



Probation News

May 2021

Foreword by Sonia Brooks OBE, Head of Diversity and Inclusion HMPPS

Welcome to the 34th edition of Probation News. This edition covers a whole host of topics from the Probation Staff Briefing and Engagement event on 11 May, which I strongly encourage you to sign up for, to the NPS survey of Black, Asian and Minority Ethnic staff to Probation Reform, Workforce and Recovery items of interest.

As the Head of HMPPS Diversity and Inclusion team I am pleased to introduce this newsletter. I joined the Diversity and Inclusion team at the start of 2021, the last few months have been an interesting opportunity to learn; collaborating with colleagues across HMPPS and the wider MoJ.

The D&I team has three sub teams, HQ, Probation and Prisons, each works closely with staff from their lead areas; we have excellent relationships with Directors and Regional Equality Managers in Probation. I look forward to developing these further as the Probation workforce expands.

I am pleased to be able to draw your attention to the launch of the HMPPS 2021/22 [Diversity, Inclusion and Belonging roadmap](#). The Roadmap notes our achievements from the priorities identified in the previous [2018-2020 Equality strategy](#) and our ambitions looking forward over the next 12 months.

The Probation Workforce Programme [Equality, Diversity, Inclusion & Belonging Action Plan launch](#) was also announced on Friday 30 April and is an important document to drive forward the commitment to our staff and build a truly diverse workforce.

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We have recently achieved Disability Confident Leader's accreditation. The accreditation follows on from the recent launch of HMPPS Intranet [Disability Support page](#) and the HMPPS in-house Workplace Adjustment (WPA) Service, which can be viewed on [our WPA page](#).

I firmly believe we all have the right to be respected regardless of our differences, we need to embrace these differences to create a service we all belong to. Everyone has a part in this journey, and I encourage you all to hold one another to account in eliminating discrimination wherever you witness this, empower others to be their best and champion the diversity of all, to achieve Inclusion.

Sonia Brooks OBE

Head of Diversity and Inclusion HMPPS

Probation Reform, Workforce & Recovery Programmes

What's new on the Welcome Hub?

- [Understanding the changes](#) - How changes to the service may impact you over the coming months.
- [Understanding the National Agreement](#)
- [New FAQs on role alignment for corporate services staff](#)
- [Line manager toolkit for CRC, Parent org and Supply chain managers](#)
- [MS Teams telephony user guides](#) - Getting the most out of MS Team Voice
- [Actions for Line Managers – Welcome Hub \(hmpps.intranet.org.uk\)](#)

Think you may have missed some updates? Check the [New on the Welcome Hub](#) page for all the recent additions.

Please keep your feedback coming via the [Contact section](#) on the Welcome Hub. We love to hear what you like about the Hub and how we can make it work better for you.

Reform Programme Update

Get ready for Commissioned Rehabilitative Services & the new digital system

As part of the new unified Probation Service there will be a **range of services available from specialist external providers** to meet key areas of rehabilitative services.

Contracted providers of these services will work closely with probation practitioners and Community Interventions teams to ensure the best outcomes for people on probation.

From 26 June, a new 'Refer and Monitor an Intervention' digital service will enable Commissioned Rehabilitative Services (CRS) to be searched and selected for referrals.

Your Learning

A learning pack has been designed to support you in delivering CRS. The pack includes best practice and digital service user guides. Learning will involve familiarisation with support materials and the completion of a Knowledge Check, an online test that you can repeat until you hit the 80% pass mark.

Learning products should be accessible via myLearning from mid-May with probation staff required to complete it before 26 June. They will also be accessible on the [HMPPS Intranet](#) and [Unified NPS Welcome Hub](#).

Who

The following staff groups will be required to complete the learning: Probation Service Officers; Probation Officers; Senior Probation Officers; Prison based ETTG staff (Community Offender Managers) and Court Staff.

Probation Practitioners will have access to the new digital system from 12 June. You may wish to take this section of the training before then, but the benefits in terms of ease of use will be more apparent once you can log in.

What do you need to do in preparation?

Current NPS staff will need to Register on [myLearning](#) in advance (if not already registered). CRC staff moving into the NPS will be required to access the Non-Directly Employed (NDE) Section of myLearning in advance of 26 June to access the CRS Learning. Information on this from your line manager.

Further information

Further information on Commissioned Rehabilitative Service can be found on the [HMPPS Intranet](#) and [Unified NPS Welcome Hub](#) including the latest End to End Referral Journey Map ([Intranet](#)) ([Hub](#)).

Take a look at a video from Executive Director Chief Probation Officer & Women Sonia Flynn and some of the probation practitioners who helped build the Services Framework and Digital tool ([NPS Intranet](#) / [Unified Probation Service Welcome Hub](#))

Support for line managers from CRCs, Parent Organisations and Supply Chain Organisations

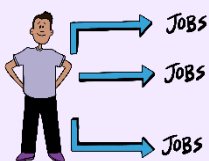


Line Managers who are joining the new Probation Service in June (from a CRC, Parent or Supply Chain organisation) are likely to need some guidance and support to help them understand how line management works within the NPS. This is because the NPS are likely to use different systems and have different policies to what they may be used to. In addition to this, there are some specific actions that line managers will need to do before and after transfer.

To provide this support, line managers can now access a new [line managers toolkit](#). The toolkit contains a 'To Do' List of actions and helpful information about topics such as the NPS systems, pay, HR case management and others.

The first toolkit is now available on the [Welcome Hub](#), this covers any actions you should complete or be aware of before your transfer. A second toolkit and 'To Do' List will be available shortly after transfer to support you in the weeks and months after transition.

Role alignment update



[Role alignment](#) is an important part of the transfer process and it remains a key priority. This work is progressing well and a summary of progress is highlighted below.

- The **list of accepted matched roles** was shared with current employers in early April. They will communicate this to their staff.
- If your role wasn't on the accepted match list, that means that your role needed to be **reviewed** to determine where it aligned. These reviews are now complete and the outcomes are being checked by current employers and RPDS.
- The first batch of the outcome letters **outcome letters for the roles that have been reviewed** were shared with current employers during the week of 26 April. Current employers will communicate this information to their staff shortly (or you may have already received this information). Additional letter will be sent out shortly.
- A small number of people were **unable to be matched to a role** within the NPS, HMPPS or MOJ. This is to be expected for a staff transfer of this scale. In these small number of circumstances, we will be reaching out to these individuals (through current employers) to agree an individual plan for them.

We understand that some of you still have questions about the role alignment process. To help answer these, we have created some [new FAQs](#) specifically for corporate services staff that can be found on the [Welcome Hub](#).

Experience our new probation contact centres

The Probation Reform Programme's Estates team has created an outstanding workspace for our staff, people on probation and colleagues from partner organisations in Skegness, based on our new [Probation Contact Centre Design Guide](#). You can experience how our new probation contact centres across the UK will look and feel by clicking on these two short videos – [Skegness experience 1](#) and [Skegness experience 2](#); before and after images are available [here](#).

As part of our modernisation programme, many of our sites will be renovated over a four year period to this new interior design standard, which goes beyond rooms, acoustics and lighting to create welcoming, professional spaces that support positive experiences for people on probation from the moment they enter our reception areas, where the furniture isn't bolted down and staff are tangibly accessible. This is also about living our 'humanity' value, treating others as we would like to be treated, valuing everyone, supporting and encouraging them to be the best they can be. Our new probation contact centre design also fosters enabling environments, keeps staff and people on probation safe, promotes staff wellbeing and creates inclusive and accessible environments through a universal design through the flexible, effective use of space.

The project team was led by Helen Chatterton, project manager, and Jenna Titley, BSC head. Work began on 12 October 2020 and NPS staff moved in on 19 April 2021.

Lone Worker Safety Devices, Panic Alarms and Staff ID Badges

We are rolling out lone worker safety devices more widely across more roles in the probation service, including Probation Practitioners and Unpaid Work practitioners.

On Day 1, Victim Liaison Officers will receive individual devices. From Day 1, Sentence Management staff, including Probation Officers and Probation Service Officers, Unpaid Work Supervisors, Partner Link Workers, Unpaid Work Co-ordinators and Designated National Security Division staff will receive a range of pooled and individual devices. Full training will be provided.

Most NPS sites currently have fixed panic alarms, while a small number of CRC sites transferring over to HMPPS estate do not. All sites without panic alarms will have them in place before mixed caseloads are introduced.

We are prioritising the issue of ID badges for Day 1, for staff who are transferring in to the NPS and new staff. Full details are available in our new [Lone Worker Safety Devices, Panic Alarms and ID Badges Notice](#).

More than 3,000 complete tech transition

More than 3,000 colleagues in CRCs, Parent and Supply Chain Organisations have received new laptops, accessories, assisted technology and smartphones and have had their emails and data migrated to their new equipment.

Colleagues at **People Plus**, **Purple Futures** and **Sodexo** can now be reached through @justice email accounts and the collaboration tools within Microsoft Teams.

Colleagues at **Seetec** and **RRP** will complete their tech transition this month. Teams at **ARCC** and **MTC** will cutover in June, bringing closure to the activity that will have provided more than 7500 colleagues with the tools they need to succeed in the new probation service.

See the Welcome Hub for:

- [Tech rollout overview](#)
- [Rollout timeline](#)
- [Details of your new kit](#)

ETTG All Staff Event

Thanks to all those who attended the event last week. For those unable to make the session, a recording is now available [here](#). Questions raised and not answered at the event will be answered soon.

Workforce Programme Update

CBF Manager Briefing Reminder

Thank you to everyone who joined the CBF launch event on 8 April. If you missed it, you can access the recording via the links below:

- For NPS: <https://mydevelopment.org.uk/course/view.php?id=7199>
- For CRC: <https://mydevelopment.org.uk/course/view.php?id=7228>

[CBF Posters](#) and [Quality Conversations Posters](#) are available for download and display in your office.

Manager Briefings

This month we will be hosting two more live events, **13 May** and **20 May**, so keep an eye out for the invites in your calendar or click the links below. These events will be focussed online managers and the CBF, but everyone is welcome to join. You'll have the opportunity to ask questions, and both events will be recorded if you're not able to attend. If you'd like to submit questions in advance, please send them to cbf-enquiries@justice.gov.uk. They are identical events, so you only need to attend one of them:

- [Download the calendar invite for the 13th May](#)
- [Download the calendar invite for the 20th May](#)

Save the event to your calendar

Once the calendar invite opens, click 'save & close' to save the invite to your calendar.

Huge response to PQIP10b applications

Thank you to everyone who applied or spread the word about our latest recruitment drive for trainee probation officers. With your help, we had a hugely successful recruitment campaign and have a **confirmed number of 6228 applicants**. We also **filled** our application targets for every region across England and Wales. For those you know who missed their chance, but would like to join the next intake, you can register your interest on our website [here](#). Thanks again for your support.



Mental Health Allies Programme –become a volunteer!

We are keen to ensure all staff but particularly those transferring to the new Probation Service, are aware of the **Mental Health Allies Programme**. Mental Health Allies (MHAs) are a staff-led group of volunteers trained to be a source of information and support for staff and managers. They can offer confidential support, raise awareness of mental health and challenge the stigma surrounding mental ill health.

MHAs can provide reassurance and signpost to appropriate professional support and other information. Allies' support to managers can include providing a greater understanding of mental ill health; benefits of workplace adjustments; sources of information and professional support that may be relevant to individual circumstances.

Each probation region within the Probation Service will have a Single Point of Contact (SPOC), working with a team of mental health allies to support managers and staff. The Mental Health Allies [intranet page](#) contains more information and guidance on how to contact an ally in your region for support.

For staff transferring to the service in June who may be interested in becoming a mental health ally, please contact the Mental Health Allies central mailbox so you can be linked in with the Single Point Of Contact in your region for more information mentalhealthallies@justice.gov.uk

‘Changing Places’

This is a new section promoting vacant HMPPS roles. Good luck!

[States of Guernsey Careers: Probation Officer \(74514\) \(successfactors.eu\)](#)

Two new Probation Officer roles in Guernsey. The ad closes on 24 May. For any questions email Katherine.Lockwood@gov.gg

Equality, Diversity, Inclusion and Belonging (EDIB) Action Plan published

HMPPS has published a roadmap for the next year that sets out how we will work to achieve our ambitions of being a diverse and inclusive organisation. The new [Diversity, Inclusion and Belonging Roadmap](#) outlines priorities and work that will be delivered in 2021 to 22 to make prisons, probation and youth custody services diverse and inclusive for staff and those in our care. It outlines how all parts of the organisation will take a whole system approach to strengthen processes and support people to speak out against unacceptable behaviour and discrimination.

The roadmap sets out action across the range of priorities, which are to:

- promote and inclusive culture
- embed consistency and collective ownership
- be fair and empowering
- ensure a representative voice
- improve partnerships

In addition to the Roadmap, the **Probation Workforce Programme** have been working very closely with the national team to develop our first [Probation Workforce Equality, Diversity, Inclusion and Belonging \(EDIB\) Action Plan which was published on 30 April](#). The plan has been developed to ensure we have inclusion and belonging at the very heart of our new unified probation service. To make this happen we must focus on our staff; enabling colleagues to be their best and deliver excellent, professional services so that we get the best outcomes for victims, people on probation and communities. The Action Plan will focus on four key areas:

- Attract and retain a diverse workforce that better reflects the diversity of our society and people on probation
- Create an environment that values equality, diversity, inclusion and belonging
- Embed equalities, diversity and inclusion into our policies, processes and governance to support staff in reaching their potential
- Build an inclusive culture through effective leadership and management

Recovery Programme Update

We continue to make progress with probation recovery as set out in our plan wherever it is safe to do so for both staff and people on probation and appropriately for local circumstances. We continue to work closely with Trade Union colleagues nationally and locally to ensure ongoing engagement with our recovery work.

- **In line with Government’s Recovery Roadmap, as of 12 April we began to lift national pauses on many aspects of probation work**, resuming some level of service across all areas. Regional Probation Directors and CRC Chief Executives are

now able to consider what their teams can deliver based on local factors. This includes Unpaid Work, Accredited Programmes, Joint Home Visits with the Police for people on probation who are convicted of sexual offences and are subject to MAPPA arrangements. This lifting of restrictions also extends to face to face engagement in probation contact centres where risk assessments indicate it is safe to do so.

- **81 sites are now conducting COVID testing.** We are introducing home testing for staff across the whole estate over the coming weeks. We have now onboarded all sites, with kits hopefully arriving this week. Home testing guidance is expected to be agreed by Trade Unions imminently, at which point we can then begin the roll out across all sites. We aim to have most, if not all sites delivering testing within the week as soon as test kits arrive.
- **Unpaid Work delivery has made significant progress over the last week with delivery now at 59%** of pre COVID levels. This represents a 19% increase since 11 April. The encouraging and significant increase results from an increase in group placements and indoor projects coming back online.

Once again, huge and sincere thanks to all staff for continuing to support the Recovery Programme. Your hard work and dedication continue to be recognised and very much appreciated.

Have Your Say:

Many thanks for your recent questions about the programmes. Please find the latest frequently asked questions [here](#). If you have anything you want to ask us, please email us on: strengthening.probation@justice.gov.uk and we'll respond to your questions next time.

Probation Staff Briefing and Engagement event – MS Teams Live Event, 11 May 2021

Amy Rees (Director General Probation and Wales) and her Senior Management Team are continuing their series of virtual staff events, with the next one being broadcast on **11 May from 13.00pm – 14.30pm**. These events are fantastic opportunities to hear what's new and what's coming next for us as a service.

As with the last event (where a recording can be found [here for CRC](#) & [here for NPS](#)), this will be structured into two sessions. One half will be an opportunity for all staff to hear directly from Amy and her Directors about the key work happening across probation, the other half will provide the latest news from the Probation Reform Programme with a specific focus on Interventions and Commissioned Rehabilitative Services.

You should by now have received an e mail with a diary invitation and a joining link for this very important event. If for any reason you haven't, you can still register [here](#) using the access code **Engagement**.

For those unable to join, a recording will be made available afterwards, however you can still participate by submitting a question ahead of time by clicking [here](#), before 07/05/21. We kindly ask that you refer to the [Probation Programmes Staff FAQs](#) before submitting a question. Unanswered questions from this event, if applicable, will be placed in the [Probation Programmes Staff FAQs](#). Please note, questions that relate to your own region and transition arrangements should be taken up with your Line Manager in the first instance

COVID19 update:

[Visit the COVID-19 page to find all internal and external advice and guidance](#)

These pages are frequently updated with the latest relevant news about COVID-19:

Please read: [Home testing update](#)

All staff should ensure they are familiar with the information which is being issued on COVID-19 through their teams and centrally and follow this guidance. Please do speak to your line manager

if you have any questions. For staff unable to access the intranet, please contact the [HMPPS Communications team](#) should you require copies of any of the information.

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Virtual events: HMPPS's response to the pandemic

In response to a number of requests - and to promote an open learning culture - a series of virtual events have been organised to provide staff with a chance to reflect on HMPPS's response to the pandemic.

The COVID-19 pandemic has presented significant challenges for us all over the past year but has also shown how creative and resilient we can be in adapting and maintain services for the people in our care and under our supervision.

During the pandemic valuable lessons have been learned across HMPPS that have helped to shape our way to recovery, as well as providing us with opportunities to think about the changes we would like to keep for the future.

These events will celebrate successes, share ideas and think about what this means for our future. Each event will offer different perspectives on a particular topic from a panel of guests, including operational staff, academics and partnership agencies.

Relevant colleagues are encouraged to register for these events (if spaces are still available), so that they can receive an update and contribute their views and ideas. A [link](#) is also available on the HMPPS intranet for those colleagues who are able to access this page.

Registration will close the day before each event (unless spaces are unavailable prior to this) and the relevant links will then be provided to those registered before the event.

- Additional information, including the event objectives and more details about the intended audience, is available in the attached document
- Each event will be hosted on MS Teams and a telephone dial in option will be provided for any colleagues that are unable to access MS Teams video calls, other than the Approved Premises session which will be held as an MS Teams Live event and therefore a telephone option is not available
- Spaces are limited and will be assigned on a first come first served basis

Events

The password required to register for all of these events is '**Insight**', and the full programme of events is shown below:

Have We Got Wellbeing For You?

Date: 10 May (10am to 11:30am)

Audience: Various (see attached document)

Registration link: <https://buytickets.at/hmppsevents/512529>

Learning from changes to probation practice during COVID-19

Date: 17 May (10am to midday)

Audience: NPS and CRC probation practitioners/managers

Registration link: <https://buytickets.at/hmppsevents/511340>

How do we vaccinate our D&I strategy against the next pandemic?

Date: 21 May (2pm to 4pm)

Audience: Prison Governors and Probation Heads of Service

Registration link: <https://buytickets.at/hmppsevents/512530>

Approved Premises: Working through the Pandemic

Date: 26 May (10am to 11:30am)

Audience: All Approved Premises staff

Registration link: <https://buytickets.at/hmppsevents/512531>

Note: Another session was held on 6 May - Reflections on releases from prison during the pandemic.

More information about these events can be found [here](#).

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National Probation Service Survey of Black, Asian and Minority Ethnic Staff – We Want to Hear From You

A joint message from Amy Rees (Director General Probation and Wales), RISE, NAPO and UNISON

HMPPS, the staff network RISE, and the probation unions (NAPO and UNISON) are today jointly launching [a survey of NPS staff who identify as Black, Asian or Minority Ethnic](#). We have never run a survey like this one before. HMPPS, RISE, NAPO and UNISON have jointly designed the questionnaire. We want to better understand the views and experiences of our Black, Asian and Minority Ethnic staff and build a unified probation service that better supports everyone.

Why your participation is important

Racism is a reality for many people both in the workplace and in wider life. We want to hear from as many of our Black, Asian and Minority Ethnic staff as possible across teams, regions and functions so we can understand in more detail the issues they face and how we can make the probation service a more inclusive, equal and supportive place to work.

HMPPS, RISE, NAPO and UNISON will receive the anonymous survey data and we will use the responses to help establish a unified probation service which has diversity, equality and inclusion at its heart. The same responses will also inform our work to respond to the recommendations from the recent HMIP thematic report – *‘Race equality in probation’*, and the work of the HMPPS Race Action Programme.

[All staff who self-identify as being Black, Asian or Minority Ethnic and who work for the NPS are invited to complete the questionnaire.](#)

Keeping your information secure

Your survey responses are anonymous and nothing you say will be linked to you personally. We intend to publish a summary of the results, which may include some written comments made in response to the open dialogue questions, but we will do this anonymously. Please help us to keep responses anonymous by not referring to your job title, work location, details of people on probation, cases, the names of any individuals or any other information which could identify you.

By completing the survey, you give permission for HMPPS, RISE, Napo and UNISON to analyse your responses and publish summaries of them (without attributing them to individuals).

The questionnaire should take no more than 20 minutes to complete, and if you prefer not to answer a question, you can simply skip it and move on to the next question.

The survey opens today (26 April) and will be available to complete until 5.00pm on the 17 May.

Sources of Support

We know that you may have provided information to one or more of our organisations about issues of race previously and that doing so takes time and energy. For some people doing so may surface feelings of distress, trauma or frustration.

If completing the survey raises any concerns or difficult issues for you, the following sources of support are available:

- **HMPPS Employee Support Line** 0800 019 8988 (open 24 hours a day, 7 days a week).
- **HMPPS Tackling Unacceptable Behaviours Unit** helpline 0300 131 0052 (Mon – Fri 9am – 5pm)
- **RISE: Racial Inclusion & Striving for Equality (RISE) staff network** – Contact RISE_HMPPS@justice.gov.uk
- **NAPO**: members should speak to their local branch in the first instance contact info@napo.org.uk for local branch contacts.
- **UNISON**: members should speak to their local branch in the first instance <https://www.unison.org.uk/my-unison/find-your-branch/> or by calling UNISON Direct on 0800 0857 857 **Monday to Friday: 8am to 7pm**

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Tackling Unacceptable Behaviours Unit (TUBU)

We all deserve to work in an environment that allows us to be our best and that makes us proud to be part of HMPPS. Unacceptable behaviour - discrimination, bullying, harassment and victimisation – happens across all areas in HMPPS, as it does in many organisations. Such behaviour is contrary to our core values and will not be tolerated.

[TUBU](#) offers staff support through:

- Confidential Helpline - call 0300 131 0052, Monday-Friday, 9am-5pm (excluding Bank Holidays)
- Mediation - This service seeks to resolve workplace conflict
- Climate Assessments - These will assess the climate at individual business units to identify issues experienced by staff
- Investigations - a specialist investigation service is being developed, to enable managers to access trained investigators, and/or advice or signposting for more complex and serious cases

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Knife Crime Resource Pack

This resource pack has been designed by the Effective Practice and Service Improvement Group to support front line practitioners working with Supervised Individuals who are known to carry knives or whom have been convicted of the possession or use of a bladed article. The Resource Pack explores the reasons why people may carry knives, the current approaches taken to tackling knife crime as well as considerations for risk assessment and intervention.

The Resource Pack is aimed to be used as a flexible resource to suit differing practitioners needs and learning styles. It include; links to online resources, videos and personal reflection activities to support and embed learning. The manual also aims to support managers and staff to lead discussions on Knife Crime in team meetings. We have provided some suggested group-based activities and a presentation pack which can be found at the back of the resource manual. This collection of resources has been presented to allow whoever delivers them the autonomy and responsivity to account for local meeting structures and available time.

EQUIP; [Knife Crime Resource Pack](#)

MyLearning (NPS); [Knife Crime Resource Pack](#)

My Learning (CRC); [Knife Crime Resource Pack](#) (Scroll to bottom of page)

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Deaths of people on probation– process to follow

Please consult Equip **each time** you are notified about the death of a person under probation supervision. If you have been notified of a death since 1 April 2021 please ensure that an apparent cause of death, date of death and NSI has been entered into Delius and that your SPO has sent a Death Under Supervision review form to your local Death Under Supervision lead. Consulting Equip **each time** you are involved will ensure you are following current guidance, as this is due to be changed.

Equip Keyword: Death Under Supervision or Death of Offender Under Supervision.

Your contribution matters: entering causes of death into Delius and reviewing the circumstances with line mangers contributes to understanding the prevalence of different types of death within people on probation and learning to prevent future deaths.

Reviews are collated and analysed annually. The death of a person on probation can be distressing, particularly for staff who knew the individual. Support packs about bereavement and agencies that can help can be sent to any staff member who would find these useful; staff are also encouraged to discuss any issues with line managers and to use the confidential services of PAM assist.

Please contact your local Death Under Supervision administrator should you have any queries about the process. A list of emails for each NPS area is contained within the Equip Death Under Supervision process, within the “Explanatory guide”.

Louise Forman - **Head of Operations (Wales)**.

Gareth Hole – **Project Lead, Deaths Under Probation Supervision**

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SEEDS 2: Developments for the Unified Model

SEEDS2 is important in terms of ensuring evidence-based person-centred practice sits at the heart of what we do with both staff and the individuals we work with.

The programme initially comprises of three elements:

1. The newly named Reflective Practice Supervision Standards
2. A training event for NPS practitioners – the Engaging Practitioner
3. A training event for NPS managers – Practice Supervision Skills

The Reflective Practice Supervision Standards - a new name and reboot for unification

The RPSS were previously called the Supervisory and Line Management Meetings Framework. The policy mandates 6 reflective discussions per year between a Practitioner and Manager, two of which are observations of practice. These are planned sessions focused on in-depth practice discussions.

A video is planned to promote the Standards and explain their importance to all staff during transition to the unified model. The updated standards can be found on EQUIP (search RPSS).

Practitioner Engagement Skills Re-Design #Peopleworkingwithpeople

The SEEDS2 package, to deliver the organisational change programme, includes two initial training programmes: one for Senior Probation Officers & line managers – Practice Supervision Skills and one for Practitioners – Engagement Skills for Practice. The course has been redesigned for virtual learning in a way that embeds experiential learning and seeks to model continuous learning and development through reflection and discussion as part of practice supervision.

In addition to this, a SEEDS 'Refresher' Course, for line managers who completed the original face to face 3 day course, is also being designed, along with a Senior Leaders training event.

Don't forget!

The Interactive Learning Suite is currently available on Mylearning as part of the suite of SEEDS2 products. It is an easy to navigate, interactive resource for developing engagement skills for Practitioners. The ILS is a resource suitable for anyone who works directly with individuals subject to the various stages of the Criminal Justice System.

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New AP Referral Form

Probation staff who refer people to Approved Premises will now need to use a new referral form.

The new form will be quicker and easier to use than the previous one as it is embedded within nDelius so will automatically populate some parts of the form using information already on the system.

This new form has been developed through consultation with staff and senior managers. A supporting document, *Approved Premises Referral Form Guidance (April 2021)*, has been produced to guide referrers through the new process covering how to access the referral form and providing guidance to the information that is required in each section.

This can be found on [EQuIP](#) (as an associated document on the Referral to AP process)

All new referrals to AP from the 1 May 2021 must be made on nDelius using this form. The form does not require the referrer to include detailed information about offences, risks and needs as this should be available in nDelius and/or the OASys. AP staff will contact the referrer if more information is required. This form is for referrals to male and female AP.

All other aspects of the referral process remain unchanged. The guidance document will be reviewed in December 2021 as part of the national review of AP Central Referral Units. Feedback is welcomed and can be provided to approvedpremises@justice.gov.uk

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EQuIP update

EQuIP Briefing dates and recent updates can be found on the intranet [HMPPS EQuIP Group Page](#)

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