

# MOVING TO PROBATION

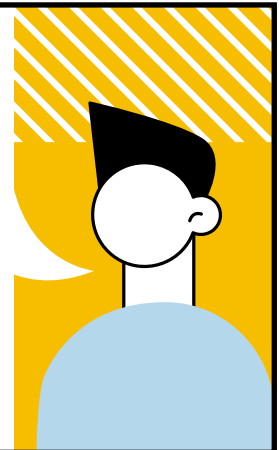


You're now moving on to Probation Services. Probation has a lot of support and opportunities for you. The information below will answer any questions you might have to help you feel more prepared.

## What is probation?

After you've completed your time with the Youth Justice Service, Probation is the next stage of your sentence. This is a process of supervision and monitoring for a set period of time (for example, 3 months). In this time, you will need to follow certain instructions given by your Probation Practitioner.

Probation is about helping you to settle back into life outside of custody and start building your future. During this time, a lot of support will be available to you.



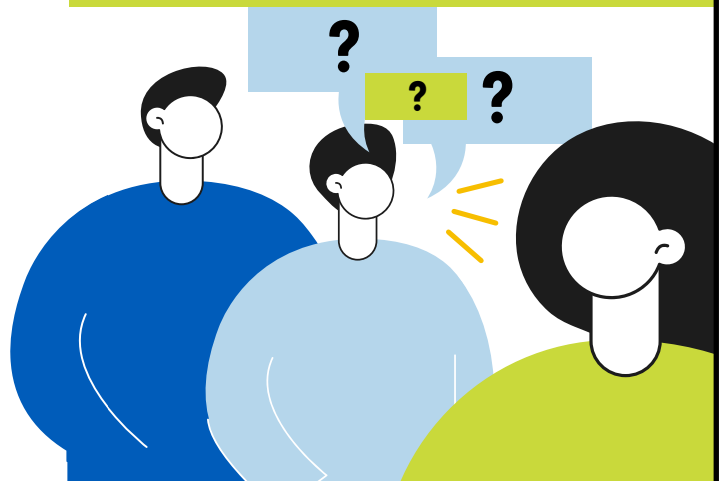
## How do I prepare for probation?

Before you move into the Probation Service, you and your current Youth Offending Team Worker will meet your new Probation Practitioner

### to discuss:

- ▣ How you have been getting on in custody
- ▣ What help you have received
- ▣ Appointments that you will need to attend during probation
- ▣ How they can support you when you finish your probation

You can ask them as many questions as you like about what probation is and what you might need to do.



## What will my Probation Practitioner do?

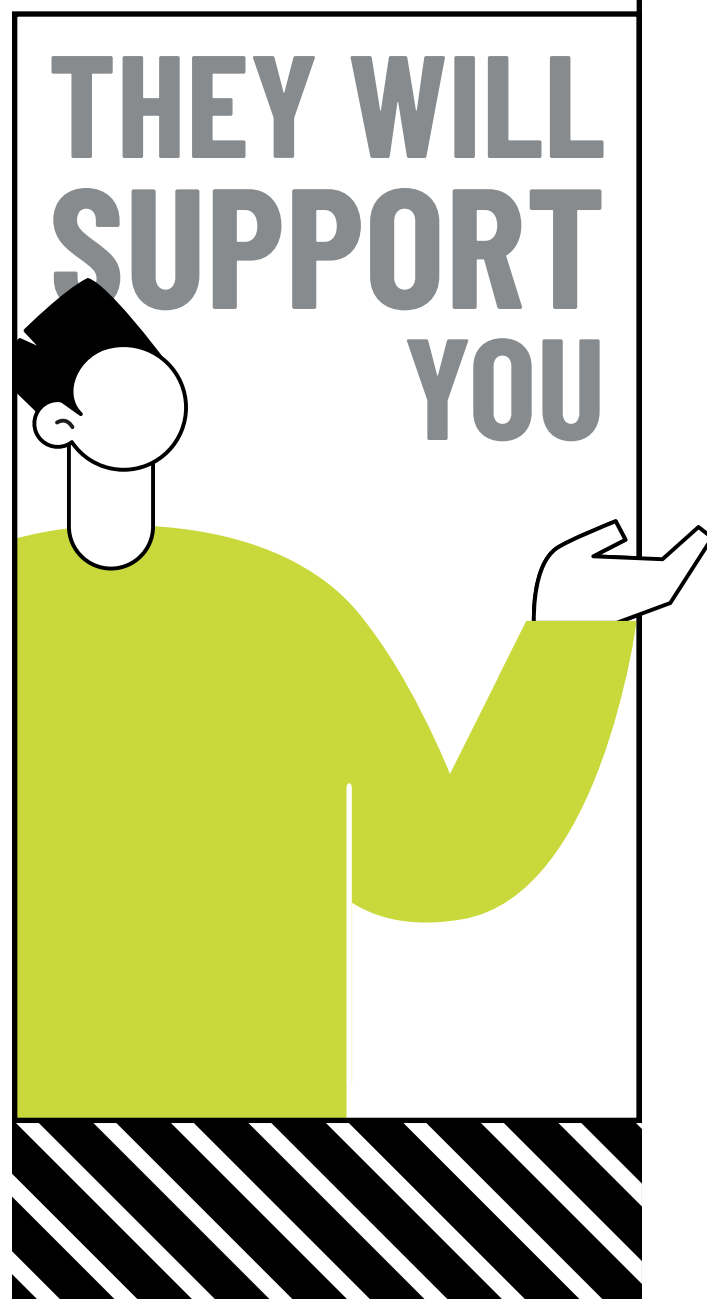
### They'll support you by:

- ▣ Managing your appointments
- ▣ Developing the plan for your sentence with you
- ▣ Creating goals for your future
- ▣ Arranging activities you're interested in
- ▣ Mentoring to help you achieve your goals
- ▣ Providing support with mental health, drug or alcohol difficulties if needed
- ▣ Helping you to develop your interests
- ▣ Helping to develop your support systems

Your Probation Practitioner may involve other people or organisations to help provide you with support, but they will talk to you about this first. The support will include similar services to the Youth Justice Services, but it will be aimed more at adults.

Your Probation Practitioner will also ask you questions, sometimes about your past, so that they can make sure they're supporting you with whatever you might need for the future. They will want to know about your experiences and needs – for example, you might be a carer, have health issues or practice a religion, which may affect how and when you're available to come to appointments or get support.

Every appointment with your Probation Practitioner will be your opportunity to tell them how they can best support you in getting the most out of your time on probation.



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## What are probation appointments?

The first few appointments you will attend at the Probation Office are called

**'Induction'.**

During these induction appointments your Probation Practitioner will ask you questions about you and your situation. They will explain differences and similarities between Probation Services and Youth Justice Services.

Your Probation Practitioner will ask you to sign an agreement form to say that you understand the instructions of your probation sentence, your rights and responsibilities. If you have any questions about the agreement form, your Probation Practitioner will be able to help.

After your induction appointments, you'll then be given dates for your next appointment with your probation practitioner for the following week so that they can start to discuss with you your future goals and how you will work towards achieving them. This will be completed over a number of weeks to make sure that your views are included.

Your Probation Practitioner will always see you on time, unless something urgent or unexpected happens. They might also arrange to visit you at home for some appointments.

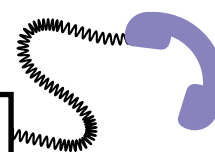
Remember that it is a **legal requirement** to attend your probation appointments.

## What if I have to cancel or there's an emergency?

If you can't come to an appointment, you need to tell your Probation Practitioner **as soon as possible** to rearrange. You can only miss an appointment for fair reasons (for example, illness, a medical appointment, a job shift).

Your Probation Practitioner may need proof of your reasons, so check what you would need to show them.

If you can't let them know before, for example if there is a sudden emergency, you will need to let your Probation Practitioner know within **5 working days** after the missed appointment. You will also need to show proof of the emergency. If you miss an appointment without good reason, this is breaking your probation rules. You could be given a warning or have to go back to court. If you are on a licence, you could be sent to prison.

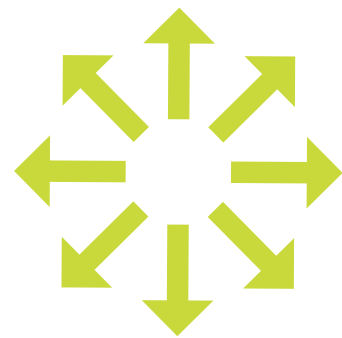


## Who does the Probation Service share my information with?

Sometimes your Probation Practitioner will need to share information with other individuals or organisations, to keep you or other people safe.

### Examples include:

- ▣ The National Health Service (NHS)
- ▣ Local Councils
- ▣ Further/Higher Education
- ▣ Charity Organisations
- ▣ Police
- ▣ Social Services



## What happens to my records? Who sees them?

The Probation Service will always do its best to be open and honest with you about what information they share and why.

They keep records to help them track your progress, make decisions, and write reports. They'll keep your records safe and secure and will **only** share information with other organisations if there is a need to.

You have a right to see the information they hold about you, and they do not usually share information with family members or partners without your permission.

As part of your induction, your Probation Practitioner will discuss your privacy and how the Probation Service handles your information.



## What will be expected of me while I'm on probation?

### Rules for your probation period will include things like:

- ▣ Attending all appointments, on time and not under the influence of alcohol or drugs
- ▣ Respecting the privacy of others (no photography, video or audio recording during appointments)
- ▣ Being fair and respectful to all staff and other people on probation
- ▣ Letting the Probation Service know if your contact details change (phone or address)
- ▣ Getting permission from the Probation Service if you wish to move or travel abroad

The Probation Service will want to help you plan and build your future. So, they'll also be expecting you to be as open and engaged with them as you can. Working together means they'll be able to support you better.



## What do I do if I have any worries or problems?

Your Probation Practitioner is there to explain anything. So, if you do not understand or are worried about something you should speak to them.

If you do not want to speak to your Probation Practitioner about it, you can ask to speak to their manager.

