

**HMP Warren Hill Public Sector Prisons – East of England
Progression Regime Welcome & Information Booklet**
March 2022 Governor David Nicholson



HMP WARREN HILL - CONDITIONS OF SUCCESS



“To establish an environment that enables everyone to peacefully reside, respecting each other at all times no matter what.
Maintaining open channels of communication and participating constructively, striving for conditions of success”

HMP Warren Hill is a Category C male establishment which has an operational capacity of 267. Warren Hill comprises of the Progression Regime (PR), Therapeutic Community (TC) and Psychologically Informed Planned Environment (PIPE). These are run as separate entities but they all incorporate the same values and community ethos. There is a referral form and compact for the progression regime at the Back of this booklet, for the TC and PIPE there is a separate referral process which your POM would be able to assist you with

The Progression Regime began in February 2015 and was developed by residents, staff and stakeholders working together to fulfil our vision of supporting residents on Life, Indeterminate and Extended Determinate Sentences (EDS) residents who are committed to self-change and working towards securing their progression either to open conditions or back into the community. We have continued to build on our vision and work closely with our resident council to ensure we are meeting the needs of our community.

Transferring to Warren Hill's Progression Regime is voluntary and is designed to assist residents with evidencing their reduction in risk. This booklet is aimed at giving you an overview of what to expect throughout your journey here and how it can increase your chances of a successful parole and support you in transitioning into the community.

We have a strict zero tolerance to violence, with staff and residents safety being a priority.



Whether you transfer to Warren Hill for the Progression Regime, TC or PIPE when you arrive you will be greeted by our reception team who will make you a cup of tea or coffee and put you at ease, they are both professional and friendly in their approach and will be happy to answer any questions you may have. We believe it is important to have a fresh start when you arrive at Warren Hill and so made the decision to award everyone with their enhanced status on the IEP scheme whatever your previous status, this is then yours to maintain. From reception you will be escorted to your unit, Alder, Oak or Sycamore for the PR, Elm (TC) and Maple (PIPE), more information on these units can be found further on in this booklet.

From the moment you arrive you will notice the relaxed atmosphere and open spaces, with sea views. You will begin a two week induction period, during which you will be allocated a keyworker who will introduce themselves to you and arrange a time to have an initial keywork session when they will explain how the keyworker and Enhanced Behaviour Monitoring (EBM) process works. You will also be allocated a Prison Offender Manager (POM) who will aim to introduce themselves to you within your first 10 days of arriving at Warren Hill. Both your keyworker and your POM will be able to answer any initial questions and schedule an initial EBM for around 4 weeks after your arrival, this gives you the chance to settle in and gain employment.

During your induction you will be supported by the induction orderly who will assist in completing all necessary paperwork and take you to any induction appointments and give you a tour around the establishment.

You will be issued with a Personal Development Plan (PDP), the orderly will explain this in detail. Warren Hill's progression regime is about residents being pro active and taking responsibility for themselves. The PDP supports this and is a great opportunity to document your journey throughout your time at Warren Hill and further progression. The progression regime is about consolidating the work you have completed during your time in custody and putting into practice the skills you have learnt.

There are stages for you to work towards, you will be on stage 1 on arrival and work towards gaining stage 2 by engaging within the regime, being a pro social member of the Community and gaining fulltime employment. Stage 3 is gained by demonstrating a good insight into your risk factors and that you are managing them appropriately. by progressing through the stages demonstrates that you are engaging as expected and managing your risks, there are various incentives to moving up through the stages, such as, the onsite shop, barista, family visits; where you can cook for your family and spend time in a specially dedicated room and the opportunity to apply for Warren Hill's own Approved Premises when all other criteria is met.

These are all aimed at giving you the opportunity to evidence a reduction in your risk factors. More time out of your room to manage your time appropriately in purposeful activities. We have various weekend and evening activities to take part in and welcome any new ideas if you have hobbies you are interested in. Some activities include, band practice, mixing music, over 50s, various competitions; snooker, pool, darts, chess, cooking, team games on the Nintendo Wii, purple visits, football, gym, park run, NA, AA, virtual campus, barista including cooked breakfasts. We hold regular quizzes and bingo on the units.



Oak & Alder unit

These are our two main units within the progression regime, Alder has 90 rooms with Oak having, slightly more, 93 rooms.

These units feel very welcoming with artwork on the walls, fish tanks and well equipped kitchens for residents to prepare their own meals if they wish. They have a small court yard exercise yard.

They have facilities such as a pool table, snooker table and table tennis table, a darts board, a Wii console and regular competitions running during association periods with various prizes to be won.

Therapeutic Community (TC) & Psychologically Informed Planned Environment (PIPE)

As well as the progression regime, we also have the TC and PIPE units. Whilst these are run separately to the progression regime they do incorporate some of our values and benefits, such as the stages, which offers the opportunity to use the barista and shop.

They also have their own kitchens, pool tables and activities with beautiful gardens where they keep bees and have an activity centre outside where they plan to hold various workshops.



At Warren Hill we pride ourselves on our community ethos and all units have community landing based meetings and meals on a regular basis. All residents are encouraged to engage in various activities and bring forward any new ideas they have or skills they can share, from art work, music, poetry to qualifications. As the only male Cat C establishment that is EE accredited as a whole prison we encourage all the values within an Enabling Environment; belonging, Boundaries, Communication, Development, Involvement, Safety, Structure, Empowerment, Leadership and Openness.

We promote a rehabilitative culture, we feel it is important to provide a safe, decent, hopeful and supportive of change environment for all our residents and staff. In order to achieve both a rehabilitative culture and enabling environment we build positive relationships between staff and residents, working closely together to improve standards and make positive changes. One way we do this through our keyworker scheme, staff are there to support and challenge residents and work with them to evidence a reduction in their risks, regular meetings, EBMs (Enhanced Behaviour Monitoring) are held with the POM (Prison Offender Manager), keyworker, resident and any other relevant departments such as psychology, mental health, phoenix future (drug service), these can also include family if the resident is happy for their involvement and they provide support.

We have a Warren Hill magazine produced by the residents – The Know.

Once release has been granted by the parole board residents can apply for an escorted ROTL to assist with reintegration into the community.

Residential Units

Sycamore Unit

This is a small unit with a 20 rooms, one of those being a large disabled room with a large wet room. This unit is for the over 50s and ideal for any resident with social care or mobility requirements as it is all on one level with a ramp leading to the front gate. It has its own kitchen for residents, large garden area with art work displayed and murals on the walls, they grow their own veg and put on their own activities such as tennis, and bowling (Wii console)

Willow Unit - Approved Premises Living

HMP Warren Hill now has a 4 bed unit called Willow that has been developed to allow residents coming to the end of their sentence the ability to be able to independently live before release. Willow unit allows residents the chance to live as a small community and start to plan towards release.

This also feeds into us being able to try and reduce the reoffending rate.

Residents on the unit are given space to think for themselves and develop good routines before release.

Willow allows residents more access to the regime and in time will develop to allow ROTLS and other exciting opportunities. Residents are placed on the unit via risk assessment and this is completed by OMU and Security.





Criteria for acceptance is as follows:

Be serving a Life, IPP, ISPPs or EDS Sentence and meet one of the following:

- Pre-Tariff (no more than 5 years)
- On/Post Tariff
- Excluded from Open Conditions
- Recalled from the Community
- Serving an Extended Determinate Sentence where parole has not been obtained

Must be willing to embrace change, demonstrate a commitment to change and evidence change accordingly through behaviour and compliance with the regime.

Must be willing to engage fully with the EBM process and agree to take an active role in all aspects of the regime, this includes working collaboratively with a range of people including Keyworkers, Prison Offender Managers, Employers and everyone who offers advice/feedback designed to assist progress.

Must support a Zero Tolerance approach to violence in all its forms (physical, mental and verbal) and personally contribute towards a safe and decent environment by respecting others.

A record of good behaviour for the previous 3 months is preferred.

HMP Warren Hill is unable to consider Foreign National residents who are of an interest to the UKBA. On application, confirmation will be requested from the referring establishment to confirm if no further action is being taken in their cases.

Integrated Regime

Criteria for acceptance is as follows:

The Progression Regime is a fully **integrated** regime. This means we accept requests to come here from people who want to progress towards release and live positively as part of a community based on the criteria described above, ie: they are finding it difficult to progress because they have an abscond history, they have been recalled to custody or they have failed to progress following previous parole hearings.

We do not select on the basis of offence type or any other erroneous reason.



At Warren Hill we promote a rehabilitative culture and use the principals of Procedural Justice; voice, neutrality, respect and trustworthiness. We try and incorporate these into every aspect of Warren Hill and this is discussed within our resident council, who meet on a weekly basis and by weekly with Governors and various staff. The resident council is made up of residents from all units and represent all areas of Warren Hill, this has proved a positive asset for staff and residents, with improved communications.

Another area that makes us stand out from other Cat C establishments is we have not had a segregation unit at Warren Hill since 2017, this has worked well and helped us to approach situations differently, including our adjudication process where we try to use community payback as an award as opposed to punitive awards.



“...My Husband and I would like to say a massive thank you to all who helped our son to get on the road to freedom. You are the only ones and the only jail that have taken the time to listen and help him to gain his freedom and finally come home.”

Residents who have received a progressive decision either to Cat D or for release to the community are issued with packs which contain 2 stamped addressed postcards to enable residents to keep in touch with us and let us know how they are getting on.

Whilst it can be easy to focus on the times when the outcome hasn't been as positive, we are always happy to hear from residents who are doing well in the community or in their new establishment. Please do keep in touch with us after you have moved on, as we do like hearing about your experiences and how things are going for you.



“...Just to let you know that I'm doing well and making progress. Life is difficult for many at the moment, but I am thinking positive and learning new ways and gaining wisdom. Thanks again for your help on my release.”

“...Things are going really well and I am now working for my local council. I am continuing to work with probation and have recently moved in with my partner. Our relationship is going really well. Before COVID I had the opportunity to come back to prison and talk to my peers about progression and release, which was a good experience. Life is really good”.



Warren Hill are always looking for new ideas and ways to improve, we are big advocates of working collaboratively with external agencies. We have recently worked with a restorative practice company and piloted a new scheme call ReSeT which is a relational skills training course looking at ways of improving communication. We have recently received a visit from Pets As therapy where they brought a dog in with them, this can improve general wellbeing of residents and staff and boost moral. These will be providing regular visits and well as looking at training staff with their dogs to continue to build the staff/resident relationships.

“....I am glad to have had such a wonderful experience with great memories. I am enjoying my stay at the AP and being closer to my family. I have built good relationships making new friends. I just want to express my gratitude to you all at Warren Hill”

“...Thank you so much for believing in me. Warren Hill has 100% worked for me and I am so grateful for being given a chance. I am loving my new working life in the community.”

“...I went on a RoTL with an officer. We left the establishment with minimal fuss and drove to our destination, which was a coffee shop. I used my money to buy a coffee and a sandwich. One thing I noticed was the £10 notes had changed and most people were using cards and even their phones to pay for their drinks. I then went for a walk around some shops with the member of staff. I thought it went well and enjoyed the experience.”

Number of parole boards held in the previous month and comparison data with the previous year:

July – September 2021 – 33
 July – September 2020 – 38
 To date this year – 95 (compared to 97 last year)



% of progressive decisions: Cat D and release:

Cat D:	Release:
July – September 2021: 30%	July – September 2021: 18%
July – September 2020: 45%	July – September 2020: 24%

There were 6 recalls from July to October ranging from 24 days out to 1363 days out. There have been 2 Cat D failures.



“...I’ve enjoyed being able to go on three town visit RoTLs with an officer from Warren Hill. I was anxious at first, but I started to chill out a bit and felt it was the just enough time to get used to being released back into the community. On my second town visit I went by train with a member of staff and this helped me overcome some of my anxieties. I enjoyed the RoTLs and it helped me feel less anxious about my release.”

Some of the courses that we offer and agencies we work with are listed below;

- Britten Pears Arts, this group comes in on a regular basis to work with residents on a variety of music projects and performances.
- Forward trust who provide therapy services
- DWP
- We provide the following course:
- Non accredited run by GLA group ltd – Pitched, Flat and Liquid roofing
- B1 Forklift Counter Balance Course
- L1 & L2 Health & Fitness
- City and Guilds horticulture level 1 & 2
- Raptor award
- Woodwork - Didac woodwise
- Warehousing & Storage Skills City & Guilds Level 2
- Painting and Decorating level 1, 2 & 3
- Functional Skills level 1, 2 & 3
- Certificate in Enterprise
- Multi-skills
- Valuing Equality & Diversity
- NVQ Level 2 Diploma in Food Production and Cooking/Hospitality
- Gym – Focus Awards Level 1 Fitness Course and Level 2 Fitness Instructor
- Welding - Fume Control Course and Level 1 Welding
- CSCS
- Certificate in Progression & Award in progression
- Diploma in Maintenance Operations level 2
- Barista Level 2
- Certificate in Performing Engineering Ops MIG and TIG L1
- Diploma in Performing Engineering Ops L2
- COSHH
- We are currently working to get the Twinning Project in Warren Hill which involves working with Ipswich town football club
- We are also starting to work with a company called student life who will be bringing their Music Producer to help set up a studio space within the prison and we will also form working groups for regular workshops in mental health and wellbeing, film, music and photography.



Day to Day

HMP WARREN HILL - CONDITIONS OF SUCCESS



THANK YOU
#HIDDENHEROES

Evenings are structured for meetings, Open University (OU) work, charity work, studying, chaplaincy meetings or groups, completion of the evidence portfolios for parole, NA and AA provision is in place for those people who require it. Evening activities are voluntary, however attendance can evidence motivation and commitment. Remember the parole board will be looking at what residents have done over and above that which is expected.

Weekends are a time for leisure (unless you are working of course), association, cooking together, football/sports/gym provision and visits including family visits.

Families The involvement of family is highly encouraged as this can assist rehabilitation and a successful return to the community. Family are involved in all aspects of progression where appropriate, for example EBM meetings, we have teleconferencing facilities available in all interview rooms so people who are out there to support residents outside can be part of those meetings.

Café / Shop Upon reaching Stage 2 of the Progression Regime there is access to a Barista and Shop which can be used at residents own expense. These facilities provide an opportunity to evidence residents are able to budget and control spending. We understand that wages are low in prisons and few residents are fortunate to have money sent in, however we endeavour to keep prices as low as possible, like in the community the facility is there if you can afford it, they are not compulsory, they are there to offer choices. Both the Barista and Shop provide training and experience to help build CV's and can be used to facilitate Keyworker meetings etc.

Progression through the regime and the stages you can reach.

On the following pages is an explanation and diagram showing how progression through Stages 1, 2 & 3 works in general; the graphic is a guidance tool as everyone and every case is different. Progression is not a race, it's better for residents to take their time and get it right than rush it.

The EBM process and the Stages must not be viewed in the same way as an IEP scheme either; progression through the stages is not designed specifically to include increased enhancements at each stage like Basic, Standard or Enhanced even though progression to Stage 2 & 3 does allow access to the barista and shop. Stages 2 & 3 are proof that residents have met the standards required within the progression regime.



First EBM board held within first month of arrival

Month Two and Three. Keywork sessions continue. No formal EBM boards held.

Month Four. Board 2 is held and Case File Review is shared. Stage 2 paperwork issued (if stage 2 expectations have been met, see criteria). **Board 3 is booked**

Regular EBM boards continue. Timescales for boards continue to be set collaboratively /at **Prison Offender Managers** discretion but no more than 2 months apart.

Resident considered by Prison Offender Manager and KW to be ready for Stage 2?

On receipt of completed application form requests feedback from MDT, including Psychology and other relevant agencies (i.e. MH, Substance misuse). **Resident considered by the MDT to be ready for Stage 2?**

Stage 2 Board is held, chaired by Band 7 or above. **Stage 2 Approved?**

If yes, progress to Stage 2 and boards continue as usual. If not, boards continue and Stage 2 application completed again at a later date if expectations met

Resident considered by Prison Offender Manager and KW to be ready for Stage 3?

Prison Offender Manager issues Stage 3 paperwork and sets deadline for completion. POM also sets date of next board and informs psychology. Full Review board is held with Psychology in attendance. **Resident considered by the MDT to be ready for Stage 3?**

Stage 3 Board is held, chaired by Band 7 or above

Stage 3 Approved? Continue EBM boards with POM discretion on frequency

SAME PROCESS AS STAGE 2 if not approved: Regular EBM boards continue. Resident applies for Stage 3 when considered ready by the MDT

Recommitment, Back Staging and Deselection.

THANK YOU

#HIDDENHEROES

We very much hope that given residents are committed to their own progress there should be little need to back stage or deselect anyone. However, in the event that progress does stall there are procedures which support with this.

The Recommitment, Back Staging and Deselection policy is aimed to re-engage residents in the hope that they will wish to continue their journey at HMP Warren Hill Progression Regime.

Recommitment meetings will be held if a resident is involved in any of the below;

- Adjudication
- Serious or consistent evidence of offence paralleling behaviour which have been noted by the residents keyworker
- IEP downgrade
- Failure to progress to the next stage of the Progression Regime for a period of six months
- Failure to engage appropriately and positively in the regime.

During the recommitment meeting it should be made clear that the Resident has the choice whether or not to comply with the requirements of the regime and that a decision not to do so will be a decision to deselect from the regime.

Back staging is an important tool that should be used as part of the recommitment and deselection policy at HMP Warren Hill.

POMs and key workers are encouraged to back stage residents as part of the recommitment meeting where they feel this is appropriate and have clear rational for doing so.

Deselection by the establishment will only ever be considered where it is felt the resident is no longer manageable within the regime at HMP Warren Hill. Should any resident refuse to or fail to engage appropriately, the establishment will also consider deselection.

Additionally residents can request to self-deselect but all efforts will be made to re-engage them.

Establishments are to be reminded that should a resident be de-selected from the regime that they will be returned to their sending establishment. There is no time limit on this. If they are unable to return for security reasons then the sending establishment will be asked to source an alternative location for them.

Healthcare request transfer to HMP Warren Hill

To be completed and approved before a referral can be submitted

Name:	Prison number:	DOB:	Mental Health diagnosis. Currently has an open ACCT or has previously been on an ACCT – please give details	
Physical health conditions			Any recent/open referrals or outstanding hospital appointments - please give details	
Medication including IDTS and possession status (please ensure prisoner is transferred with at least 7days of medication)			Social care needs including ADL's	

Please email completed form to practiceplusgrp.warrenhillhealthcare@nhs.net

Progression Regime, HMP Warren Hill Referral Form

BEFORE completing this referral form, please complete the healthcare form (page before) and wait for confirmation of approval to start the referral process.

This form can be completed as a self-referral or be completed by the POM on behalf of the applicant

Who is completing this referral form? COM POM Resident

Resident Details:

Name		Number
Current Establishment		Date of Birth
Ethnicity		Last OASys Date
Current status:		
Sentence Type	Life/IPP/EDS	
Is the applicant post tariff? (please include tariff expiry date)	Yes/ No TED:	
Has the applicant completed all required treatment Programmes and PIPEs?	Yes/ No	

If you have answered no to any of the above questions please explain why you think the progression regime would be beneficial at this stage?

Index offence (please describe)

Programmes
What intervention work has the applicant completed?

Has the applicant been screened into the OPD pathway?
If so, do they have a current formulation?

Purpose	Significant Security Intelligence in the last 6 months - For Completion by POM
What can the applicant gain from the progression regime?	
Self-harm History and Known Triggers	Public Protection Information – For Completion by POM
	Any previous monitoring – Public Protection Alerts both historic & active – Current monitoring in place – Name and contact details of the VLO- Has the applicant been screened into MAPPA? If So, What level are they currently being managed at?

Healthcare Needs - For Completion by POM Any healthcare needs, medication or diagnosed mental illness?	Active Court Cases
	Yes or No If yes, please provide details:
Is the resident on IDTS/Methadone?	
	Additional info (optional):
Referrer Details (if POM) Name Job role:	
Contact phone number	





HMP Warren Hill Progression Regime Referral Compact

The Progression Regime is designed to test responsibility, prove reduction of risk and to enable a person to demonstrate to the Parole Board that they should be considered for release or progression to open conditions. It has also been designed to benefit those who are not eligible to move to an open prison, although it can also benefit those prisoners who for a variety of reasons are finding it difficult to progress. We can be a useful pathway to open conditions. In a small number of cases we can also support those who need support to reengage with their sentence plan

A move to HMP Warren Hill is voluntary, the prison operates an 'integrated regime' and accepts people based on their willingness to progress and take responsibility for themselves, not on offence type.

The regime provides a daily and weekly routine which promotes 'self-motivated cooperation' by enabling prisoners to take more responsibility for themselves.

There is an expectation that prisoners take an active role in their own sentence planning by setting their own goals or doing so collaboratively with staff, identifying their own resettlement needs and taking proactive steps to meet them.

The prison operates a 'key worker' scheme using the methodology developed within the PIPE model together with an 'Enhanced Behavioural Monitoring' (EBM) process used in the open estate. HMP Warren Hill is a Category C prison although the core day follows a Category D pattern Monday to Friday and allows longer periods 'out of cell' to enable the skills and attitudes described above to be demonstrated.

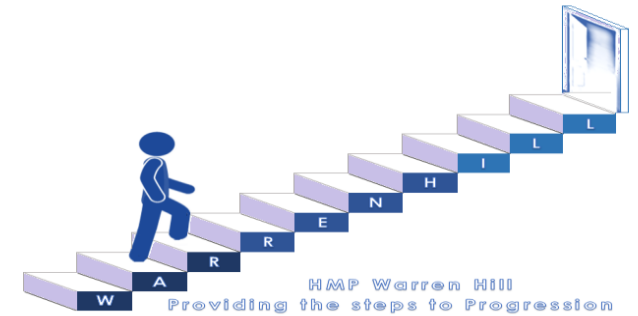
- I am aware psychology services will complete a Case File Review which will direct the areas I will work on within the EBM process.
- I am aware I am coming to engage in work to prepare for open condition or release.

OR

- I am aware I am attending the Progression Regime to explore the barriers to me engaging with my sentence plan with the aim of addressing my outstanding treatment needs.

The Progression regime is based round the Conditions of Success listed below; staff and prisoners are encouraged to adhere to these:

- **Open channel of communication**
- **Be respectful at all times (no matter what)**
- **Active Participation (i. e. engage with activities as required)**



- You must have a good record of behaviour prior to moving to Warren Hill and you must maintain a good standard of behaviour by remaining Adjudications and IEP Warnings free.
- If progression to open conditions or release has been identified for you, you must have completed all Offending Behaviour Programmes or other *interventions designed to reduce your risk. Or be willing to address the barriers to engaging in interventions to reduce your risk.*
- You must be willing to engage in a regime which requires high levels of personal responsibility where you will be expected to display attitudes and behaviour that indicate your risk is reduced and is manageable, showing ability to take constructive criticism and feedback.
- You will write and manage your own Individual Development Plan (IDP), setting and working towards targets which will evidence your progress.
- You must write a CV and apply for work within the establishment and attend all work sessions when required unless retirement age has been reached.
- You must remain drug and Alcohol free and free from all criminal activity including Mobile Phones etc.

This list is not exhaustive and is designed to set the scene for those who wish to engage in the Progression Regime. The Progression Regime is small with only 197 residents living within 3 units, this enables 'you to get to know us' and 'us to get to know you' – this understanding and close working relationship has so far proved successful with high numbers of residents being successfully released into the community or progressed to the open estate. The regime works for those residents who are prepared to 'put in the work' and show that they have changed.

Please see the following page (Annex A) to be signed by the resident requesting to be considered for the Progression regime and the POM recommending the move.

HMP WARREN HILL - CONDITIONS OF SUCCESS



Annex A
HMP Warren Hill Progression Regime Consent form

Applicant

I understand and agree to all the elements of the Progression Regime. I further understand that if unsuccessful on the Progression Regime I will be transferred to an alternative establishment. This could include the establishment I arrived from.

• **I am aware the progression regime is structured around the Conditions of Success which are:**

- **Open channel of communication**
- **Be respectful at all times (no matter what)**
- **Active Participation (i. e. engage with activities as required)**

- I am aware psychology services will complete a Case File Review which will direct the areas I will work on within the EBM process.

Please tick:

I am aware I am coming to engage in work to prepare for open condition or release.

OR

I am aware I am attending the Progression Regime to explore the barriers to me engaging with my sentence plan with the aim of addressing my outstanding treatment needs.

Name:

Number:

Date:

Signature:

POM

I can confirm that I _____

Have discussed this opportunity with the person named above and recommended the progression Regime to him. I understand that if unsuccessful he will be returned to our prison or another appropriate establishment.

Date: ____/____/____

Please return one signed copy of this Annex A to OMU Warren Hill.