**Pre-release Teams - Guidance for the use of Resettlement Leaflet and Guidance Booklet**

We hope this guidance document will help you understand the purpose of the resettlement leaflet and guidance booklet, who they are designed for and when to issue them; our objective is that every person who leaves prison will have access to a leaflet. The booklet can be used as a resource tool by Pre-release teams and made available in prison libraries and receptions.

The resettlement booklet and supplementary leaflet have been designed to help people leaving prison prepare for release and to try to offset anxiety relating to the transition to the community. We have worked closely with people with lived experience to develop the booklet with a focus to promote self-learning, engagement in purposeful activity and support practitioners in delivering pre-release activity. They are designed to be a national resource and can be used to supplement rather than replace existing regional or local products.

Resettlement Leaflet – Includes tips and contact details for national support services based around the 7 Pathways and is aimed at people leaving prison who have not had the opportunity to engage with pre-release activity; and people released from Court.

The leaflet is a good resource to support People on remand (also for Civil Prisoners). It provides advice & contact details of national support organisation which can support people who are leaving prisons who may not have access to a probation practitioner to support their release planning.

Resettlement Guidance booklet – This is mainly a resource tool for pre-release staff and can be used during interviews with prisoners. It is also intended that copies should be made available in prisons libraries and receptions to enable prisoners to view the guidance booklet. It includes advice and tips to support people who are working with probation and prison staff planning for their release. The chapters are based round the 7 Pathways. The pack also includes contact details for national support services following release.

The guidance document is available as a digital pdf and has been designed to allow PRT and Prison staff to print specific pages based on identified needs. Information for each pathway is provided on two pages enabling staff to print on one page of A4 paper (both sides). You can print each pathway as a “grab sheet” and display in appropriate areas as required e.g print version of the accommodation pathway available in prison reception or on prison wings/houseblocks.

**Note:** The information provided in the leaflet & guidance booklet represents some of the support services available to everyone in the community, however people subject to Probation Supervision, should after discussing their needs with their Probation Worker, have a referral made to a specific probation funded service in their area, who can provide more individual support

**Where to find the Resettlement Packs**

Printed versions of the leaflet and guidance booklet can be ordered on the PSPI Storefront. Please speak to the prison stores manager or administration lead with access to Storefront, who will be able to order the leaflet and booklet for you. [**http://pspistore.com**](http://pspistore.com)

Use code **OPS\_BF050** for the leaflet (available mid-November 2022)

Use code **OPS\_BFO51** for the guidance document (available mid-December 2022)

Digital PDF will be made available on EQUP and on Gov.UK, using the title resettlement/pre-release leaflet and guidance booklet.

**Issuing the Resettlement Packs**

We have set out below what we understand are the key points to issue the leaflet, however, please use your own discretion:

**BCST2 Initial Assessment:**

* People in prison should be made aware of and/or offered the Resettlement leaflet and if specific pathway information requested, a printed version provided from the pdf booklet.

**Pre-Release Planning Activity**

* The leaflet can be used by pre-release teams or Keyworkers to support people who are unconvicted and to support those sentenced in preparing for release
* A printed copy of the leaflet and or specific resettlement pathway print out from the guidance booklet can be included in the handover from POM to COM for sentenced people managed under OMiC. Printing is the responsibility of PRT/COMs
* A printed copy of the leaflet should be provided by pre-release to prisoners who are due for release to other regions within the next 6 months

**On Release from prison**

* All people leaving prison should be offered a copy of the Resettlement Leaflet

**Action for Pre-release Teams:**

* Ensure a printed copy of the guidance booklet is available in the prison library and departure lounges (if there is one at the prison)
* Ensure sufficient copies of the Resettlement Leaflets are available in the prison reception and departure Lounge (if there is one at the prison).
* Ensure staff in reception and departure lounges are aware of the purpose of the Resettlement leaflet and include handing them out as part of the discharge process for all people leaving prison.

**Action for Reception and Departure Lounge Staff:**

* All people leaving prison should be offered a copy of the Resettlement Leaflet