



Good Practice Guidance for Recall Part A Reports

A Part A Recall Report must be completed to request the recall of an offender back to prison custody. This must be submitted to the Public Protection Casework Section (PPCS) within 24 hours of the Senior Probation Officer making the initial decision to recall.

This guidance is designed to assist Probation Practitioners in completing Part A recall reports, whether that is via the Consider a Recall (CaR) Digital Platform or via the nDelius version of the report.

BEFORE YOU START!

- Have you got all the information you need?
- Have you discussed the case with your line manager? If using the Consider a recall (CaR) service, have you completed the initial consideration element of the process to aid this conversation?
- If managed under MAPPA, have you consulted with relevant agencies either informally or via a formal meeting?
- Have you contacted the VLO?
- Be aware of unconscious bias and how it can influence decision making.

The PPCS Recall Team will use the Part A recall report when considering whether the offender's behaviour or circumstances meet the threshold to recall.

Lay out all the evidence in a clear narrative so that PPCS have all the information they need. Be clear about:

- the reasons for recall
- your analysis of the key issues
- how the offender has progressed during this period in the community

Each section of the report has tips, but the overall message is to make it **SAFE**:

- **SECURE** – Everything is disclosable to the prisoner.
- **ANALYSE** – What does this information tell us about risk?
- **FOCUS** – Simple, straightforward and to the point.
- **EVIDENCE-BASED** – Impartial, non-discriminatory and professional.

As you review your report, check that it is analytical:

Descriptive Writing	Analytical Writing
States what happened	Identifies the significance



Gives the story so far	Weights one piece of information against another
States the order in which things happened	Makes reasoned judgments
Says whether and when something occurred	Identifies why the timing is important
States options	Gives reasons for the selection of each option
Lists details	Evaluates the relative significance of details
Lists in any order	Structures information in order of importance
States links between items	Highlights the relevance of links between pieces of information
Gives information	Draws reasoned conclusions

Please note: Where there are non-disclosure issues, please refer to the [Handling Sensitive Information, Including Information Provided by Victims, for the Purpose of Parole Board Reviews Policy Framework](#) for guidance and advice as to how to proceed. You must then provide this information separately to PPCS only and marked “NOT FOR DISCLOSURE TO THE OFFENDER”.

To apply to withhold information:

- You must speak to PPCS **before** sending any information.
- After speaking to PPCS, email the information to them.
- PPCS will check if the information should be withheld.
- If PPCS agrees, the recall team will submit an application for non-disclosure to the Parole Board. The Parole Board will decide whether the information should be withheld from the offender, or whether they can see the information.

Recommendation on Recall

1. Is this an Emergency Recall?

Where an emergency recall is requested (including recall of those serving life and IPP/DPP sentences) you must ensure that you remain contactable until PPCS has issued the revocation order. You will be copied into the revocation order, which is sent to New Scotland Yard and the Police SPOC.

REMEMBER: You must call PPCS for all emergency recalls, Life, IPP/DPP and EDS recalls before submitting the recall paperwork.

2. Is the offender serving a life or IPP/DPP sentence?

3. Is the offender serving an extended sentence?

It is important that the recall report clearly states whether an offender is subject to a life, IPP/DPP or extended sentence. This is because there is a higher threshold for recall in these cases – you will have to show that there is a ‘causal link’ between the current behaviour and the index offence.

NOTE: Extended sentences include the following:



- Extended Sentence (Criminal Justice Act 2003, Powers of Criminal Courts (Sentencing) Act 2000, Crime & Disorder Act 1998);
- Extended Determinate Sentence (Legal Aid, Sentencing and Punishment of Offenders Act 2012); or
- Extended Sentence for Public Protection (Criminal Justice Act 2003)

4. Offenders sentenced as a youth – Eligibility for a 14/28-day FTR:

Is the offender over 18 years old at the point of recall?

Is the offender only serving sentence(s) under s91 of the PCC(S)A 2000 or s.250 of the Sentencing Code?

4a. If yes to Question 4, where serving a sentence of 12 months or over please make a recommendation on recall type (28-day FTR or Standard) in Section 20 of this report.

4b. If yes to Question 4, where serving a sentence of under 12 months, the recall type will be a mandated 14-day FTR, if both answers to the question below are “NO”:

Are they MAPPA level 2 or 3?

Are they being recalled on account of being charged with a serious offence?

Here you need answer 4a or 4b if the answer to question 4 is Yes for both questions.

Offenders who are 18 years or over at the point of recall and are serving only sentences under s91 of the PCC(S)A 2000 or s.250 of the Sentencing Code may be eligible for a 14-day or 28-day fixed term recall, depending on sentence length.

For sentences under 12 months, a mandated fixed term recall of 14 days applies unless the offender has been charged with a serious offence or is MAPPA level 2 or 3 at the point of recall.

For sentences of 12 months or more, you will need to consider suitability for a fixed term recall based on their Risk of Serious Harm (see the [Recall Policy Framework](#) para 7.1.16.)

5. To be eligible for a mandated 56-day FTR all answers must be “NO”:

- **Is their MAPPA level 2 or 3?**
- **Are they being recalled on account of being charged with an offence?**
- **Are they serving a Sentence for Offenders of Particular Concern (SOPC)?**
- **Are they serving a Discretionary Conditional Release (DCR) sentence?**
Yes/No
- **Were they referred to the Parole Board under section 244ZB (power to detain) on this sentence?**
- **Have they been repatriated to the UK following a sentence for murder?**
- **Are they MAPPA category 4?**
- **Are they considered to be a person who may be at risk of involvement in foreign power threat activity?**



- **Are they serving a sentence for a terrorist or national security offence?**

All other adult offenders are now mandated a 56-day fixed term recall period where the answer to all questions above is 'NO'.

8. VICTIMS (Any information presented here should be disclosable to the prisoner)

Are any victim(s) eligible for the Victim Contact Scheme?

Date contact was made with the Victim Liaison Officer:

Victims who are engaged in the Victim Contact Scheme (VCS) will have an allocated Victim Liaison Officer (VLO). Victims can opt in and out of the scheme at any point of the offender's sentence, therefore you must make checks with the Victim Liaison Unit prior to completing this report.

Where victims are not engaged, or where a qualifying offence has not yet resulted in sentence, no VLO will be allocated. However, you must consider all victims irrespective of whether they are eligible or engaged in the VCS as part of your risk management plan

9. Police Information:

Is the offender currently in police custody or prison custody?

Are there any arrest issues of which police should be aware?

If yes, provide details below, including information about risks to staff, any children or vulnerable adults linked to any of the above addresses:

Police single point of contact name:

Email Address:

Confirm in this section the police force area that should be notified of the email and include an email address if you would like a specific police force or contact provided with a copy of the revocation order.

10. Last recorded address where s/he should be residing:

If the offender is currently of 'no fixed abode', please state here:

Provide any other possible addresses:

Ensure that you provide as much information as possible here as this will be passed onto the police and will aid them in locating the offender.

It is also useful to provide any known address that the offender frequents e.g. if they are often at family members addresses.



11. Could this recall affect any vulnerabilities or needs that the offender may have?

Think about if the recall or the circumstances that led to it could affect vulnerabilities or needs. It is important to explain how being in prison could affect these. Police and prison staff will need to see this information.

Consider the following:

- History of suicide or self-harm or any recent incidents
- Health and wellbeing (including drug or alcohol abuse, mental health concerns, medication taken and compliance with medication, physical health concerns. Learning difficulties and physical disabilities)
- Risk to or from others (including domestic abuse, adult or child safeguarding concerns, being at risk of serious harm from others, vulnerable to be being bullied by others or a risk of bullying others)
- Relationships, family and community (including relationship breakdown, Bereavement issues and cultural or language differences)

Where there are multiple vulnerabilities or needs, ensure these are fully explained below.

12. Do you have any suspicions that the offender is using recall to bring contraband into the prison estate?

Consider:

- Do you have any suspicions that the offender is using the recall to bring contraband into prison?
- Is the offender vulnerable to exploitation or has the capacity to exploit others for criminal gain?
- Is there any history of previous county lines activity?

13. Current MAPPA Management:

MAPPA Category: Please Select

MAPPA Level: Please Select

14. Current Risk of Serious Harm Assessment at time of this recall:

Public: Please Select

Known Adult: Please Select

Children: Please Select

Prisoners: Please Select

Staff: Please Select



The OASys must be reviewed and updated as part of the recall process. Sections 13 and 14 of the report should mirror the current MAPPA level and the updated assessment of the offender's risk of serious harm.

15. Provide details of the index offence(s) and write a succinct offence analysis

Here you should provide brief details of:

- What the index offence was
- Brief circumstances of the offence
- Any relevant risk factors at the time
- Whether they were on licence when the index offence was committed

This will be used by PPCS when making the decision to recall, and will be particularly important in life, IPP and EDS cases where a causal link is required.

16. Tick all standard licence conditions which have been breached:

This is a tick box section. You should tick all standard conditions which have been breached by the offender.

Note: The 'commit further offence' licence condition should only be ticked if the offender has been charged. If they are arrested or under investigation but yet to be charged, the 'good behaviour' licence condition should be ticked.

17. If any additional licence condition(s) has been breached, write out each breached condition:

Remember that for this question, you should only include additional or bespoke licence conditions which are on the offender's current licence.

18. Detail the circumstances and behaviours leading to the recall and provide an analysis on why the risk is no longer manageable in the community. This must include details on their response to supervision to date and, where applicable, details of any alleged further offending or charges.

You should provide as much relevant information as possible here about the circumstances and behaviours which have led to the request to recall. PPCS and the Parole Board will also need a clear analysis of why the risk is no longer manageable in the community.

You will have selected the standard, additional or bespoke licence conditions breached in questions 16 and 17 for the report. Ensure that you provide a clear explanation here of how each condition has been breached.



Where an offender is alleged to have committed an offence, has been charged or convicted, you should provide as much information as possible on the behaviour surrounding the matter/s. Think about whether the risk is manageable in the community, and where it is not, explain why.

Think about how the offender has responded to supervision to date and ensure that this is covered in this section. Consider the following:

- Have they responded well to supervision so far?
- Is the behaviour leading to recall out of character?
- Were there any concerns that their compliance with supervision was superficial? If so, why?

19. Describe any measures taken to continue to manage risk in the community

Ensure that you describe the additional steps taken prior to recall, and the impact. Think about why didn't they work? Was there anything else that Probation could have put in place? Were further alternatives considered not to be appropriate? If so, why?

Where no additional steps have been taken, explain why in the 'other' section/row. This is really important information for PPCS and the Parole Board to be aware of. This will demonstrate that we have considered alternatives to this recommendation to recall.

For determinate sentenced offenders only

20. Proposed recall type:

Explain the reasons for the recall type:

Adult sentences: the type of recall (Fixed Term Recall or Standard Recall) will be determined by the criteria set out in question 5. This is mandatory and there is no discretion. If an offender does not meet the requirements, you must request a Fixed Term Recall. If an offender does meet one or more of the criteria, you must request a Standard Recall.

Young Offenders, and for adults serving only eligible youth sentences: you must decide which type of recall to recommend.

Young offenders serving a sentence of under 12 months will automatically receive a fixed term recall unless one or more of the following criteria apply:

- Managed at MAPPA Level 2 or 3 at the point of recall; or
- Recalled on account of being charged with a serious offence, specifically: murder, or an offence under Schedule 18 of the Sentencing Act 2020 which includes manslaughter, kidnapping, false imprisonment and rape.

For offenders serving a sentence of 12 months or more, Probation Practitioners must assess their suitability for a fixed term recall assessed in terms of their RoSH,



21. For Fixed Term Recalls, a new licence will be prepared by the prison. Please provide any additional or bespoke licence conditions to be added to the offender's licence:

A new licence will be prepared following recall. Consideration should be given at this stage to any addition or bespoke licence conditions which will be required to manage risk upon release.

Remember: additional or bespoke licence conditions must be necessary and proportionate to manage any new or emerging risks.

For indeterminate and extended sentence offenders only

22. When recalling an ISP or ESP, the law requires that there is a link between the behaviour/circumstances which has prompted the recall, and the behaviour/circumstances which surrounded the index offence.

The recall threshold for Life, IPP/DPP and extended sentenced offenders is high as they can only be recalled for behaviour or circumstances that are causally linked to their offending.

You need to ensure that you provide clear evidence of **an increased risk of serious harm and justification on how the causal link is met** including what risk factors were evident at the time of the index offence and are currently evident in the offender's current behaviour.

This section of the report has been structured to aid practitioners providing this evidence which specifically focuses the layout of the recall policy threshold.

Consider and ensure that you cover the below when answering this question:

- Is there an imminent risk of serious harm?
- How does the current behaviour / circumstances link to the behaviour displayed at the time of the index offence (the 'causal link')?
- Why are the behaviour or circumstances unmanageable?
- How will prison address the concerns, as opposed to in the community?
- Where the offender is out of touch or their whereabouts is unknown, how long has this been for? What attempts have been made to contact/locate them?

ONCE YOU'VE FINISHED:

Once the Part A Recall Report has been drafted, where there is time, consider:

- Getting a colleague unfamiliar with the case to read it and ask any questions they have
- reading it out loud to check the language
- asking for gatekeeping particularly if the person is Black, Asian or from an ethnic minority, or has another protected characteristic
- remember to check spelling and grammar



And think **SAFE!**

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PRIOR TO ENDORSEMENT OF THE REPORT

For your line manager to countersign the report, they must be satisfied that it is of good enough quality for the Parole Board. Before you send your report to your line manager, consider:

- does the report contain **analysis of key issues and not just description?**
- is the report disclosable?
- is the report easy to read? For example, consider spelling and grammar, and if it's free from jargon and in plain English
- is the report concise, succinct and free of duplication?
- does the report provide enough information for PPCS to be able to make a defensible decision on whether recall should take place?