

## Annex C



## Flexible Release Request Good Practice Example

DETAILS OF THE INDIVIDUAL WHO IS DUE TO BE RELEASED					
Prisoner Number	12345	Surname	Bloggs	Forename(s)	Josephine
Date of Birth	27/06/1992	Establishment	Polmont	Actual Date of Liberation	24/12/2021
Requested Date of Liberation	22/12/2021	Local Authority	Edinburgh		
DETAILS OF INDIVIDUAL/ORGANISATION MAKING THE REQUEST					
ORGANISATION					
Prison/Community	Community Based	Role	PSP Mentor	Organisation Name	Any Organisation
INDIVIDUAL SUBMITTING REQUEST					
Name	Anne Other	Email	a.other@anyorg.gov.uk	Office Number	xxxxxxxxxxx
Mobile Number	xxxxxxxxxxx	Date Submitted	12/11/2021		

OFFICER SUPPORTING REQUEST (if Different from Above)					
Officers Name	Sandra Else	Officers Email	s.else@anyorg.gov.uk	Officer Contact Number	xxxxxxxxxxxx
ADDITIONAL CONTACT - DETAILS (in case officer supporting/submitted request cannot be contacted)					
Additional Point of Contact Name	Sam Body	Additional Point of Email Address	s.body@anyorg.gov.uk	Additional Point of Contact Office Number	xxxxxxxxxxxx
Additional Point of Contact Mobile Number	xxxxxxxxxxxx				
BRIEF OVERVIEW OF SUPPORT NEEDS					
<p>Ms Bloggs requires to access multiple services on the day of her release including Housing, GP, Addictions services and Welfare Benefits. All services will be running on reduced capacity on Friday 24 December, and some will be closing early. We are concerned that limited access to services on Christmas Eve will leave Ms Bloggs vulnerable over the holiday weekend. Many services do not open fully again until 4 January 2022 and while emergency out of hours' services will be in place, they do not offer full access to the service required. Her ex-partner is also aware of her existing liberation date and has been abusive towards her in the past. An early release of 2 days would help Ms Bloggs transition back to the community safely and seamlessly with both practical and emotional support and enable appropriately timed access to the required services. This will ultimately reduce Ms Bloggs anxieties and risk of reoffending.</p>					

Please complete each of the boxes that is relevant to the individual's reintegration needs and outline the impact that liberating them 1 or 2 days early will have. This should include details on any lack of or limited service. Please also include planned arrangements for the suggested day of release and the benefit or outcomes that this will have for the person you are supporting.			
SUPPORT NEED	REASON FOR REQUESTING FLEXIBLE RELEASE AND IMPACT ON INDIVIDUAL IF LIBERATED ON ORIGINAL DATE	PLAN TO ADDRESS NEEDS ON FLEXIBLE RELEASE DATE	BENEFIT/OUTCOME FOR THE INDIVIDUAL
<b>TRAVEL ARRANGEMENTS</b>	Josephine will have to travel 30 miles to her home area following release on 24 December which will take up a bit of time in the morning before she even visits the required services. This reduces the time she and her mentor will have to settle her into her flat and engage with all necessary supports prior to the holiday period.	9.30am Wednesday 22 December - Mentor will pick Josephine up at the prison gate to support her to services. A liberation pack will be provided including a mobile phone with credit and essential care items.	This allows the mentor to support Josephine earlier in the week to ensure all supports are in place by the holiday weekend. It will also reduce anxieties and the likelihood of reoffending.
<b>ACCOMMODATION</b>	Josephine will be homeless on release and the local authority has advised that homeless papers will need to be completed on her liberation day. While they have identified a temporary furnished flat for her there is no one available to carry out an accompanied viewing until 3.30pm on Friday afternoon prior to the service closing at 4pm. This is not enough time for the mentor to get Josephine settled prior to the holiday period and identify any issues. Full housing service does not resume until 4 January 2022.	Appointment made with the Homeless Team on Wednesday 22 December at 10.30 am to complete paper work after which she will collect community care grant. Accompanied viewing/hand over of keys organised at the property for 1pm	This allows Josephine to settle into her surroundings, access food parcels and other such items as well as collecting her community care grant for clothing without the stress associated with services closing early for the festive period.
<b>ADDICTION</b>	Josephine struggles with substance use. Her time in custody marks the longest period of recovery. Addictions workers do not have any appointments on Friday 24 December	Thursday 23 December 1pm – Appointment with addictions worker who can support Josephine to find a chemist that is open during the festive season and give advice and support around coping strategies	This will help Josephine to cope over the festive period and reduce the likelihood of her lapsing/reoffending during this time
<b>HEALTH</b>	GP registration has still to be confirmed on date of release. Concern that may not get an appointment and need to re-register as	Thursday 23 December 10.30pm - GP receptionist has confirmed that an appointment is available on Thursday	This will reduce anxiety for Josephine and ensure that she has access to prescription medication before her 7

	an emergency patient. Continuity of current prescription medication is crucial	at 10.30pm so that she can re-register and obtain a repeat prescription for medication which can be collected the following week.	day supply from prison healthcare runs out. Ensures Josephine's complex mental health issues are better supported and minimises risk of her experiencing psychotic episodes
<b>MENTORING/THROUGH CARE SUPPORT</b>	As Josephine's mentor I have already built up a good relationship with her during her time in custody. However, the amount of appointments that I would have to support her to on Friday 24th is unmanageable due to early closures and distance to travel between offices. It also means that I would not have any time to ensure that Josephine is settled properly into her accommodation	I have contacted services as described to ensure that there is sufficient time to meet with each.	This ensures that Josephine is not over stressed on her first day and that we can establish any other requirements and address these as necessary before services close.
<b>EMPLOYMENT</b>	Not applicable	Not applicable	Not applicable
<b>WELFARE BENEFITS</b>	If liberated on 24 December and tenancy not signed up until later in the afternoon there would be limited time to attend JCP and complete claim before 5pm. Office does not reopen until 29 December 2021.	3pm Wednesday 22 December – Mentor will support Josephine at JCP office to arrange Universal Credit Claim and reinstate PIP.	Ensures Josephine can receive an advance prior to the holiday period so that she has money to live on.
<b>RISK OF HARM</b>	Josephine has been in an abusive relationship with Fred Bloggs. She was still in this relationship before entering custody but has since ended this relationship. He has spoken to friends of Josephine and said he will be waiting for her when she leaves custody and knows her date of release. He has been aggressive towards workers in the past and has also been emotionally and physically abusive to Josephine throughout their relationship. She has not decided if she wants to go to the police and has previously not reported the abuse for fear of repercussion from	Mentor will support on the day of release and pick her up from the prison. I have encouraged Josephine to disclose what has happened to the police domestic abuse unit so she can get a restraining order against Fred, a storm marker on her door and new locks fitted by housing.	Josephine will not be greeted by her ex partner who will likely be aggressive towards her and may be aggressive towards workers on her release day. When I suggested the flexible request to Josephine she was supportive of this and said she would feel safer leaving custody knowing that Fred would be unaware of her release date. This will also allow her to attend appointments the day of her release without fear of Fred waiting for her and approaching her.

	Fred. However, abuse is documented as police have attended previous assaults.		
<b>OTHER</b>	Settling In	The remaining time on Thursday afternoon and Friday morning will be used to support Josephine and makes sure that she has everything she needs.	The remaining time on Thursday afternoon and Friday morning will be used to support Josephine and makes sure that she has everything she needs.

In your email, please attach any other evidence that you feel with strengthen this request e.g. supporting letter from a specific service.

**CONTROL OF RELEASE OFFICE USE ONLY SECTION**

EVIDENCE AVAILABLE		
<p>Is there enough evidence to show that release 1 or 2 days early will benefit reintegration?</p> <p>Officers need to consider:</p> <ul style="list-style-type: none"> <li>• timescales in respect of travel from prison to home town and also time to travel between appointments</li> <li>• Restrictions to service on EDL</li> <li>• Can plans be put in place to mitigate this on the EDL</li> <li>• If not, what are the plans for the date requested and how will they assist. Do limitations still exist?</li> <li>• Overall effect on the individual of keeping to EDL or releasing 1 or 2 days early</li> <li>• Are there any risks to the individual/public from granting the request</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>Case already discussed at case conference</p>	<p>No <input type="checkbox"/></p> <p>Click or tap here to enter text.</p>

If No		
Is there sufficient time (more than 8 days until EDL) to request more information?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is a Case Conference required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Establishment Recommended Decision	Approve X	Reject
How will this decision affect the individual	This will aid integration and reduce likelihood of reoffending	
PPU Final Decision	Authorise	
Reason	This will benefit the individual to achieve positive outcomes in the community	