



HM Prison &  
Probation Service

# Part A Recall Report for Youths and New Good Practice Guidance

## Accessibility and Useability

The format of the Part A Recall Report has changed to improve accessibility and useability.

The report is now in black font throughout.

Any high-level guidance is now in Plain English.

The hard content (guidance) within questions has been removed.

### Current Part A Recall Report

#### PART A: Recall Report

This report forms the basis to request the recall of all types of offenders released on a determinate, indeterminate, ORA or extended sentence licence whether Standard or Fixed Term Recall (FTR).

#### FOR ALL EMERGENCY, IPP & LIFER RECALLS ONLY: PLEASE TELEPHONE PPCS BEFORE SUBMITTING REQUEST

Please note that this report will be disclosed to the offender, so careful consideration must be given to how any sensitive information is presented. For further guidance please consult the Handling Sensitive Information Policy Framework, available on [www.gov.uk](http://www.gov.uk). There is also guidance available on EQuIP relating to the victim contact scheme (under 1.3.1 – Victims).

Sensitive information must be submitted as a separate document where there are concerns regarding disclosure. Non-disclosure information must be scanned, e-mailed and submitted as a separate document

Please confirm that you have considered all alternatives to recall prior to completion of this form.



You will be required to evidence this in Section 21

### New Part A Recall Report

#### PART A: Under 18 Recall Report

**IF AN EMERGENCY, IPP, LIFER AND EDS RECALL:** Please call PPCS before sending the request

This report will be shared with the child.

Sensitive/non-disclosure information must be:

- Submitted in a separate document
- Marked clearly as non-disclosure
- Scanned and emailed separately to PPCS

## Fixed Term Recall 56 Questions

The Part A Recall Report has been updated in readiness for Fixed Term Recall (FTR) changes brought in by the Sentencing Act 2026.

The report contains new questions on the FTR exclusions for children.

### Current Part A Recall Report

#### Recommendation on Recall

##### 1a. Is this an Emergency recall?

You must call the Recall Team for verbal approval in advance of submitting the Emergency Recall request.

**Note:** In the case of all emergency recall requests including those for life/IPP/DPP sentences, community offender managers must ensure that they remain contactable until PPCS has issued the revocation order.

Please Select

##### 1b. To be eligible for a mandated fixed term recall all answers must be "No":

Is FORENAME\_3 SURNAME\_3 sentence 48 months or over? Please Select

Is FORENAME\_4 SURNAME\_4 Under 18? Please Select

Is FORENAME\_5 SURNAME\_5 in MAPPA category 4? Please Select

Is FORENAME\_6 SURNAME\_6 MAPPA level above 2 or 3? Please Select

Is FORENAME\_7 SURNAME\_7 being recalled on a new charged offence? Please Select

Is FORENAME\_8 SURNAME\_8 serving a fixed term sentence for a terrorist offence?

Please Select

Has FORENAME\_9 SURNAME\_9 been charged with a terrorist or state threat offence?

Please Select

### New Part A Recall Report

#### Recommendation on Recall

##### 1. Is this an Emergency recall?

Please Select

2. Is the child under 18 years old? Yes/No - in Section 19 please make a recommendation on recall type (14/28 day FTR or Standard).

3. Is the child serving a life sentence? Please Select

4. Is the child serving an extended sentence?

## Streamlining of the report

- The child details section has been streamlined
- The victim questions have been moved up in the report
- The police questions are now all in one place
- Details of the circumstances/behaviours leading to recall and response to supervision have been combined

### Screenshots from New Part A Recall Report

#### 5. Child's Details

Full name: FORENAME FORENAME2 SURNAME  
 Date of birth: DOB  
 Ethnic category: Please Select  
 What is your preferred language? Written: Provide details Spoken: Provide details  
 (including British Sign Language)  
 Gender: Please Select  
 CRN: CRN  
 CRO No: Provide details  
 PNC No: PNC  
 Prison No: PRISONERNUMBER  
 PNOMIS No: NOMSNO  
 Releasing prison/Custodial establishment: Pro  
 Date of Current Release:

#### 7. VICTIMS: (Any information presented here should be disclosable to the [prisoner](#))

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

Date contact was made with the Victim Liaison Officer: Add date

#### 8. Police Information

Is the child currently in police custody or youth detention? Please Select

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

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: Provide details

Email Address: Provide details

17. 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.

Provide details

## Changes to the indeterminate and extended sentence question

This wording of this question has been updated to ensure that the requirements of the causal link are clear for Practitioners.

The question now reflects:

- the full recall threshold;
- the recent inclusion of 'whereabouts unknown' to the threshold

### Current Part A Recall Report

#### For indeterminate and extended sentence offenders only

24. When recalling an ISP or ESP the law requires that at least one of the following criteria below must be met. Select from the options below and comment on how the offender's behaviour meets each criteria:

i) Has the offender exhibited behaviour similar to the circumstances surrounding the index offence; is there a causal link? Please Select Please Comment: Provide details

ii) Has the offender exhibited behaviour likely to give rise, or does give rise to the commission of a sexual or violent offence? Please Select Please Comment: Provide details

iii) Is the offender out of touch with probation/YOT and the assumption can be made that any of (i) to (ii) may arise? Please Select Please Comment: Provide details

### New Part A Recall Report

#### For indeterminate and extended sentence children only

21. 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.

To assess whether there is a link and that the recall can be lawfully made you must provide evidence to demonstrate that one or more of the following criteria has been met:

i) Has the child exhibited behaviour similar to the circumstances surrounding the index offence? Please Select Provide details: Provide details

ii) Has the child exhibited behaviour likely to give rise, or does give rise to the commission of a sexual or violent offence? Please Select Provide details: Provide details

iii) Has the child exhibited behaviour associated with the commission of a sexual or violent offence? Please Select Provide details: Provide details

iv) (a) Is the child out of touch with YJS or is their whereabouts unknown? Please Select Provide details: Provide details

(b) Where the child is out of touch or their whereabouts is unknown, provide details on why the assumption be made that any of (i), (ii) or (iii) may arise? Provide details

# Updates the Probation Details Question

The 'Probation Practitioner Details' sections have been combined into one question

## Current Part A Recall Report

25. Probation Details – PS/YOT community offender manager completing the Recall Report and Risk Assessment:

Name of person completing the form: Add Name

Telephone Number: Provide details

Email Address: Provide details

Region: East Midlands

LDU (Please select) A-Z

Switchboard Telephone Number: Provide details

Fax Number: Provide details

E-mail address to which PPCS should respond including a functional mailbox:  
Provide details

Date of decision to request revocation: Add date

Time (24 hour) of decision to request information: Provide details

26. If different from above, details of the current supervising PS/YOT community offender manager:

Name of OM/YOT worker: Provide details

Telephone Number: Provide details

Email Address: Provide details

Region: East Midlands

LDU (Please select) A-Z

E-mail address to which PPCS should respond including a functional mailbox:  
Provide details

## New Part A Recall Report

22. Probation Details – YJS Probation Practitioner completing the Recall Report and Risk Assessment:

Name of Probation Practitioner: Add Name

Telephone Number: Provide details

Email Address: Provide details

Name of Report Author (if different):

Report Author's Telephone Number: Provide details

Report Author's Email Address: Provide details

Region: YJS

YJS/Local Authority (Please select) A-Z

Switchboard Telephone Number: Provide details

E-mail address to which PPCS should respond including a functional mailbox:  
Provide details

Date of decision to request revocation: Add date

Time (24 hour) of decision to request information: Provide details

# Updates to the YJS Line Manager Endorsement Question

An additional question has been added to record the Date and Time the SPO initiates the recall request.

## Current Part A Recall Report

### 27. Endorsement of Recall Report and Risk Assessment by PS/YOT Line Manager

I am satisfied that alternatives to recall have been considered in this case and in my assessment the risk posed by this offender is no longer manageable in the community. ☐ Tick Box

I have discussed all aspects of this case with the community offender manager, and I am endorsing:

- ☐ Alternatives to recall have been fully explored,
- ☐ The recall type requested,
- ☐ The quality of information
- ☐ The offender is no longer manageable in the community,

Please provide additional information:

Name of person completing this form: Add Name

Email address: Provide details

Telephone Number: Provide details

Date of decision to request revocation: Add date

Time (24 hour) of decision to request information: Provide details

## New Part A Recall Report

### 23. Endorsement of Recall Report and Risk Assessment by YJS Line Manager

I am satisfied that alternatives to recall have been considered in this case and in my assessment the risk posed by this child is no longer manageable in the community. ☐ Tick Box

I have discussed all aspects of this case with the community offender manager, and I am endorsing:

- ☐ Alternatives to recall have been fully explored,
- ☐ The recall type requested,
- ☐ The quality of information
- ☐ The child is no longer manageable in the community,

Please provide your view on the recall:

Name of person completing this form: Add Name

Email address: Provide details

Telephone Number: Provide details

Date and time (24 hour) SPO initiated the recall request:

Date report countersigned: Add date

Time (24 hour) report countersigned: Provide details

## New Good Practice Guidance

New Good Practice Guidance is now available for Youth Justice Practitioners writing Part A Recall Reports.

The guidance is available for access **here**.

### Good Practice Guidance for Recall Part A Reports

A Part A Recall Report must be completed to request the recall of a child back to prison custody. This must be submitted to the Public Protection Casework Section (PPCS) within 24 hours of the YJS Case Manager making the initial decision to recall.

This guidance is designed to assist Youth Justice Practitioners in completing Part A recall reports.

#### BEFORE YOU START!

- Have you got all the information you need?
- Have you discussed the case with your line manager?
- 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 Section will use the Part A recall report when considering whether the child'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 child has progressed during this period in the community

Each section 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.