning of an event. Young people should also be made aware of the requirements (Do's and Don'ts) included in our Notice to Young People (Annex E).

### **Who is responsible for the young people on the day of the event?**

Group Leaders and accompanying staff have full responsibility at all times for the supervision and management of their young people. 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 staff understand and comply with this aspect of the Scheme's criteria.

### **What is the dress code for attending an event?**

School uniform is not appropriate for any young person attending.

Please ensure all young people are appropriately and modestly dressed i.e. no ripped jeans, offensive t-shirts, football shirts, short skirts, low cut/revealing tops, open toed shoes or high heels. Please avoid wearing hoods, hats scarves and gloves. Only 1 pair of trousers to be worn. Only minimal jewellery to be worn.

Wearing inappropriate clothing may result in entry to the prison being refused. We ask Group leaders to check their young people are wearing suitable clothing before attending the event.

### **What can be brought for lunch?**

Please bring a packed lunch for each member of the group:

DO bring shop-bought fully sealed sandwiches/wraps etc. No foil.  
DO NOT bring food that is prepared, wrapped or packaged from home.

### **How does the Scheme support confidentiality?**

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

### **What if an event has to be cancelled?**

If an event has to be cancelled a member of KeepOut staff will contact the Group Leader as soon as possible to inform them and to rearrange the visit. Events will only be cancelled as a last resort.

### **What intervention is right for the young people I work with?**

One-day interventions – appropriate for young people who are either involved in committing crime or have been identified as being at risk of becoming involved in criminal activity. The event focuses on personal responsibility, victim empathy and consequences.

New Chapter 6 session programme - appropriate for young people who are already involved in the criminal justice system and who have previously attended a one-day intervention. These programmes are bespoke according to the needs of the young people attending.

### **Do you take self-referrals?**

No, young people can only be referred as part of a planned programme of intervention.

### **How do the young people benefit?**

Evaluation reports on the positive outcomes for young people attending a KeepOut event are available on the website at [www.crimediversionscheme.org.uk](http://www.crimediversionscheme.org.uk)

### **Directions**

#### **HMP Brixton**

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

#### **HMP Coldingley**

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

#### **HMP Lewes**

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

#### **HMP Send**

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

Annexes:

- A. Confidentiality Agreement for Young People
- A.1 Confidentiality Agreement for Workers
- B. Young Person's Pre-Visit Self Assessment Form
- C. Young Person's Post-Visit Self Assessment Form
- D. Parental/Guardian of Young Person's Consent Form
- E. Notice to Young People – Do's and Don'ts
- F. Attendance List

# KEEP OUT

## The Crime Diversion Scheme

### Confidentiality Agreement for Young People

While you are with us today the prisoners are going to be honest with you – to help you get the most from your visit **they would like you to be honest too.**

Whatever you discuss while you are with us will stay with the people in the room. However to ensure everyone's safety there are instances when we will have a duty to inform others such as the police or social services. These are:

- If you tell us you are going to harm yourself
- If you tell us someone has harmed you in the past
- If you tell us someone is going to harm you
- If you tell us you are going to harm someone
- If you tell us there has been, or is likely to be a breach of prison security – for example bringing banned items into the prison
- If you tell us specific information concerning a current or past offence that has not been reported to the police

If you are on police bail please do not discuss the details of your offence with the prisoners - they will have to inform their supervisors if you do.

Data Protection - Any forms you fill out while you're here will be kept in a locked cabinet along with any documentation that was needed for you to be able to attend today.

Being honest in a safe and supportive environment will help you to have a great day with the prisoner team.

**Please sign and date below if you understand the KeepOut confidentiality agreement. Your workers will also be asked to sign a confidentiality agreement.**

Name:	Date:
Signature	

# KEEP OUT

## The Crime Diversion Scheme

### Confidentiality Agreement for Workers

At the beginning of the event a member of the KeepOut prisoner team will explain confidentiality. The team will be honest with your young people – to help them get the most from their visit they encourage your young people to be honest too.

The prisoners will explain that whatever your young people discuss will stay with the people in the room. However to ensure everyone's safety they give the group examples of information which, if disclosed, KeepOut staff and their workers have a duty to inform others, such as the police or social services. These are:

- If a young person tells us they are going to harm themselves
- If a young person tells us someone has harmed them in the past
- If a young person tells us someone is going to harm them
- If a young person tells us they are going to harm someone
- If a young person tells us there has been, or is likely to be a breach of prison security – for example bringing banned items into the prison
- If a young person tells us specific information concerning a current or past offence that has not been reported to the police

If a young person is on bail they are asked not to discuss the details of their offence with the prisoners as they have a duty to inform KeepOut staff if they do.

Data Protection – Young people are advised that any KeepOut forms they complete will be kept in a locked cabinet along with documentation that was needed for them to be able to attend the event.

To support the safety of your young people you are required to liaise with KeepOut staff in all instances of disclosure.

**Please sign and date below to confirm you understand the KeepOut confidentiality agreement.**

Organisation:	Date:
First Name:	
Second Name:	
Signature:	

# KEEP OUT

## The Crime Diversion Scheme

### 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 of visit: .....
Ethnic origin: .....	HMP: .....

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

A1. ASIAN INDIAN	M1. MIXED WHITE/BLACK CARIBBEAN
A2. ASIAN PAKISTAN	M2. MIXED WHITE/BLACK AFRICAN
A3. ASIAN BANGLADESH	M3. MIXED WHITE/ASIAN
A9. ASIAN OTHER	W1. WHITE BRITISH
B1. BLACK CARIBBEAN	W2. WHITE IRISH
B2. BLACK AFRICAN	W9. WHITE OTHER
B9. BLACK OTHER	

1. I understand that offending has consequences

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

2. I understand the realities of prison life

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

3. Every crime has a victim

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

4. I have a choice whether to offend

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

5. I am responsible for my own actions

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

6. I have been a victim of crime in the past

[strongly agree]

[agree]

[disagree]

[strongly disagree]

--	--	--	--

7. I will offend in the future

[strongly agree]

[agree]

[disagree]

[strongly disagree]

--	--	--	--

8. KeepOut will help me think about my offending

[strongly agree]

[agree]

[disagree]

[strongly disagree]



--	--	--	--

**If you answered agree or strongly agree to the above questions, please give us an example:**

--

# KEEP OUT

## The Crime Diversion Scheme

### 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 of visit: .....
Ethnic origin: .....	HMP: .....

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

A1. ASIAN INDIAN	M1. MIXED WHITE/BLACK CARIBBEAN
A2. ASIAN PAKISTAN	M2. MIXED WHITE/BLACK AFRICAN
A3. ASIAN BANGLADESH	M3. MIXED WHITE/ASIAN
A9. ASIAN OTHER	W1. WHITE BRITISH
B1. BLACK CARIBBEAN	W2. WHITE IRISH
B2. BLACK AFRICAN	W9. WHITE OTHER
B9. BLACK OTHER	

**1. I understand that offending has consequences**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**2. I understand the realities of prison life**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**3. Every crime has a victim**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**4. I have a choice whether to offend**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**5. I am responsible for my own actions**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**6. I have been a victim of crime in the past**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>

**7. I will offend in the future**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>

**8. KeepOut will help me think about my offending**

<i>[strongly agree]</i>	<i>[agree]</i>	<i>[disagree]</i>	<i>[strongly disagree]</i>
			

**9. KeepOut helped me to think about the consequences of crime**

*[strongly agree]*



*[agree]*



*[disagree]*



*[strongly disagree]*



--	--	--	--

**10. KeepOut helped me to think about the victims of crime**

*[strongly agree]*



*[agree]*



*[disagree]*



*[strongly disagree]*



--	--	--	--

***If you answered agree or strongly agree to the above questions, please give us an example:***

--

# KEEP OUT

## The Crime Diversion Scheme

### Parent/Guardian of Young Person's Consent Form

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

BRIXTON/COLDINGLEY/LEWES/SEND (please delete as appropriate)

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:

BRIXTON/COLDINGLEY/LEWES/SEND (please delete as appropriate)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Please print name) \_\_\_\_\_

Parent/Guardian

# KEEP OUT

## The Crime Diversion Scheme

### Notice to young people attending the KeepOut Scheme

While you are visiting KeepOut you will be expected to conform to the Prison Security Regulations. A list of items you should NOT bring is clearly displayed at the entrance of the prison.

1. No chewing gum
2. No mobile phones, pagers or USB memory sticks
3. No cameras or sound recording devices
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 or metal cutlery
7. No school uniform.
8. No inappropriate clothing such as ripped jeans, shorts, football tops, revealing tops, short skirts or open toed shoes\*.
9. No hats, hoods, scarves or gloves to be worn
10. Minimal jewellery to be worn
11. No foil
12. Sandwiches must have been purchased and in sealed packaging i.e. not home made. Packed lunches are to be brought in by group leaders for all those attending.
13. No money

\*If you are unsure please speak with your group leader who will be able to advise you.

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.

**ATTENDANCE LIST**

User Group Contact Details			
Name of Group:		Phone Contacts for Visit Day: mobile numbers for staff who are travelling with the group	
Town:		Contact Name 1:	
Borough:		Contact Number 1:	
Postcode:		Contact Name 2:	
Type of Group: (e.g. School, PRU, YOT)		Contact Number 2:	
Date of Visit (DD/MM/YY) :		HMP Location :	

\*NB: by completing the "Date of Visit" field (above) and the Young Persons "DOB" field (below) - the "Age" field (below) will automatically populate.

Staff Details			
STAFF Attending		Job Title/Role	Enhanced DBS (Y/N)
First Name	Surname		
1			
2			
3			
4			
5			
6			

**Please complete the following information for your organisation's CHILD PROTECTION lead contact:**  
(this named person will be contacted should any Child Protection or Welfare concerns arise during your visit)

STAFF NAME	EMAIL	TELEPHONE

Young People Details						
YOUNG PEOPLE Attending		DOB (DD/MM/YY)	Age (13-17)	Male or Female	Parental Consent (Y/N)	Att
First Name	Surname					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Office Use only: **Number of actual attendees:**

**Please complete the following information for EACH of the young people attending.**

(Information will be treated in accordance with the Data Protection Act 1988)

FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
<p>Please ONLY record the individual's first name (differentiate same names with initial of surname)</p>	<p>Please indicate the negative and offending behaviour of the individual e.g. bunking from school, defiance, anger, fighting, drugs, carrying weapons, robbery etc.</p>	<p>Please detail any convictions, Court Orders or Out of Court Disposals that the individual has received e.g. YRO or YCC and the particular offence this is for.</p>	<p>Please advise of any social, emotional or learning difficulties of the individual e.g. reading writing or ADHD etc.</p> <p>In particular please indicate if the individual:</p> <ul style="list-style-type: none"> <li>• has close relatives, known associates or co-defendants in prison (please indicate which prison)</li> <li>• has any medical conditions</li> <li>• is a Looked After Child (LAC)</li> <li>• is pregnant</li> </ul>
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
1			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
2			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
3			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
4			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
5			

**Please complete the following information for EACH of the young people attending.**

(Information will be treated in accordance with the Data Protection Act 1988)

FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
Please ONLY record the individual's first name (differentiate same names with initial of surname)	Please indicate the negative and offending behaviour of the individual e.g. bunking from school, defiance, anger, fighting, drugs, carrying weapons, robbery etc.	Please detail any convictions, Court Orders or Out of Court Disposals that the individual has received e.g. YRO or YCC and the particular offence this is for.	Please advise of any social, emotional or learning difficulties of the individual e.g. reading writing or ADHD etc. In particular please indicate if the individual: <ul style="list-style-type: none"> <li>• has close relatives, known associates or co-defendants in prison (please indicate which prison)</li> <li>• has any medical conditions</li> <li>• is a Looked After Child (LAC)</li> <li>• is pregnant</li> </ul>
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION

**Please complete the following information for EACH of the young people attending.**

(Information will be treated in accordance with the Data Protection Act 1988)

FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
Please ONLY record the individual's first name (differentiate same names with initial of surname)	Please indicate the negative and offending behaviour of the individual e.g. bunking from school, defiance, anger, fighting, drugs, carrying weapons, robbery etc.	Please detail any convictions, Court Orders or Out of Court Disposals that the individual has received e.g. YRO or YCC and the particular offence this is for.	Please advise of any social, emotional or learning difficulties of the individual e.g. reading writing or ADHD etc. In particular please indicate if the individual: <ul style="list-style-type: none"> <li>• has close relatives, known associates or co-defendants in prison (please indicate which prison)</li> <li>• has any medical conditions</li> <li>• is a Looked After Child (LAC)</li> <li>• is pregnant</li> </ul>
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
11			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
12			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
13			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
14			
FIRST NAME	BEHAVIOUR	CONVICTIONS	ADDITIONAL INFORMATION
15			